PRESENT:  B. Ackland, C. Bleaux, M. Caraballo, B. Higgins, A. Mihalek,  
         C. Moulton, B. Grabczewski, J. Homburger, B. Hartman, D. Wright  

EXCUSED: M. Christiansen, S. Supinski, C. Jackson, W. Duprey

There was question about #5 on February 1 notes in reference to Redcay Lobby work. Several members of the committee did not appear to be aware that a room was going to be built off the lobby in conjunction with the proposed new SBE accounting lab. Comment was made there is no mention anywhere in the minutes of this project being approved though the Space request form. It had been signed off by the CPC committee and Exec Council. Much discussion resulted from this question. It was pointed out that the information was in the packet previously handed out.

It was requested that a change be made to #5 to read as follows. Redcay 101 is still under consideration and the Foyer project is cancelled. Looking at other space to replace.

Colin Reed has been given a price on another location. The question was asked whether there is money for the project. J. Homburger indicated that private funding in the amount of $50K is there. This is to be a self-supported project. The lab will be open to Business students mostly but others will be allowed to use it. It can be used as a classroom but will have open time for accounting students to use. The structure of the project seems to have changed.

#2 – Al moved to approve minutes with change.
Question was then raised as to what exactly is the function of CPC. Do we approve, do we recommend, do we have the authority to say yes or no? Response was that we are responsible to be sure that everything is in place/order on the space form before going onward. Is it the CPC’s role for long term planning…including the accuracy of space inventory, utilization, and content. CPC’s initial charge did not include dealing with space but by default it is. CPC needs to identify who we are, what we are doing, how do we work with the campus.

B. Higgins brought up the point that perhaps meetings should have a more formal format in regards to decision making. Perhaps motions should be made and voted on.

It was suggested that when a department initiates a space request they should investigate all levels of the request such who it is going to affect, ie…networking, telephone, maintenance, why space is being requested, etc. before submitting it to CPC. It was also suggested that perhaps the requestor should present to the committee so we (the committee) can ask questions.
In the event of receiving “special” monies on campus, it was discussed that CPC should put together a plan for the campus to discuss and have available. For example, does the campus need a new bldg., renovations, etc. and list the items in priority.

John reported that he had met with Phil Wood from SUCF. They are looking into legislation to allow campuses to hire/employ a Capital Planner. It could happen as soon as this year.

#9 – Proposal for Smart Classroom
Carol presented the request for three smart classrooms for approval. Discussion followed with questions. Why were Hawkins 135, 202 and Redcay 135 picked to be converted to smart classrooms. She said that they were the quickest and least expensive to do because of recent rehab in Hawkins. Minimum work needs to be done to the rooms. Carol was asked if she could provide a list of all identified classrooms for change over to smart classrooms. Carol will provide a list of all classrooms identifying size of room, durability and cost. Information will be forwarded to committee members for discussion at the next CPC meeting.
The classroom list should be sent to all Deans for discussion and priority.

Budget for classrooms…who should be responsible for…need to look and re-evaluate Tech fees. This should be reviewed in the budget process.

#3 – Hudson Renovations Update
Scott Page has completed the space assessment for Beaumont and Hudson. Carol has it should anyone wish to see it. Scott Page met with the chairs of the sciences and talked about their needs and expectations. Al expressed his concern that this should be kept alive and moving and not have a 12-month waiting period. Al reported that faculty from the Sciences have been having very good meetings. Much is coming out of them. They are able to identify usage and how they can have shared lab space - they are working together on this.

#4 – Yokum Upgrade
The impact of the CIT Conference that will be held here in 2007 is great. It could cost upwards of $125K. It has been made an inadvertent priority that has put other maintenance off that is as important to be done. A commitment was made without total consideration of needs and expectations.
The work is moving along with some contract work going out to bid. There will be some asbestos work done.

Kehoe Elevator – One car is tentatively scheduled to come off line March 13. When that car is completed the other one will come off line. Bernie expressed concern over lines that are housed in the top of the elevator (MLD Repeater, Sprint Lines, Campus Repeater, Wireless Fieldhouse link) that must be moved regarding location and cost issues.
Bernie mentioned that Jim Lucas and Jan McDowell will be attending Autocad training. He suggested that the Facilities Office should send one or more people to attend this training as well. The Facilities Office is receiving more and more of their drawings on CAD. Brian Higgins brought to our attention that Autocad will work hand in hand with GIS which together can give us a precise look at things.

Items 6, 7, 8, 10 have been deferred until next meeting.

Next meeting is scheduled for March 29 at 9:00 AM in Feinberg 116.

Meeting adjourned at 10:45.

Submitted by,
Diane Wright