**Planning and Finance Committee Meeting Minutes**

**Wednesday, November 20, 2024, 6:00 pm**

***Spotlight Room***

**Call to Order 6:00 pm**

**Roll Call**

**Committee:**

[x]  Senator Blanco-Lobo, CAS Faculty

[x]  Senator Bonnell, MIL Faculty, PFC Chair

[x]  Senator Cottingham, Student Senator, Secretary

[x]  Dr. Cutting, Provost Designee (non-voting)

[x]  Senator Gaucin, Student Senator

[x]  Senator Godwyll, COE Faculty

[x]  Senator Gonzalez, Student Senator

[x]  AVP Hendrix, VPFP Designee (non-voting)

[x]  Senator Horst, WKCFA Faculty, Senate Chair

[ ]  Senator Lawson, CS Rep

[x]  Senator Leone, Student Senator

[ ]  AVP Polifka, VP Student Affairs Designee (non-voting)

[x]  Senator Sankara, COB Faculty

**Guests:** Dan Petree, Mike Gebeke

**Public Comment:** none

**Order of Business**

1. **Approval of Committee Minutes from 10/23/2024**

Motion by Senator Horst and seconded by Senator Sankara, to approve minutes. The motion carried.

1. **2024–2025 Priorities Report, College of Engineering Building on G.E. Road**
* Dan Petree, Interim Vice President for Finance and Planning
* Mike Gebeke, Associate Vice President of Facilities Services

Each year the Planning and Finance Committee determines what its annual priorities report will be and this year the Committee is studying the off-campus College of Engineering Building at 1709 and 1711 G.E. Road in Bloomington. This reflects the move from John Green and Carter Harris buildings on-campus.

At the last PFC meeting, we identified short-term and long-term areas of concern including which elements of the [previous designs](https://facilities.illinoisstate.edu/projects/engineering-complex/index.php) will carry over into the new space and seven themes: 1) transportation/parking, 2) dining, 3) housing, 4) scheduling, 5) student services, 6) security, and 7) general space planning.

College of Engineering Dean Tom Keyser was unable to attend tonight’s meeting but prepared a ***SWOT Analysis for the College of Engineering*** that was sent prior to the meeting (included at end of minutes). Dean Keyser suggested Interim VP for Finance and Planning Dan Petree and Associate Vice President of Facilities Services Mike Gebeke could share information on the budgeting model and facilities planning to the committee to inform our report. Welcome to our guests this evening. Bonnell reminded the committee that tomorrow (11/21) Matthew Hanks, Project Manager, would be giving PFC a tour of the G.E. building from 1:00–2:30 pm.

* VP Petree offered a narrative for context and AVP Gebeke shared facilities and planning details. Committee members asked questions throughout.

 Facilities

* John Green building had been selected to house the College of Engineering, but this space was minimally acceptable given its small size and condition. Fiscally it would be a breakeven proposition. It is an old building and needed asbestos abatement and other updates and as a result renovation costs increased.
* With ~80,000 square feet of space, it would limit the enrollment of College of Engineering students to about 520–550. The G.E. West building is ~200,000 square feet and student enrollment could expand from the 520–550 students to potentially ~1,250 students.
* In March 2024 two potentially separate properties became available in Bloomington-Normal. The University investigated possibilities and was constrained by a non-disclosure agreements and was unable to share this information widely while investigating.
* The Country Financial property included two buildings (and a Link structure connecting the two buildings) with 212,000 and 188,000 sq ft for both buildings. It was available due to more remote work/downsizing at the company. The G.E. facilities were not built as an education center and as a result includes very high bays that can enclose semi-truck trailers. These are among the features attractive to the College of Engineering.
* The Country Finance space was larger and offered more flexibility than John Green and overall, it would be a better long-term solution for the College of Engineering. It was an attractive alternative to the John Green facility.
* With due diligence, the University investigated further and ultimately sought approval from the Board of Trustees to purchase the Country Financial buildings. The West building has been purchased as of November 15 and the second East building will be available for the University in the fall of 2026.
* College of Engineering students will be enrolled in the fall of 2025 and their classes will first be held in Williams Hall. The goal for the first semester cohort is approximately 150 students.
* Though it is a tight timeline, it is expected that the West building will be adapted to meet the needs of the College of Engineering in time for classes for the following year in the fall of 2026. Since the College of Engineering students will be enrolled at the time, they will be asked for concerns regarding the College and its buildings.
* There should not be an overlap of Country Financial employees and the University at the same site.
* It was noted that John Green and G.E. buildings were both built in 1966, but that in 1990, the G.E. buildings were remodeled and the asbestos abated. They also received additional renovations in 2022.
* One of the attractive elements of the new buildings is that it is more affordable in the long run. John Green needed many expensive repairs/upgrades. The property was purchased for $17.5 million with additional renovation expenses expected at $33 million. Costs for classrooms, labs, and other equipment would be an additional $4.5 million. This is less than the anticipated ~$80 million needed to renovate the John Green and Carter Harris on-campus buildings.
* Gebeke shared that this G.E. facility is a “Class A” space and with its 2022 renovations the infrastructure is among the best maintained of our University buildings. The East building had been a call center and provides excellent electrical (3000 amp at 480 volts and three phase) and wireless access.
* The second floor of the West building will need updates, but those will be part of Phase II of the project.
* These facilities provide opportunities for the University. Some space will likely be available for non-College of Engineering uses; it would be a mixed-use space. The University’s Space Planning Committee, constituted from membership across campus, is cognizant of scope creep during the design process as they investigate options. Space is not being committed to anything other than engineering for the time being. Examples being considered include clinical spaces, library and archives space, warehouse use. Academic Senate will vet space planning.
* There are many pieces to the space planning process. Design work is being done by consultants. Gebeke anticipates that in the Fall of 2025 he will be able to circulate draft plans. Gebeke is open to attending Academic Senate at that time to share.

Transportation to Off-Campus Facilities

* Gebeke reminded all that we have current students, MFA students, located off campus at Eastland Mall, though it was also noted their numbers are far fewer than those for the College of Engineering.
* Transportation options include
	+ Biking/wheeled transportation via the Constitution Trail (about 15 minutes);
	+ Connect Transit with a direct shuttle;
		- The University will need to work with Connect Transit (though there are three other companies as options for a shuttle service) and it could be an extension of the Redbird express loop
		- There is a bus line stop outside of the G.E. buildings
		- There is a possibility of having busses use the complex’s extensive parking.
		- The University is investigating block scheduling given bus schedules.
		- Sustainability is a concern and electric busses are an option
		- The current contract with Connect Transit is $300,000
	+ Driving (~10 minutes depending on time of day)
		- It was noted there is a school zone that would impact travel time at different times of the day.
		- Currently there are about 1,200 parking spaces at the G.E. facilities. The lot will be part of Parking and Transportation.

Services

* It is important that students have an Illinois State University experience. College of Engineering students will have classes on campus.

Security

* At the G.E. building the idea is to mirror services, such as security, which would be onsite.
* Country Financial uses a security system similar to the University’s and already has card readers for swipe access.

 Dining

* There are concerns about a food desert in the area and the need to provide dining options at the site. Country Financial had a cafeteria in the Link area that joins the West and East building and that could be adapted to the University’s needs. Dining is investigating. Catering is also an option.
* The cafeteria in John Green would have needed an upgrade in vending likely for grab and go options.

Housing

* It was noted there is probably limited student housing in the vicinity east of Veterans, but that could change as the years progress and potentially increased demand for housing.

Maintenance

* This is a large, additional space and will require funds for maintenance. Facilities estimates it costs $6 per square feet and about $2.4 million a year to take care of this space.

 Contingency Planning and Barriers to Success

* Gebeke shared there is little reason to believe that construction will delay the timeline. The general contractor has worked on campus and has met past deadlines.
* They are aware that the timeline is tight if they experience delays.
* It was noted that Country Financial can extend their presence in the East Building by three months if they need more time from their schedule.

 Timeline

* Financial approval for design plans will be sought at the May 2025 Board of Trustees meeting.
* The Space Planning Committee will create an interim report.
	+ Planning and Finance Committee needs to submit its report to Exec by March 26; it will be an interim report for Academic Senate that would likely be continued by next academic year’s PFC.
* The first floor of the West building is the priority for Engineering.
* The second floor of the West building will be renovated in Phase II.
* The East building could be renovated potentially with AEF funds.
1. **Update from review of** **2024 Academic Facilities Priorities Report** (prepared by Academic Facilities Advisory Committee)
	* Bonnell contacted Mike Gebeke who shared that Dan Elkins, Associate Vice Provost for Academic and Fiscal Management, prepares the report and Gebeke contributes as it is being written.
	* Regarding the question on the new College of Engineering, the report was completed before the purchase of the building and the Academic Facilities Advisory Committee plan is to update this in the next iteration of the report.
	* On the question of updating the strategic plan’s name from Educate Connect Elevate to Excellence by Design, it was unclear if that correction or any corrections could be made.
	* The report can be sent to the Executive Committee.
2. **Update for 9.2 Appropriate Use Policy**

Bonnell continues to work with Dan Taube, Chief Information Security Officer. One of the observations in the proposed policy was that it lacked a symmetry in the protections evident for the University rather than the individual. There are more than a dozen separate references to varying compliances (such as must follow, shall observe, may not violate, etc.) directed toward varying policies, procedures, guidelines, state and federal laws, standards, etc. Bonnell is working with Taube to make those references consistent where possible.

It was recommended that that Bonnell continue to work with Taube and then consult with Alice Maginnis. It is hoped that PFC can update the policy by the end of the academic year.

1. **2024–2025 PFC Calendar**
* November 21, tour of the G.E. building from 1:00–2:30 pm
* December 11, 6:00–7:00pm, is an optional meeting.
* January 22, 6:00–7:00pm, Chair Horst volunteered to chair meeting in Bonnell’s absence.
1. **Adjourn**

Motion by Senator Horst seconded by Senator Blanco-Lobo.

Adjourned at 7:45 pm

**SWOT Analysis shared by College of Engineering Dean Tom Keyser**

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| John Green Building |
| Strengths |   | Opportunities |
| On Campus |   | Can house up to 520 Engineering Students |
| 80,00 Square Feet of Available Space |   | Cardinal Court as a Living/Learning Community' |
| Renovation would provide 'nearly new' spaces |   |   |
|   |   |   |
| Weakness |   | Threats |
| More than 10 minute Walk to Main campus |   | Escalating Construction Costs |
| More than 10 minute Shuttle ride to campus |   | Discovery of New Building Issues |
| No Faculty Research Spaces |   | May Outgrow Facility Quickly |
| Required Additional Shuttle Services |   | 11/4/2024 Enrollment FTIC Projection: 160-194 Students  |
| Isolation of Students |   | Expansion of Building would eliminate available parking |
| Hidden, non Visible Space |   | Area around building is run down and has poor appearance |
| Cost per Square Foot is Average |   | Fiscal Uncertainty of University |
| Limited Student Competition Space |   | Isolation of Faculty and Staff |
| Limited Student Club Spaces |   | Faculty Retention |
| Limited Student Design Space |   | Perception of 2nd class citizen for students, faculty and staff |
| Need to Relocate IT Network Resources (costly) |   |   |
| Limited Devoted Student Support Space |   |   |
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| Additional Notes |
| Building can accommodate incoming classes of about 130 students |
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| GE Road Building |
| Strengths |   | Opportunities |
| Low Cost per Square Foot |   | Can house up to 1,250 Engineering Students |
| Sibling Building of 200,000 square feet |   | Room for Expansion of new Degrees BS/MS |
| Renovation would provide 'nearly new' spaces |   | Room for Collaboration Spaces |
| Faculty Research Spaces Available |   | Research Space for External Funded Research |
| Devoted Student Support Spaces Available |   | Expanded Student Support Space(s) |
| Room for Growth and Expansion |   | Ability to Offer Additional EDI Support and Programming |
| Ample Parking |   | Short Course/Certificate Opportunities for Professionals |
|   |   | Food Service Available |
|   |   | Additional 200,000 sqft for other campus needs |
| Weakness |   | Threats |
| More than 10 minute Walk to Main campus |   | Escalating Construction Costs |
| More than 10 minute Shuttle ride to campus |   | Discovery of New Building Issues |
| 2.1 miles from main campus |   | Fiscal Uncertainty of University |
| Isolation of Faculty and Staff |   | Perception of 2nd class citizen for students, faculty and staff |
| Isolation of Students |   |   |
| Requires Increased Student Support and Security Presence |   |   |
| Potentially Requires Additional Shuttle Service |   |   |
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| Additional Notes |
| Building can accommodate incoming classes of about 325 students |
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