

Physical Environment Committee Minutes

**December 4, 2012
8:00am – 9:00am
Lincoln Building Conference Room**

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	UC Committee
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Garrett Dowd Chris Stimler
ATTENDEES	Kim Calvo Ted Curtis – Co-Convener Kyle Gee Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens Chris Tankersley
INVITED GUESTS	John Messina Ralph Morrone

Agenda topics

NEXT PROPOSED MEETING

DISCUSSION	The next meeting in January will be a continuation of John Messina's RLH presentation. The meeting in February will be a recap meeting of issues that have been brought forward. March will pick back up with presenters.
CONCLUSIONS	The meeting dates scheduled for 2013 are 1/15/13 and 2/12/13 from 8am – 9am in the Lincoln Building Conference Room. Invites for all committee members were sent out and the conference room has been reserved.

MINUTE APPROVAL

DISCUSSION	Approval of the 11/6/12 minutes is needed.
CONCLUSIONS	Chuck made a motion to accept the minutes as presented. Julie seconded the motion and all were in favor.

MEETING ITEMS

General Discussion –

- Harvey advised in January he will have shoulder surgery and will be out on medical leave for a couple of months.
- Harvey advised that voting on the UC Bylaws starts today. Contact him between the meeting and 3pm if there are any further issues from our committee. He stated it is important that we support the chair of University Council.

John Messina – Assistant Vice President Student Engagement & Success & CHO Residence Life & Housing (RLH)

- John presented his power point presentation titled, Student Svcs and Higher Ed Presentation 2012 (See attached)
- RLH is a 25 million dollar a year auxiliary.
- RLH is a year round operation with students during the school year and camps, conferences and other events occupying the dorms during the summer.
- Summertime scheduling of conferences and camps are a continued challenge.
- There is no dining plan over the summer; Exchange Street Dorm is used for students who require summer time occupancy. Those dorms are equipped with a kitchenette.
- RLH employs 4 UAPD personnel, who report out of Gallucci Hall.
- There is a front office staff member at the front desk of each building 24/7.
- It was asked if the hiring of the off campus security force has helped. John advised that their presence is definitely noticed.
- John advised that they are currently looking over the guidelines for payments on residency. When a student is removed from the dorms for breaking a rule or law, they are refunded most of their money back and there are no penalties.
- The first part of John's presentation was over the entire RLH department. The second part of his discussion will be over the buildings of RLH and their features.

- The meeting concluded by a motion from Shawn and a second from Shelly, all were in favor.