

Physical Environment Committee Minutes

January 21, 2015
8:00 AM – 9:00 AM
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Chuck Kunsman Isaac Lampner Denise Montanari Shawn Stevens Bill Thelin
ATTENDEES	Ted Curtis, Co-Convener Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Stewart Blessing Julie Hykes Zach Kisor Deans - Vacant
INVITED GUESTS	Ralph Morrone

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of the 12/17/14 minutes was requested.
CONCLUSIONS	Julie made a motion to approve the minutes and Stewart seconded the motion all members in attendance were in favor.

MEETING ITEMS

General Discussion

Space Utilization

- The committee invited Jim Haskell to answer questions Ann had posed about space utilization at Central Hower. Jim also explained any meetings or discussions he has had with Dean Clark.
- Ann asked if Jim would follow up to find unused space for quiet research. She has made a request for this type of space.
- Former industrial arts space at Central Hower is not appropriate for our space needs. There are some classroom spaces that are empty with decent structures inside. These classes and quiet office space are located on the first floor.
- There are spaces on the third floor that have cubicles in them for office space. There are no empty rooms on third floor.
- University of Akron (UA) assigned rooms are 125 sq. ft. each.
- Akron Public Schools (APS) and UA both have space on the third floor.
- Fall of 2015 is the first time we will be able to see the rooms posted on the utilization report.
- Harvey asked if we are still struggling to find classroom space, and Jim advised that concern has not reached him if there is in fact a struggle.
- Jim will return next month to give the committee a utilization report.

Tunnel Expansion

- See (ATTACHMENT 1-21-15 2015 VP Tunnel Presentation).
- Tunnel expansion to feed North Quad from Split Rock.
- Boilers currently in North Quad are self-functioning and older.
- This project, by bringing in new equipment, will provide 2 million in upgrades to Residence Life & Housing (RLH) facilities.
- Newer equipment will require less maintenance and this will help the decreasing number of maintenance employees across campus to focus on other functions.
- It is projected the switchover time will be pretty seamless, requiring just a switch of valves, with no planned down time.
- Harvey and Ted will present this project to University Council (UC).

New Business

- Harvey advised of a special meeting called by UC with the topics of wellness and personal safety. There was much discussion amongst the Steering Committee representation. President Scarborough asked for updates from the Steering Committee discussion to take to the Board. The President presented bylaws to the Board to review before adopting them. Many individuals are hoping to get bylaws passed before the Higher Ed Commission comes to UA next month.
- There will be a budget meeting soon to discuss the Law Building plans. Plans are currently in the hands of the construction company. The Law Library will move in the summer and offices will move in December. The Law Dean presented the plans to the Law faculty at their last meeting. Faculty will be housed in their library during the transition.
- Ralph explained the damage caused by a bucket truck to the Polsky's deck by a PC Contractor. The contractor will pay for damages.
- Matt made a motion to adjourn the meeting and Stewart seconded the motion. All in attendance were in favor.

Next Meetings:

- February 18, 2015 - 8:00am – 9:00am
- March 18, 2015 - 8:00am – 9:00am
- April 22, 2015 - 8:00am – 9:00am
- May 13, 2015 - 8:00am – 9:00am
- June 17, 2015 (tentative) - 8:00am – 9:00am

Physical Environment Committee Minutes

2/18/15
8:00 am – 9:00 am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Shawn Stevens Matt Wilson
ATTENDEES	Ted Curtis, Co-Convener Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Stewart Blessing Julie Hykes Zach Kisor Chuck Kunsman Isaac Lampner Denise Montanari Bill Thelin
INVITED GUESTS	Ralph Morrone Travis Pero

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of the 1/21/15 minutes was requested.
CONCLUSIONS	Chuck made a motion to approve the minutes and Julie seconded the motion all members in attendance were in favor.

MEETING ITEMS

General Discussion

Everyone introduced themselves to new members/guests at the meeting.

Earth Day Tree Request - Travis Pero - President Honors Hall Government – Emerging Leader Earth Day

- Honors Hall Government would like to do a tree donation and ceremony.
- Event would be similar to Field Day.
- Field Day activities would raise funds for the tree.
- A resident student's father, who is in the landscape business, would bring tree and plant for us.
- Plaque or commemorative stone would be placed in front of tree. Stone could be obtained for a discount.
- Location is not known yet. Would need to see what locations are available.
- Tentative date is Earth Day, April 22 or that Monday before.
- Travis advised their top choice is a pear tree right now due to the beautiful blossoms for which they are known.
- Ralph advised Travis, the Sierra Club does a huge earth day every year. Ralph offered to get them connected so their groups could possibly work together.
- Wording on Plaque – the committee asked if they could review the verbiage.
- Harvey will advise University Council (UC) of event.
- Possible locations are still up for discussion. Comments from the committee suggested somewhere where there is student activity. Jim Haskell and Ted Curtis will suggest locations.
- Shelly suggested non fruit bearing pear tree would be easier for maintenance and grounds division when mowing.
- Motion made by Denise to support this initiative and the motion was second by Ted; all members in attendance were in favor.

Campus Clean Up Day-

- Zach reported he is working with Andy Henry on two possible dates April 4th and April 18th. Chuck advised the 18th will be busy with many events. Once the date has been selected more information will be available.

Space Utilization Central Hower-

- Ann asked Jim Haskell when the Central Hower (CH) unused space will be ready and what budget will this be coming from? Ann also asked if the space will be used for the College of Education or swing space. Jim advised if the project becomes funded and approved it should be a three week turnaround. The Provost agrees to support project. 18K has been set aside for the project. Jim is not sure where those funds will come from; it is up to the department to assign. The approval process comes from the Capital Planning Division to Dean Clark. An account code is provided and the division talks to the Provost's office for signatures, then it is returned to Capital Planning.
- The Nurses office will remain in its current location.
- Ann asked how the locks will be handled on the doors. Jim advised the locks are already in the university system. Those locks will be changed over to College of Education system.
- There may be other spaces available; currently Jim is generating evaluations of the older industrial arts area. Some challenges are present due to the work of concrete, mixing dust and the noise is loud. Jim will work through those issues. The area mentioned is not definite yet. The request for space usage was placed last week and there is no deadline for a decision. Industrial arts area not ideal for classroom space as it is in the northeast corner of CH, near the gymnasium, which is used all day long and is very noisy.

Central Hower Issue

- Ted advised that the City of Akron Police Department conducted a drug sweep of space at CH. Neither Capital Planning nor the University of Akron Police Department (UAPD) were made aware of this action. The University received many complaints about not being made aware of the drug sweep. The City of Akron Police Department did not know we occupy space in CH. Moving forward they will communicate with us.

Snow Closure

- Shelly explained the groups involved who provide the Provost and the Communications Department information about making the decision to close the university are Physical Facilities, for a report from the Grounds Department on how the snow removal on campus is going and UAPD for Safety of the campus and surrounding areas. For example, have any driving bans or snow emergencies been placed in the area?
- Bill brought up proposal that, if given enough time, the instructors teach from Springboard if the weather warrants a concern for students traveling to class.
- Jim asked how much notice you would need to teach from Springboard. Bill expected that at least a couple of hours would be needed.
- It was asked what the capacity of Spring Board is. Isaac was able to communicate with an official that works with Springboard and they would expect the entire student population would not all log on Springboard at the exact same time and they should be able to run. If the entire student body logged on at once then it would not be able to handle the load.
- UA can't be the only ones dealing with this issue. Possibly check with other colleges or use the Blizzard Bag idea that many local school districts use?
- Ted shared a memo from Joe Gregor, Assistant VP for Physical Facilities, explaining the University Snow Event from 2/1/15 – 2/3/15. (See ATTACHMENT University Closing Snow Event 2-1-15 – 2-3-15)
- Bill made a motion to submit a topic request to University Council to further look into this idea and Chuck seconded it. All in attendance were in favor.

Classroom survey –

- Harvey made a call to Rex Ramsier for his assistance in getting our survey out to all faculty members through the email system and with the Provost office's support. We will try to pull the data for the next meeting. Harvey suggested that we look first at the classrooms who are the true offenders. Jim would like to see results also.
- An inquiry was made about the status of the Buckingham Building. It currently is close to full occupancy yet was slated to close last year. The location is great however the building is in bad shape.

Old Business -

- Ted advised that some things have changed since the presentation at our last meeting of the North Quad Tunnel Project.
- We quoted a price of \$2.2mil. Certain items like fees, contingency, more rock than we thought in excavation, were not included in that price. It was first thought to reuse existing dirt; we will now need engineered filled dirt.
- Future capabilities for electrical loop -we now feel we can tie those in to Buchtel Common.
- Prices were off by 50%, and the new price is being evaluated right now for value of project.
- There is money set aside in performance contracting.
- Ralph explained as costs come in, we are still very excited about project.
- Bulger, Spanton, Orr, Rob's and Sisler McFawn are all powered by individual boilers. All boilers are slated to be replaced in kind like per like. We plan to use existing equipment as backup.
- Currently the cost is \$3.2mil and we are fighting for a firmer number. Johnson Controls is also involved.
- We can still hit the May start date at this point. Large insurance policy. Trying to go forward with as many tunnels as possible.
- Shelly made a motion that with the price increase to \$3.2mil, the committee was still in favor of the proposal. Bill seconded the motion and all that were in attendance were in favor.

Adjournment –

- Julie made a motion to adjourn the meeting and Shelly seconded the motion. All in attendance were in favor.

Next Meetings:

- March 18, 2015 - 8:00am – 9:00am
- April 22, 2015 - 8:00am – 9:00am
- May 13, 2015 - 8:00am – 9:00am
- June 17, 2015 (tentative) - 8:00am – 9:00am

Physical Environment Committee Minutes

**March 18, 2015
8:00am – 9:00am
Lincoln Building Third Floor Conference Room**

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Denise Montanari Matt Wilson Ralph Morrone Bill Thelin
ATTENDEES	Ted Curtis, Co-Convener Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Stewart Blessing Julie Hykes Zach Kisor Chuck Kunsman Isaac Lampner Shawn Stevens
INVITED GUESTS	Ralph Morrone

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of the 2/18/15 minutes was requested.
CONCLUSIONS	Chuck made a motion to approve the minutes and Stewart seconded the motion all members in attendance were in favor.

MEETING ITEMS

Agenda Items

- **Campus Clean-up Day**
Zac advised he has been working with Andrew Henry, Manager Ground Department and they decided April 18th worked best for grounds staff. Zac is in the process of getting volunteers now. Zac asked if anyone had suggestions for additional groups to reach out to for volunteers let him know. Chuck suggested talking to Chris Manor, all sports clubs have community hours and he could reach out to them. Contact him at: cpainte@uakron.edu.
The plan is for two - 2 1/2 hour shifts. 8:30am to 11am and 12noon to 2:30pm. Shelly suggested contacting Bob Kropf for Email Digest and Julie suggested having a message on Zip Line.
- **Classroom Surveys –**
Shelly advised Ralph is out of town but is currently compiling information from the survey and will have it available for us to discuss at our next meeting.
- **Goals for Presentation to University Council (UC) –**
- Harvey read our goals from last year to the committee. The committee has to have two goals for the upcoming year and needs to report on our two successes from the past year as well as our two challenges. After much discussion the committee decided on the following:
 - Top two successes -
 - Helping the College of Education streamline their process. This past summer the committee was engaged in the planning meeting with the building committee. This topic brought much discussion and it was decided this is a success and challenge.
 - Muslim Prayer Group Space - the committee's feelings were heard on this topic.
 - Top two challenges -
 - Monitor and make recommendations from this committee for the College of Education.
 - Library consolidation discussion.
 - Making sure the Established guidelines were followed for the Zook Building Project.
- Harvey and Ann will make a draft up for the presentation and send it around to the group.

General Discussions

- Questions were asked on the process of the Law Building Renovations. Matt advised the number of faculty is down from 32 to 28. Many employees lost were not replaced and those lower numbers allow us to use the extra space in the Law Building and we will not have to relocate to Central Hower during construction. The size of the Law Building is 120K sq. ft.
- It was asked to have a presentation of the Law Building Renovations be put on the next agenda.
- Harvey advised when Arts and Sciences was renovated they were involved. The processes for Zook and now for Law are both completely different than how Harvey's experience was.
- Elections for Officers for the upcoming year will need to be conducted soon.
- Tree ceremony – Jim Haskell and Ted Curtis provided a location for the tree. Chuck made a motion to approve the location and Stewart seconded the motion, all members in attendance were in favor. Location of tree is north of Student Union Starbucks, west of Buchtel Hall. Emails and location approvals are attached (See ATTACHMENT 3-18-15 Honors Tree Planting Ceremony Info)
- A notice will go out for details if any members of the committee would like to attend both tree ceremony and clean-up day.
- Harvey advised he and Ann will prepare the Goals for the committee. They are due by April 3rd and will be presented to UC on April 7th.
- Ted made a motion to adjourn the meeting and Stewart seconded the motion, all in attendance were in favor.

Next Meetings:

- April 22, 2015 - 8:00am – 9:00am

- May 13, 2015 - 8:00am – 9:00am
- June 17, 2015 - 8:00am – 9:00am

Physical Environment Committee Minutes

April 22, 2015
8:00am – 9:00am
Lincoln Building Third Floor Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Chuck Kunsman
ATTENDEES	Ted Curtis, Co-Convener Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Stewart Blessing Julie Hykes Zach Kisor Isaac Lampner Denise Montanari Shawn Stevens Bill Thelin Matt Wilson
INVITED GUESTS	Ralph Morrone

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of the 03/18/2015 minutes was requested.
CONCLUSIONS	Julie made a motion to approve the minutes and Stewart seconded the motion. All members in attendance were in favor.

MEETING ITEMS

General Discussion

- Harvey explained the election process for UC which will mean our group will have elections in May or June.
- Ann asked if we do decide to meet in May can the time be changed to 8:30am. All in attendance agreed.
- Zach gave an update on Campus Clean Up day. Smaller numbers in attendance for the student groups that showed up. Zach said the student groups enjoyed this project. Zips Programming Board and others who were involved want to make this a yearly event but for a week instead of just a day. Zach is reaching out to Red Bull to combine their event with ours, and will also try to get additional funding. The goal would be to create an awareness week, and incorporate this in the make a difference day. Zach was able to speak with the Groundskeepers and would like to meet with them to see what our committee can do to help as they are our first eyes on campus. Ralph and Shelly will sit in on the meeting with Zach and the Groundskeepers.

Eric Green - Akron Inside Out Initiative.

- This project originated at the Detroit Art Museum and involves 30 pieces of art. Akron is the first in the area to do this. UA has already asked for 4 pieces of art out of 30 that we would like on our campus. Eric is working with Stephen Myers on this effort. Akron Art Museum will do the art and brochures. Pieces will be in unexpected places. (See ATTACHMENT 4-22-15 Akron Inside Out Flyers NHill-TPath-DtownAkr & ATTACHMENT 4-22-15 Akron Inside Out) This plan was already run through UA Legal department. Ralph asked if Safety and Police were made aware of project. Do they need a presence on campus near these displays? Shelly advised the EJ Fountain is turned off and on during special times of the year. It is their hope to tie in the bike trail and make these art pieces stops on the trail and walking route. Shelly made a motion to approve this project and Denise seconded the motion. All in attendance agreed. Official kickoff for this event will be in August.

Dean Matt Wilson – UA School of Law

- Ted advised the discussion for the School of Law Building started 7-8 years ago.
- Dean Wilson started by showing a power point. (SEE ATTACHMENT 4-22-15 Akron Law Bldg Presentation).
- After a couple of starts and stops we are finally moving forward on renovations. There are 203 law schools around the country. Matt has visited many of them over the years. UA's is in the top three of needing to be torn down or start over. Challenging times in terms of admissions. Law schools have had to shrink their sizes. Some are merging. Dissatisfaction of students and we are losing students to top institutions.
- Upon being hired Matt's top priority was to make sure this renovation happened. Working with president they have a proposal of 21 million dollar renovation of UA's law facilities. Law school has been saving money for this for years. State of Ohio pledged 5 million to project.
- The proposal made to president was two phases. Phase 1 is 14 million, which is what we have currently. Remaining 7 million will be phase 2.
- There have been 5 different additions over time. Signage is not great either. The main entrance is confusing; many enter through the West Hall entrance. West Hall will come down and will be rebuilt into an oval shape. The new wing has been dubbed "The Egg" or "Cracked Egg".
- First floor will have a 125 seat courtroom. As you walk in you will look at the judge's bench and new skylights will go up.
- New signage will be on the north entrance. The brick will be peeled away to have glass walls.
- Egg will be sloped at the top to hide mechanical equipment.
- Two circular 75 seat classrooms will be in the Egg addition. A cafe will be in there also in hopes to get non law students into our building as well.
- Classrooms will be ADA compliant. We will add glass walls for light. The current 9 different floorings will be reduced to 4.
- Second floor is part of Phase 2. Our library right now is too big. There is currently enough space that we can move our staff and faculty into the area right now during renovations. We will be moving the faculty in June of 2015 to library. Enough office space there that we don't even need cubicles. The first floor will take 6-8 months. By fall of 2016 we will be able to use phase 1. The Egg will take 18 months to complete.
- Right now, the faculty are all over but we will be together once this is done. To make the 2nd and 3rd floor happen we have to raise funds. We are just now beginning a new campaign. Hope to have 2 million by May. By summer of 2016 is Matt's target date for the remaining 7 million.
- Fall of 2016 is the goal of when we hope to move the faculty again. Classroom and administration will be in place.
- Law clinics are looking for space on campus for their needs. Quaker Square was a suggested option. They are currently residing in West Hall right now. Contingency plan is not to fail.
- Phase two should be quick, possibly only taking a year. Will begin talks about housing 20 faculty members. Bill stated due to how the communications have gone on other projects he feels it is very important to talk to faculty as soon as possible.
- Matt stated they talk about increase in enrollment every day. In the last 15 years in law schools at least 50% have built or renovated their schools. Haven't seen anyone yet do it for as low as us.
- Currently working on revamping our marketing and web page.
- Do accreditation issues affect the facility? Yes. Accreditation body coming next year. They will be able to see changes in progress.

Ralph Morrone - Classroom Survey results

- Ralph passed around the survey results (SEE ATTACHMENT 4-22-15 2015 Survey Results).
- 1200 partial and full responses total. 900 of those were full. Would like to compile room and building data. Ralph hopes to get some quick fixes done this summer and then resubmit this survey. Will continue to hone in on survey.
- Crouse is on list to be discussed for mothballing but there are no dates as of right now. Some discussion that Ayer might be removed to expand the Student Union.

Other Attachments:

- Tree Planting Ceremony 4-22-15
- WEBINAR impactonlearning2015 4-29-15

Ted moved to adjourn the meeting. Stewart seconded the motion and all in attendance agreed.

Next Meetings:

- June 17, 2015 - **8:15am** (note time change)
- July 8, 2015 - **8:15am** (note time change)

Physical Environment Committee Minutes

June 17, 2015
8:15am – 9:15am
Lincoln Building Third Floor Conference Room

MEETING CALLED BY	Harvey Sterns – Co-Convener
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ralph Morrone & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Ted Curtis, Co-Convener Stewart Blessing Chuck Kunsman Matt Wilson Zach Kisor Isaac Lampner
ATTENDEES	Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Julie Hykes Denise Montanari Shawn Stevens Bill Thelin
INVITED GUESTS	Ralph Morrone

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of the 4/22/15 minutes was requested. There was no meeting in May.
CONCLUSIONS	Julie made a motion to approve the minutes and Bill seconded the motion all members in attendance were in favor.

MEETING ITEMS

General Discussion

- Harvey questioned how the North Quad project was going, Ralph advised it has started and moving well.
- Shelly advised the committee that as of Monday, 6-15-15, she is no longer a Staff Member and is a Contract Professional. She is no longer a member of SEAC will not be able to be a part of the committee.
- Ralph advised, two weeks ago turned in his notice that he will be leaving UA, this is effective in the beginning of August.

Elections

- Denise nominated Harvey for Chair of the committee, Bill seconded all in attendance agreed and voted Harvey the Chair.
- Ann advised she is willing to serve again as Vice Chair. With her self-nomination, Bill seconded the nomination. There was no further discussion and all in attendance were in favor and voted Ann the Vice Chari.
- Secretary - the group decided to wait to see who all is appointed to their committee and at their next full meeting to appoint/vote on a secretary.

Scheduling future meetings

- July 8th - 8:30am
- Aug 12th - 8:30am

Future Agenda

- Shelly will prepare the committee's agenda for July.
- Topics will include:
 - Zook Hall updates
 - Capital Planning Budget Update
 - North Quad – updates. Ralph advised that project, should be buttoned up beginning of July with no issues.
- Bill made a motion to adjourn the meeting, Shawn seconded and all in attendance were in favor.

Next Meetings:

- July 8, 2015 – 8:30am – 9:30am
- August 12, 2015 – 8:30am – 9:30am

Physical Environment Committee Minutes

**October 6, 2015
8:15am –
Lincoln Building Third Floor Conference Room**

MEETING CALLED BY	Harvey Sterns
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Laura Spray

Members

Name	Constituent Group	Term End Date	
TBD	Administrator	Continuous	
Harvey Sterns, Chair	Faculty Senate	2018	present
Ann Hassenpflug, Vice Chair	Faculty Senate	2018	present
TBD	Chairs/School Directors		
Pam Bradenstein	CPAC – at large	2017	present
Dorothy Gruich	CPAC	2018	
Matt Wilson	Deans	Continuous	present
Laura Spray	SEAC	2018	present
Shawn Stevens	SEAC – at large	2017	present
Natalie Waksanski	GSG	2016	present
TBD	GSG	2016	
Zach Kisor	USG	2016	
Todd Simmons	USG	2016	

Agenda topics

MINUTE APPROVAL

DISCUSSION	There was discussion of the June 17 meeting
CONCLUSIONS	

MEETING ITEMS

General Discussion

Discussions

- of what took place at the June 2015 meeting
- the purpose of UC Physical Environment Committee per the UC by-laws
- general information about the UC – Physical Environment Committee for the new members

Nominations and/or volunteers were asked to fill the secretary position. Laura Spray volunteered. There was a motion, all members in attendance were in favor.

Who is the co-convener? Harvey will check on this.

Committee Goals

- need to be reviewed and resubmitted to UC
- Will address at next meeting

The library consolidation is on hold.

Dean Wilson, of the Law school – indicated renovation of the Law building would be done in phases. He also is overseeing the project.

The committee asked that Dr. Steve Meyers be invited to the next meeting to report on current projects and staffing.

Future agenda items

- Current university projects
- What projects are being planned
- Classroom survey data results
- Plans for unused buildings on campus. Like churches, Martin Center, etc
- Quaker Square

Old business:

Next Meetings:

- November 11, 2015 – 8:15am
- December 2, 2015 – 8:15am

Physical Environment Committee Minutes

**November 11, 2015
8:15am –
Lincoln Building Third Floor Conference Room**

MEETING CALLED BY	Harvey Sterns
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Laura Spray

Members

Name	Constituent Group	Term End Date	
Steve Myers	Administrator	Continuous	Present
Harvey Sterns, Chair	Faculty Senate	2018	Present
Ann Hassenpflug, Vice Chair	Faculty Senate	2018	Present
TBD	Chairs/School Directors		
Pam Bradenstein	CPAC – at large	2017	Present
Dorothy Gruich	CPAC – at large	2018	Present
Matt Wilson	Deans	Continuous	Absent with notice
Laura Spray	SEAC	2018	present
Shawn Stevens	SEAC – at large	2017	
Natalie Waksanski	GSG	2016	present
TBD	GSG	2016	
Zach Kisor	USG	2016	
Todd Simmons	USG	2016	Present

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of 10/6/2015 minutes was requested
CONCLUSIONS	All members in attendance approved the minutes

MEETING ITEMS

General Discussion

Nathan Mortimer, joined the meeting today as a guest.

1. The Capital Plan
 - Nathan and Steve Myers – presented to the committee in detail via a power point the proposed Capital Plan request document being submitted to the Ohio Board of Regents. The power point will be sent as an attachment
 - The Capital Plan is a 6 year wish list. The state has yet to inform schools, based on a formula what the funds will be. Only the first biennium 2016-2018 will be considered by the state at this time.
 - There was a motion to accept the proposed university Capital Plan, with a second and acceptance by all in attendance.
2. Committee Goals
 - need to be reviewed and resubmitted to UC
 - Will discuss in detail at next meeting

Old business:

Next Meetings:

- December 2, 2015 – 8:15am

Physical Environment Committee Minutes

December 2, 2015
8:15am – 9:30am
Lincoln Building Third Floor Conference Room

MEETING CALLED BY	Harvey Sterns
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Laura Spray

Members

Name	Constituent Group	Term End Date	
Steve Myers	Administrator	Continuous	Present
Harvey Sterns, Chair	Faculty Senate	2018	Present
Ann Hassenpflug, Vice Chair	Faculty Senate	2018	Present
TBD	Chairs/School Directors		
Pam Bradenstein	CPAC – at large	2017	Absent with notice
Dorothy Gruich	CPAC - at large	2018	Present
Matt Wilson	Deans	Continuous	
Laura Spray	SEAC	2018	present
Shawn Stevens	SEAC – at large	2017	present
Natalie Waksanski	GSG	2016	present
TBD	GSG	2016	
Zach Kisor	USG	2016	Absent with notice
Todd Simmons	USG	2016	Absent with notice

Agenda topics

MINUTE APPROVAL

DISCUSSION	11/11/2015 minutes will be submitted at the January meeting
CONCLUSIONS	

MEETING ITEMS

General Discussion

1. The Capital Plan

Motion - That the Physical Environment Committee recommends to University Council that they approve the revised, submitted to the Ohio Board of Regents University's Capital Plan. With the recommendation that the university consult with historic experts on the 2018-2020 buildings considered for demolition.

Seconded.

Discussion:

- Steve has and is consulting with historic experts. The university is required to give a 6 year plan. Know that Ohio Board of Regents are only considering and acting on the 2016-2018 items. The Capital Plan will be sent to the December 9th university board meeting.
- The Capital plan was due to Ohio Board of Regents - November 16th

Motion approved by all in attendance.

2. Harvey cannot attend the December 8th meeting. Dorothy and Laura will attend with Steve.

3. Physical Environment Committee Goals

- Last year's goals and annual report were reviewed
- More awareness training is needed not only for freshman but graduate students, transfer students, new employees, temporary employees on campus safety. Personal Safety for Campus Community members will be added as item d under the first goal. Note - that this committee will talk about developing a check list for campus safety.
- adding to the first goal an item e - Develop a mechanism for feedback.
- The second goal. Since the survey of classroom space was conducted. An evaluation now needs to be conducted on the data received. Laura will gather and distribute the information for review.
- Add also to the second goal to – determine action items
- The third goal – Review the stainability of the energy and recycling program
- Motion was made by Laura to accept the above discussion items to this committee's goals. Second by Shawn. All in attendance approved the discussion items.

4. Steve invited all to an asbestos classes being offered. They are December 15th 7:30/9:30/1:00

5. Meeting dates. The committee needs to meet monthly. Those in attendance are free 1/27, 2/17 or 2/24 and 3/16. Laura will poll via email the availability of those not present - this afternoon.

Old business:

Next Meetings:

- Tentative January 27, 2016 – 8:15am
- Tentative February 17 or 24, 2016 – 8:15am
- Tentative March 16, 2016 – 8:15am