Capital Planning Committee Meeting

Minutes

April 18, 2005

Attendees: Bob Ackland, Carol Bleaux, Bernie Grabczewski, Bryan Hartman, John Homburger, Al Mihalek, Cathy Moulton, Stan Supinski, Brian Higgins

1. Approval of Minutes (3/11/2005) - Postponed

2. Academic Building Tours Update

   The tours and room surveys have been completed. Carol is currently in the process of compiling survey data for analysis. Human Resources will be contacted to see what information is available for space assignment. A recommendation was made to have the Deans/Department Chairs verify and approve information assembled from the tours.

   Stan added that Campus Facilities is in the process of setting up a workstation for AutoCADD. AutoCADD is the design tool used to generate floor plans and structures. The drawings generated from either in house staff or by hiring an outside firm will assist with space utilization discussions.

3. Forms Update

   Carol provided a quick overview of the Office Relocation Tracking form and the Facility Space Re-Assignment/Change Transmittal Application. Committee members should send comments and feedback to Al.

   Stan will assist with developing a Maintenance and Rehab request form. Campus community can use this form to apply for funding not covered by critical maintenance initiatives.

4. Classroom Configuration

   A request was received to consider chalkboards in Smart Classroom facilities. Since chalk dust can create problems with equipment, whiteboards are currently utilized in Smart Classrooms. Committee members further discussed the problems and benefits of both options. Sibley 327 was suggested for a location to test document cameras. There was also a suggestion to test dustless chalk. Carol will contact Cerise to see how to further facilitate request/question. Carol is also interested to see if this issue will appear in an upcoming computing services survey.

5. Facilities Space Reassignment Change Form – Smart Classroom

   Carol submitted a Smart Classroom space reassignment form to the committee for approval. Project includes upgrades to Sibley 212, Ward 108, and Hawkins 141. Brian made a motion to approval proposal. Bob second the motion. The form was distributed to John Homburger for routing purposes.

6. Hudson 106 Update

   Update meeting scheduled for April 19th. A discussion of the back row seating “code” issues is expected.

7. Hudson Hall Update

   Carol, Kevin Roberts, Stan, Al, and John are expected to attend a meeting in Albany on April 26th to review proposals from several architectural firms. Updates will be provided at the next CPC meeting.
8. Campus Interchange Projects

Stan provided a detailed update on current and outstanding Campus projects.

*Notes submitted by Bernie Grabczewski*