

**College of Nursing, Health, and Human Services**

**Building Committee, Meeting Minutes**

**January 12<sup>th</sup>, 2009**

- Welcome
- CNHHS Pre-prospectus (divided by program) Document distributed
- The committee is looking forward to adding members from external collaborative identities soon
- Brian Anderson from Facilities Management provided advice on how best to develop the prospectus and provided an idea of the process in which the prospectus will follow:
  - o The prospectus will be sent to 40-50 architectural firms within Indiana. Of those who submit interest in the project, they will provide their qualifications, ideas, and estimate of total costs
  - o Once a firm is chosen, the design process will take a little over a year
  - o The design process includes:
    - “The program”- a written definition of space needed. This will include the building committee answering numerous non-architectural questions from the firm in order help the firm understand backgrounds, missions, and goals of the college and ultimately the building
    - “The layout”- schematic and floor plan
    - The finalized document including floor plans, finalized money estimations, program planning, and finishing details
  - o A location for the building will need to be determined
  - o Assignable square footage is different from gross square footage. Assignable square foot is considered usable space where as gross square footage is the total net footage including walls
  - o Two example documents were provided from other past projects on campus to aid in the process
    - University Hall Executive Summary
  - o There are standards already determined by facilities. Offices are a standard size where as classrooms are not. This will need to be considered when planning.

- The committee should consider having the plan and building become “LEAD” certified.
- The committee was asked to complete and consider the following items over the next two weeks
  - Use of the “program report” example to make changes to your individual program prospectus plans
  - Consider that additional spaces besides the program spaces will need to be planned such as the common spaces, the dean’s area, security, bathrooms, landscaping, parking, lighting, and the external look of the building
  - Look through the other 4 program prospectus plans to find:
    - Ideas to improve your own program’s prospectus
    - commonality areas
- The committee meets January 26<sup>th</sup> at 3:00 at the construction trailers in front of the new education building to take a tour