

Minutes for CDAC Workgroup  
March 29, 2004  
Meeting began 1:02 PM

- Budget from Jeremiah
  - There are problems with the rooms proposed (on bond plan)
  - It directly relates to bond scheduling
  - Has been the place of CDAC for the last few years to ask for funds for equipment from the Provost (one time funding)
  - This year, funding was given automatically (one time funding that will supposedly go from year to year-nonexpiring funds)
  - Making a request for \$200,000 (taking into consideration shipping costs)
  - State contract items do not have shipping costs, unless it is expedited shipping
  - Portion for repairs?
  
- Bond Schedule- It needs to be figured out in order to send letter to Provost today or tomorrow
  - Fetzer 109
    - Jeremiah has made several requests to get chairs repaired
    - Facilities Services will not fix because the room is on the bond schedule
    - When will construction begin?-one year from now (is that correct?)
    - Is it possible to take that chair out (the broken one)?
      - There is a bar across the row, can remove the chair, but reduces seat count
    - Can drop seat count by six and have bad ones removed and guess what it would cost
    - For switches, can also put in special budget
    - Fetzer has own Facilities group, so whenever they have tried to get it fixed, they say they cannot because it is not part of the regular Facilities group
    - Will go with Jeremiah's recommendation on what to do
    - Ask facilities or can request money from the Provost
  - Hanes 108
    - Is off the bond list; Finished
    - Can see on picture where they stripped out the old chairs
    - Idea would be to replace the chairs if possible
    - Did redo the room, did not redo the floor; just took out the old chairs
    - Chairs are not broken, but they are not the K1 desks
    - No wireless in Hanes
    - Whole building renovation expected in 2006-07
    - Just leave it; the furniture is good enough to get by with
  - Howell 203/207

- Howell is set for a whole building renovation?
    - There is nothing to confirm that against-no date
    - Time frame for the whole building in order to make a decision
  - Wilson 217
    - The seats are like Hanes (have poles through the bottom)
    - Bond document says it will be done 5/05
    - That just went out for a call
    - Should be offline next summer
  - How much is left in Jeremiah's account?
  - Not sure
  - Started in December/January
  - Facilities services was charging Jeremiah or any department for fixing chairs
  - Fund created for furniture repair
- Are comments about the letter sent out on Friday?
  - Updated version of something Rick had last year
  - Explained budget, increase for ATN
  - Smaller amount now because there seems to be a planned budget for equipment
- Project Review Requirements Draft
  - Programming section
    - **First bullet**, should change design selection to designer selection
    - Pre-programming meeting at least one week before programming meeting
    - Project Manager at the pre-programming meeting- Everyone can have a better understanding of budgetary constraints
    - Also include CDAC liaison
    - Include a list of objectives as well as constraints
      - CDAC itemizes
    - The **third bullet** reads funny
    - Project Manager needs to declare it the final meeting
    - Reorganize to read: "Two weeks after final programming meeting, Multimedia Classroom Design will present programming documents to clients for feedback and sign-off. One week later, the document should go to CDAC and Facilities Planning for final approval."-Possibility
    - In that two weeks, Joe has to get the signoff from the people who are part of the meeting
    - After that, still needs to go to CDAC for approval
    - One week later, the document should go back to CDAC
    - For each project, should have a schedule to map out the process?
    - Spell out more specific information in bullets

- Two reviews of each phase may be necessary (person to person w/designer)
      - Ideally, would get a progress set in advance (if more than 1-2 pages)
    - Time frame: At the discretion of Project Manager, that there may be a need for more meetings
      - For more complicated spaces, it may be necessary to extend the time period (to be determined by the Project Manager).
      - Anything that negatively impacts that time frame should go through the Project Manager
- Jerry is going to take document and put in matrix to see where CDAC fits in
  - Going to look at issues that come up
  - Look at phases and interactions with CDAC
  - Will give everyone a sense of when to get ready to give documents to designer
  - It will make sensitive what the designer will have to go through
  - The outcome: all the players know what they need to do, when they need to do it
    - Meet the deadline
    - Know what to deliver
  - If done before two weeks, will send out for replies
  - Will there be many changes to the Project Review Requirements document?
    - Do not know
    - Changes should only revolve around time
  - Could move forward and make adjustments to time later
  - Wait to send to Anna in Facilities Planning until Jerry has had a shot
- Design Development Section
  - Time frame question on bullet one
- Scott is going to create a checklist for document
- Will make some more changes to this and email them out in **two days**
- CDAC would be in charge of seat counts
  - This is because this is where everyone can put their two cents in
  - Want and try to listen to Paulien
  - Goes back to very first bullet under programming
    - If seat count has to his x number; quickly apply formula from Paulien study; if get to design development and changes have occurred in space and the numbers are different, CDAC will have to respond
  - Hard to dictate room size unless seeing an already existing room

Meeting adjourned 2:10 PM