FACILITIES RESOURCE COMMITTEE

Minutes

Tuesday August 10, 2010

Present: Stephanie Woolf, David Ryfe, Troy Miller, Steve Zink, Chuck Price, Ron Zurek, Ken Palm, David Lupan, Marsha Read, John Walsh, Marcella Yeates, Gary Bishop and Jannet Vreeland.

Excused: John Sagebiel

Absent: None.

Visitors: Jed Hammer, FP&A
Raymond Needham, Scheduling Services
Frank Flavin, Coop. Ext.
Maureen McBride, Writing Center
Bruce Shively, PBA

Action Items:

A. **MINUTES**: The minutes of the July 13, 2010 meeting of the Facilities Resource Committee were approved with the following change:

   Update Item C: Jannet reported that the issue with the screens has been resolved, and will be monochromatic, and review of product data and product sample by Facilities Services is pending.

B. **RENOVATION LIST – REVIEW OF PROJECTS OVER $25K**: John Walsh reviewed with the committee the renovation list for projects over $25,000, including approval of storage container5s for Cooperative Extension, and Signage for the Writing Center, all detailed below.

C. **WRITING CENTER – INTERIOR AND EXTERIOR SIGNAGE**: Maureen McBride presented plans for interior and exterior signage in Mackay Science for the Writing Center, including a sandwich board to be displayed the first two or three weeks each semester outside the northwest entrance to MS, gold leaf lettering on the northwest door, and directional signage in the northwest stairwell. The committee approved the sandwich board and the directional signage in the stairwell.

D. **COOPERATIVE EXTENSION – REQUEST FOR STORAGE CONTAINERS**: The committee reviewed a request from Frank Flavin to install storage containers at the CE building site. The committee approved the request.

E. **GEOGRAPHY – REQUEST FOR ASSIG**: The committee reviewed a request from Kate Berry of Geography for additional office space for their graduate program. The requested rooms were Mackay Science 103, 104, and 104-A thru 104-D. The committee approved the request.

F. **CAMPUS SIGNAGE POLICY AND STANDARDS - REVIEW**: Jannet Vreeland asked a subcommittee of the FRC (Marcella Yeates, John Walsh, Chuck Price and Troy Miller) to look at the current campus signage policy and standards, and to report back to the committee with recommendations for changes and/or updates.

G. **ROOM RENTALS**: The committee reviewed current rental policies for use of space on campus by non-university groups with Raymond Needham, of the Scheduling Services office. Jannet Vreeland asked Raymond to review these policies and develop a possible room rental rate schedule for the use of university space by these groups, to be discussed at the October meeting of the committee.
H. TUTORING CENTER – REQUEST FOR ADDITIONAL SPACE: The committee reviewed a request from Marsha Urban of the Tutoring Center for additional space for their program. Jannet Vreeland asked that the request be placed in the pending queue.

Update Items:

A. HYDRO GREENHOUSE PROJECT: John Walsh indicated that there has been no change in the status of this project.

B. SEISMOLOGY LAB – REQUEST FOR STORAGE IN NTF: Jannet indicated she is waiting for feedback from Graham Kent and the Dean.

C. OVERLOOK – CEILING/LIGHTING REPLACEMENT: Jannet reported that the issue with the screens has been resolved, and will be monochromatic, and review of product data and product samples by Facilities Services is pending.

D. VENDOR SIGNAGE ON CAMPUS: Jannet indicated she would develop a protocol for approval of these types of requests.

E. RSJ RENOVATION – TRANSITION SPACE UPDATE: Rosemary McCarthy reviewed the plans for the space to be made available for Journalism during the RSJ renovation, and the space will include WRB 1003, but not the conference room.

Discussion Items:

A. JOT TRAVIS BUILDING – PROTOCOL FOR USAGE OF JOINT USE SPACE: Troy Miller indicated that there has been no change in the status of this issue.

B. CAMPUS SIGNAGE POLICY AND STANDARDS: The committee deferred discussion of this issue until the July, 2010 meeting of the committee.

C. NELSON BUILDING LAXALT THEATER – CONFLICTING RENTAL ACTIVITIES: Jannet Vreeland indicated she would like to discuss this issue with Robert Gander.

Pending Requests:

TUTORING CENTER – REQUEST FOR ADDITIONAL SPACE (MARSHA URBAN)
LATINO RESEARCH CENTER – REQUEST FOR STORAGE (IRIS WEST)
ART DEPARTMENT – REQUEST TO RELOCATE PRINTMAKING TO JTB (HOWARD ROSENBERG)
HCS – SPACE NEEDS AND REQUESTS (JOHN MCDONALD)
COOPERATIVE EXTENSION – STORAGE NEEDS ON CAMPUS.
UNIVERSITY PRESS – RELOCATION FROM MORRILL HALL.

NEXT MEETING: The next scheduled meeting of the Facilities Resource Committee is September 14, 2010, from 2:30-4:30pm, in the Phillips Conference Room – Clark Administration Building.

cc: President Glick
Vice President Ellis
Associate Vice President Cathey
Richard Greath, Reference Librarian, Getchell Library
Academic Leadership Council
Facilities Resource Committee Members