

Physical Environment Committee Minutes

**January 15, 2013
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 | Kim Calvo – Vacant Position Garrett Dowd Elizabeth Reilly Shawn Stevens Chris Stimler |
| ATTENDEES | Ted Curtis – Co-Convener Kyle Gee Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Harvey Sterns – Co-Convener Chris Tankersley |
| INVITED GUESTS | John Messina Ralph Morrone |

Agenda topics

NEXT PROPOSED MEETING

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| DISCUSSION | There was a need to change February's meeting date from the 12 th to the 5 th and to change the meeting times of our committee meetings to 8:15am from 8:00am. We also planned meetings through the month of May. |
| CONCLUSIONS | The remaining meeting dates are from 8:15am – 9:15am on the following dates: <ul style="list-style-type: none"> • 2/15/13 • 3/12/13 • 4/9/13 • 5/14/13 Calendar invites will be sent to all members once the Conference Room is reserved for those dates. |

MINUTE APPROVAL

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| DISCUSSION | Approval of the 12/4/12 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

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| <p>General Discussion – University Council</p> <ul style="list-style-type: none"> Harvey advised that on the 8th University Council met and had one full cycle of reviews of the bylaws. There is discussion of creating an office and support staff for the UC. They did not release compensation for Faculty Senate and there was a full discussion on how service is considered, John Kline is leading the charge. Harvey advised he spoke strongly on how important service is. <p>General Information</p> <ul style="list-style-type: none"> Harvey advised he will be on medical leave for his shoulder surgery from 2/8/13 through the month of June. Classroom scheduling is becoming an issue again. Requests for changes were usually granted and now they are being told they can't change. Ralph advised that there is a conscious effort to consolidate buildings so that the use of lights, air handlers and utilities are being used effectively and properly, for as many classrooms as possible at the same time and not just for one here or one there. There was a mention of AV Equipment not being ready at the start of school in some of the classrooms and to have an AV change of request is almost impossible. Chris advised that he is aware of the strain being placed on the AV division; many employees there are doing multiple roles and are having a hard time keeping up. Ted advised he sees no relief in the future as the Physical Facilities Department is feeling the same strain. Shelly added they are down numerous people. With Central Hower being added, they are already short staffed. Ann was questioned by a parent as to where do students store their personal belongings throughout the day. The committee members advised that outside the Commuter Office, The Student Union and The Student Rec and Wellness have lockers. For students with accessibility needs they should visit the Accessibility Office for assistance. |
| <p>John Messina – Assistant Vice President Student Engagement & Success & CHO Residence Life & Housing (RLH)</p> <p>Part 2</p> <ul style="list-style-type: none"> John continued with the second part of his presentation of Residence Life and Housing, this part of the presentation covered the residence hall buildings themselves. <p>Key Points of Interest</p> <ul style="list-style-type: none"> Bulger Penthouse was noted as signature/showcase space. Used quite a bit throughout the year, though special security measures have to be in place as this is a residence hall and you must be supervised while in the building. To be a resident in the Honors Complex you must be enrolled in the Honors College. All first year students outside of a 50 mile radius of their home address must live on campus. Orr, Ritchie and Sisler are the original dorms. These have single sex floors but not halls. OSU Module is soft for the sophomore plan of the Living and Learning Communities, UA is not quite there yet. Each UA resident hall operates as its own. Grant and Gallucci Halls are the only ones who debt has expired. Funds are set aside each year for boilers, chillers and miscellaneous repairs in a reserve account. Some buildings do operate in the negative and the buildings that are debt free contribute to the cost of the negative buildings. The first 5-6 years of the residence hall's life, it is expected to operate in the negative. Many committee members asked for tours of the Residence Halls. John and Shelly will work together to come up with a schedule this spring/summer to accommodate the request. |
| <ul style="list-style-type: none"> The meeting concluded by a motion from Ted and a second from Shelly, all were in favor. |

Physical Environment Committee Minutes

February 5, 2013
8:15am – 9:15am
Lincoln Building Conference Room

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| 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 | Kim Calvo – Vacant Position Garrett Dowd Kyle Gee Elizabeth Reilly Harvey Sterns – Co-Convener Chris Stimler |
| ATTENDEES | Ted Curtis – Co-Convener Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Shawn Stevens Chris Tankersley |
| INVITED GUESTS | None |

Agenda topics

NEXT PROPOSED MEETING

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| DISCUSSION | No discussion, meeting dates through summer were set at a previous meeting. |
| CONCLUSIONS | The remaining meeting dates are from 8:15am – 9:15am on the following dates: <ul style="list-style-type: none"> • 3/12/13 • 4/9/13 • 5/14/13 Calendar invites were already sent to committee members. |

MINUTE APPROVAL

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|-------------|---|
| DISCUSSION | Approval of the 1/15/12 minutes is needed. |
| CONCLUSIONS | Shelly made a motion to accept the minutes as presented. Julie seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion –

Committee Member Info

- Shelly advised she will call Kim Havercamp to see how they will replace Kim Calvo's position.
- Shelly also noted that Chris Stimler has never reported for the GSG group. She will contact Alvaro Rodriguez who is the president of the group to see what he advises or if he can send a replacement.

General Discussion –

Central Hower

- It was asked when UA would officially receive Central Hower. Ted advised it is slated for July 1. Tentative plans are for the Sports Medicine group to get one of the gymnasiums and APS will keep the other. We are currently negotiating with APS on usage of that. The plans are for Central Hower to be swing space for Zook during its remodel. Hoping to be ready by fall to do that remodel. Questions about Central Hower's parking lot arose, but those would have to be answered by Parking.

Smoking on Campus

- Chuck asked where the University is with the Chancellors and Regents recommendation for a smoke free and or tobacco free campus? There has been no public recognition of this idea at UA.
- Chuck made a motion that the Physical Environment Committee submit an Issue Brief to University Council regarding making the campus a smoke free campus. Chris seconded the motion and all that were in attendance approved. (7-0)
- The committee has requested a presentation from Health and Safety and with the issue brief being done it might be a good time to invite Dave Tiller, Director EOHS, to a meeting for a visit.

Athletics

- Ted presented the attached rendition of the Buchtel Field Tennis Complex Plan. This is now the master plan for the tennis program. See attachment – 2012-12-07 Buchtel Field Tennis_Standard. The current plan is to have 6 courts with fences and wired for future lighting. This plan would be geared towards the University hosting a MAC tournament. These courts will be built to NCAA specs not to public school specs.
- It is UA's hope by fall of 2013 to have 3 playable courts and will probably cost \$300,000.
- One question proposed was when would construction start because AA uses that space at Buchtel Field for tent camping during the first of June.
- During this discussion the Coleman Commons future plans were discussed using the Attachment – Coleman Commons UA July 2008

Law School

- Ted advised that UA is doing a self study on this building. Getting close to being done. They are working with a law firm; some of the ideas are too big. After a meeting with Reilly, they are closing in on remodel in the same location. How will it be funded??

Future Meetings Discussions

- April 9th meeting Ted will do a presentation on his division.
- May 14th – Shelly will try to schedule Jim Tressel to come to present on his division.

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

Physical Environment Committee Minutes

March 12, 2013
8:15am – 9:15am
Lincoln Building Conference Room

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| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Ralph Morrone & Harvey Sterns |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Chairs/School Directors – Vacant Position GSG – Vacant Position Ted Curtis – Co-Convener Kyle Gee Ann Hassenpflug – Vice Chair Chris Tankersley |
| ATTENDEES | Garrett Dowd Julie Hykes Shelly Keller - Secretary Chuck Kunsman Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens |
| INVITED GUESTS | Ralph Morrone |

Agenda topics

NEXT PROPOSED MEETING

| | |
|-------------|---|
| DISCUSSION | No discussion, meeting dates through summer were set at a previous meeting. |
| CONCLUSIONS | The remaining meeting dates are from 8:15am – 9:15am on the following dates: <ul style="list-style-type: none"> • 4/9/13 • 5/14/13 Calendar invites were already sent to committee members. |

MINUTE APPROVAL

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|--------------------|---|
| DISCUSSION | Approval of the 2/5/12 minutes is needed. |
| CONCLUSIONS | Shelly made a motion to accept the minutes as presented. Chuck seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion –

- Shelly advised the committee that she submitted the Issue Brief yesterday regarding the Ohio Board of Regents – Tobacco free policy.
- She also advised she is still awaiting word on the Deans and GSG vacant positions in our committee.
- Before Chief Callahan and Jim Weber spoke they asked for clarification on what our committee does. Harvey explained the University Council and what the Physical Environment Committee does.

University of Akron Police Department Presentation Chief Paul Callahan & Major Jim Weber –

- Chief explained the UAPD has been a full service PD since the late 60's.
- On campus - theft and property left unattended, is their biggest obstacle. The students here on campus believe this is a huge bubble and we are all protected and trustworthy. This process takes us a while to convey to students. Many students come from non-urban areas so they don't have that concern. Common sense things.
- Off campus – our problem area is the 7,000 students that live south of Exchange Street. There is not much past Market Street. We call the problems south of Exchange Street "fish in the barrel" victims. The criminals know students are there, unattended housing and cars during school hours, the kids are not armed and are easy picking.
- Transient – Every semester, every fall we start over with new residents/students that are unaware of their surroundings. We make sure we do the best we can, assaults, robberies, burglaries and the potential for physical harm is great. So we take our calls very seriously.
- He advised we are a small agency with 43 officers and have one vacancy. We are still lower than the state average per square foot.
- 7 of our officers' work off campus, when Chief came here there were none. He advised "those are our kids over there" we supplement to what the APD does and have full arresting and investigating issues in Akron.
- 8 officers are former APD (Akron Police Department) officers and 2 were detectives at the APD. Our staff has a lot of experience in investigating in Akron.
- Later this year we are converting to Akron's data system, which is their record management system. We'll be able to get into that information and have access and share information. Field Interrogation Card – from officer safety standpoint this will be a wonderful addition. We can share information instantaneously.
- All of our evidence will be catalogued into APD's system. Chief advised he has been working with Chief Nice (APD) and Sherriff Barry (Summit County Sherriff) to combine evidence rooms, we will work together to assist three major departments. We can reduce manpower that currently covers three different evidence rooms. All items will be bar-coded when tagged; all evidence will be in one location for checks and balances.
- Harvey asked what you do for a medical emergency on campus. Chief and Major explained that EOHS (The Department of Environmental and Occupational Health and Safety) and officers respond and if needed Akron EMS (Emergency Medical Group) is called. If EOHS can handle they will, they provide EMS with a heads up in case they do need them. Thornton Street is the nearest EMS, if they are not already out on a call.
- Chief advised there is an AED (automated external defibrillator) in every cruiser. Safety Task Force Committee has been very proactive with AEDs and have placed one in every building. Chuck advised the Provost approved AEDs in all academic buildings, concentrating in areas that are larger.
- EOG (Emergency Operations Group) – Mark Beers, he reports to Chief Callahan. All of their EOHS personnel are trained in NIMS; this is a coordinated response to a natural disaster, flood, riot, shooter etc. They work very closely with the AFD (Akron Fire Department), Summit County Sherriff, Dept of Health, Summit County Haz Mat and SWAT teams.
- Last spring UA's EOG had their first full scale exercise with all units mentioned above. This May we will follow up to tweak what we were missing in the last exercise. We will have a 4 hour exercise followed by the review. This will all be done on the phone this time. Executive Management Group, President and Vice Presidents are on board as well.

- ALICE Training – (Alert, Lockdown, Inform, Counter, and Evacuate) – Lt Cunningham runs the training for this program. 28,000 people have been trained since 2008. This training gives people options on how “not to be the victim” thus providing less injuries and casualties. Chief gave the example that at Virginia Tech the suspect chained the doors and had the victims know it could have saved valuable time. Many of the students laid down making them an easy target for the shooter. ALICE gives potential victims choices to make like “who should I call?”, “can I escape?” I need to call 911 can we create a team to attack the suspect. Drs. Proenza and Sherman wants as many UA people trained as possible. Chief advised that sometime this summer they will do 7 days of training and hope to train 4,200 people. Trying to make it mandatory training and at a centralized location. It was also brought up that they are trying to incorporate ALICE training into a class that will be once a week, one hour long that students will take that will cover many UA topics.
- Campus Safety Task Force – meets once a month, Candace used to run this committee, Chief and Eric Green approached her about running the committee since it is in his wheel house. The Safety Consortium Group meets every other week. These groups are phenomenal, they do safety walks and any issues reported Joe Gregor’s group has them fixed the next day.
- Harvey asked how the transportation (Roo Buses) are doing. Chief advised that Jared in Parking has been great. They have been trained on the radio, additional eyes and ears and work until 2 to 2:30am on weekend. They drop off at students doors. Additionally we have a Campus Safety Patrol who walks the campus and PFOC is trained to call with anything suspicious. Anyone who has a radio is an extra set of eyes and ears. Chief gave the example of the female student that called and reported a man walking with a gun in the Polsky’s building. He explained that even though it was a false alarm, she did exactly what we wanted her to do and that is to call us.
- Chief advised there are some issues with UA Parking Lot 66 next to Grismer’s. UA is receiving some push back from the city. Rather than close the lot down and inconvenience students, they made new signage and have started to aggressively ticket violators. With repeat violations their cars can be booted or towed. Just last Saturday night they ticketed 66 cars, they are working on the initial phase of this process. Legitimate people with passes do park there; it is the cars visiting the bars that don’t have passes. The city is not happy with that establishment’s clientele parking there either. If we close that lot it will push people into the Polsky’s Deck where it is not as safe as an open lot. The parking situation is definitely a tough one.

Shelly had to ask if we could stop where we were with the presentation and invite the Chief and Major back again for more questions and answers, as we ran out of time and another group was waiting to enter the conference room we were in. Chief and Major agreed to join us again.

Shawn made a motion to end the meeting and Julie seconded it all were in favor.

Physical Environment Committee Minutes

April 9, 2013
8:15am – 9:15am
Lincoln Building Conference Room

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|----------------------------|---|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Ted Curtis & Harvey Sterns |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Chairs/School Directors – Vacant Position GSG – Vacant Position Kyle Gee Elizabeth Reilly |
| ATTENDEES | Ted Curtis – Co-Convener Garrett Dowd Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Harvey Sterns – Co-Convener Shawn Stevens Chris Tankersley |
| INVITED GUESTS | David Tiller Jim Haskell |

Agenda topics

NEXT PROPOSED MEETING

| | |
|--------------------|--|
| DISCUSSION | Will discuss our summer schedule at the next meeting. |
| CONCLUSIONS | The remaining meeting is from 8:15am – 9:15am on the following date: <ul style="list-style-type: none"> • 5/14/13 Calendar invites were already sent to committee members. |

MINUTE APPROVAL

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|-------------|--|
| DISCUSSION | Approval of the 3/12/13 minutes is needed. |
| CONCLUSIONS | Chuck made a motion to accept the minutes as presented. Shawn seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion –

- Jim Haskell joined our group to briefly explain that there has been a funding source to replace tablet arm chairs with tables. This funding is through the Board of Regents Technology funding. Jim advised we will lose some capacity as the tables take up more space. Focusing on Olin and JAR. This will affect 19 classrooms and will be a reoccurring funding. 80% will be from the Board of Regents, 10% from Carson, a line item and 10% from Sage's area. Technology monies because the tablet arm chairs are difficult to use with laptop computers, tables are easier to use. Jim then left the meeting. (See Attachment - ATTACHMENT TO 4-9-13 Minutes Haskell Arm Chairs)
- Ann asked if the floor plan for the second floor of the stadium had come through us. Everyone agreed that it did.
- Shelly advised she is still awaiting word on the Deans and GSG, Graduate Student Government, vacant positions in our committee.
- Shelly advised the committee that the issue brief regarding the Ohio Board of Regents – Tobacco free policy was returned to our group to investigate and provide an answer back. Chuck Kunsman and Dave Tiller will work together to gather some information. The group noted how hard it will be to enforce since we are a campus located in downtown. Polsky's is surrounded by city streets that are not owned by UA. Ted advised maybe we could provide a benchmarking chart and compare it to other schools in Ohio. Dave Tiller advised this is in his department and this is a big topic. Rule states you must be 25 feet from any door. That is not possible at Polsky's. Dave asked if the Board of Trustees has discussed this. Ted advised if so it was over 2 years ago and it was a broad brush stroke discussion.

University of Akron EHOS Presentation

Dave Tiller, Director – Environment Health and Occupational Safety

- See Attachment – Dave Tiller EOHS 040913 University Council – For a copy of Dave's presentation to our committee.
- Dave first started by explaining the exits for our room location in the event of a fire. Ted added that every month UA has a visual check on all portable fire extinguishers. There are over 5000 on campus. Ann asked if they are hazardous to spray on a person and Dave advised they are not.
- Chemical Inventory – Dave advised we have to inventory every chemical on campus. (This includes cleaning supplies) Harvey advised there was an issue of storing chemicals on campus prior to this group and asked if a summary could be given. Ted advised that right now we are at 80%. Through a study we have learned how we are misusing the Goodyear Polymer Bldg. Dave advised we have two hazardous material storage buildings that stand alone, the buildings are fenced in. Harvey advised there was a period of time we weren't in compliance. Dave advised that chemical inventory is done one time a year and it is a continuous concern. Ann asked about cleaning chemical labs and research labs. Julie asked if we consider computers as well. Dave advised we work with Central Stores on the old computers. Harvey added we have an obligation and we are a training ground to be in compliance. Dave advised we need to train our students. Dave said we are good in our labs about 90% is good work and 10% is horseplay. One of the problems with labs has been students bringing their young children into the labs. MSDS (Material Safety Data Sheets) sheets are on file for every chemical
- Ted asked Dave if he could remind all the forces that they work with when doing the Emergency Exercises to practice in the event of a disaster.
Those departments are:
 - AFD - Akron Fire Department
 - FBI – Federal Bureau of Investigation
 - APD - Akron Police Department
 - SWAT -Special Weapons And Tactics
 - Summit County Sherriff's Office
 - Department of Homeland Security
 - American Red Cross
 - ATF – Bureau of Alcohol, Tobacco, Firearms and Explosives
 - BCI - Bureau of Criminal Investigation
- AEDs - Automated External Defibrillators – UA has one of the best programs for AEDs, thanks to the support of the President and Provost. By June of this year every building will have at least one AED. There is support for training. Dave advised everyone to take the time to learn CPR. There are applications and videos you can watch to teach yourself.
- Dave explained how important communication is and how most of the campus talks via the wireless radio.

Physical Environment Committee Minutes

May 14, 2014
8:15am – 9:15am
Lincoln Building Conference Room

| | |
|---------------------|--|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Ted Curtis |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Chuck Kunsman Harvey Sterns – Co-Convener USG – Vacant Position |
| ATTENDEES | Ted Curtis – Co-Convener Garrett Dowd Mark Dvorak Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Denise Montanari Elizabeth Reilly Shawn Stevens William Thelin |
| INVITED GUESTS | Tom Baker Jim Haskell Ralph Morrone Stephen Myers |

Agenda topics

NEXT PROPOSED MEETING

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|-------------|--|
| DISCUSSION | Discussed meeting once a month during the summer. Jim Haskell will try to start tours for us in June. |
| CONCLUSIONS | The summer meeting dates are from 8:15am – 9:15am in the Lincoln Building Third Floor Conference Room on the following dates: <ul style="list-style-type: none"> • June 11, 2013 • July 9, 2013 • Aug 13, 2013 Calendar invites were already sent to committee members. |

MINUTE APPROVAL

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|--------------------|--|
| DISCUSSION | Approval of the 4/9/13 minutes was requested. |
| CONCLUSIONS | Julie made a motion to accept the minutes as presented. Ralph seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion

- The committee and presenters went around the room and introduced themselves.
- Ted advised the committee that today's presentation is on the Zook Hall Renovation and the members of his Capital Planning team are here to present.
- Ted started by advising that Zook Hall is a solid building, in a good location. The front entrance is on academic way. This project is receiving 16 million dollars from the State of Ohio. UA has been working on this project for a very long time.
- Ted further added that Ralph Morrone is looking into performance based contracting. This would allow us to use low interest monies. Federal money administered by the State of Ohio. 4-5 mil of that money we could use for other capital projects.

Tom Baker, Jim Haskell & Stephen Myers Capital Planning and Facilities Management Zook Hall Renovation Presentation

- See attachment – Zook Hall Presentation 2013-5
- Zook Hall is very similar to Leigh Hall.
- Leigh Hall Renovations – The renovations addressed the envelope of the building, new windows were added and roof details completed. The goal is to be more energy efficient by taking care of interior issues, being ADA compliant, modernizing the classrooms and will increase space in corridors.
- Zook Hall – HVAC system is worst on campus. Large part of this project, you won't see it but it can fall into the performance contracting area. Ted added that by FY 2014 we are mandated by State of Ohio to reduce our energy costs. Right now we are at about 11-12% of the 20% reduction in energy needed. We feel we might even go beyond. Less money spent for energy equals more for education.
- We have currently done a band aid repair for the roof.
- Windows and masonry repairs - Trying to retain the heating and cooling inside the building. This should save tons of money in operating costs with windows, HVAC, roof and masonry repairs.
- Academic way of Zook - Hoping to make that side ADA compliant. We would make many of the spaces in Zook ADA compliant. Trying to make the north façade, the front door of the bldg. Only ADA entrance is the south side. Ted noted that Zook currently meets ADA law but it is not practical. We would like to go beyond.
- Zook has dated chairs and furniture. These would be updated.
- Installing a new store front on Zook from academic way. This would be done following Sasaki's plan by creating transparency with glass.
- Adding 3rd and 4th floor to the side addition that currently only has 2 floors on Zook. Good space, and needed space, not sure yet if will be classroom or office space.
- Hoping the budget dollars will allow for extensions on the side of where the new glass façade will be.
- Complete gut of the bldg. Zook will not have old and new areas. All of Zook will be new. Structure will remain. New roof, new windows, gutting down to skeleton of structure.
- Leigh Hall was completed 2004.
- Jim Haskell – Dec 2010 ended programming phase. The department wants for this building are not far apart from what will be built.
- Ted advised they are approaching this bldg. just like any other in the past. Now we have this Physical Environment Committee so we present to you. Performance based contracting will allow us to use energy dollars to other projects.
- Ann Hassenpflug questioned what is timeline? Will education be back in this building? Yes to education. Timeline – clock will tick once program is approved. 24 months from approval date.
- Garrett Dowd asked if similar renovations are being considered for Crouse, yes someday. Ted advised it is based on state dollars.
- Ann had further questions regarding the offices for faculty and what size will they be? Ted stated they are based on state standards. Jim added that generally speaking they will be 120 sq ft. or 10 x 12 per person. Furniture will

be able to be moved around. Jim added it will be multipurpose furniture. Ted advised they try to create a flexible atmosphere. Mtg and conference rooms? Jim added the program includes those and will be priority based. Addition will allow for flexibility for more mtg space.

- Ann inquired about when they will get to see the plans for the renovation. Dean or interim dean will be advised. Stanteck is the architect; name has changed, but still Burt Hill. Original architects we met in 2010. Same management team.
- Ann asked how much of the 16 mil goes to the architect. 7% to architect about 80% is construction costs. These figures fall in guideline with the State of Ohio.
- Ann further questioned what the flooring will be for Zook. Some carpet some hard surfaces.
- Distance learning not in program.
- Elevator? Yes
- Jim went on to assure that Zook will be totally accessible throughout the building.
- Ann asked how colors are chosen. Dean and this committee will be involved. Ted explained process.
- What are plans for Central Hower? Swing space for Zook. Ann questioned when they would move to Central Hower? Working on that now. Jim advised they are working on that and the space now. Not everyone will get an office. Some will have cubicles. Ted added we will have appropriate learning space. Those being relocated should not be in Central Hower a full two yrs. A little over a yr in your swing space. Shouldn't move there before January. Sometimes programming takes longer than the construction.
- Ted added, we do have design concepts for the Law Building as well.
- Ted mentioned that one of Sasaki's strong points is that they select the best parts of your campus and highlight/exploit it.
- Ann questioned, what is green about the renovation at Zook? Everyone added the following features: energy, windows, heating and cooling. The entire operating nature of the building. Electrical, occupancy sensors, water efficiency. Reusing the shell of the building is green and we get credit for doing that. Materials selected also play a part. Adhesives on roofs and carpets etc. Light bulbs.
- Heating will come off of master system. Ralph Morrone added that we prefer it to be on the campus wide system. When you isolate buildings, you lose the efficiency. Keeps it a green system.
- Ted added this is a very exciting project. Next will be Ayer, then Crouse, and we'll move down the line.

Wrap Up:

- Jim Haskell will continue with building tours in June, he and Shelly will make a schedule. Ann asked for no Monday or Wednesday tours for the month of June.
- Scheduled the summer meetings. (See dates above)
- Summer meeting ideas are:
 - Jim Tressel – Student Engagement
 - Andy Henry – Recycling Program
 - Capital Planning Department Presentation.
- Ted made a motion to adjourn and Bill Thelin seconded the motion.

Physical Environment Committee Minutes

June 11, 2013
8:15am – 9:15am
Lincoln Building Conference Room

| | |
|---------------------|---|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Ann Hassenpflug |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Ted Curtis – Co-Convener Garrett Dowd Denise Montanari Shawn Stevens William Thelin Harvey Sterns – Co-Convener USG – Vacant Position |
| ATTENDEES | Mark Dvorak Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Elizabeth Reilly |
| INVITED GUESTS | Andrew Henry Ralph Morrone |

Agenda topics

NEXT PROPOSED MEETING

| | |
|-------------|--|
| DISCUSSION | Meetings for the summer months were decided at the last meeting. |
| CONCLUSIONS | The summer meeting dates are from 8:15am – 9:15am in the Lincoln Building Third Floor Conference Room on the following dates: <ul style="list-style-type: none"> July 9, 2013 – Jim Tressel Aug 13, 2013 – Capital Planning and Facilities Management Calendar invites were already sent to committee members. |

MINUTE APPROVAL

| | |
|--------------------|--|
| DISCUSSION | Approval of the 5/14/13 minutes was requested. |
| CONCLUSIONS | Julie made a motion to accept the minutes as presented. Ann seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion

- Shelly advised the committee that Jim Tressel will speak to our group at the July meeting and the Capital Planning and Facilities Management Group will speak at the August meeting.
- Ann inquired when the Building Tours will start back up and Shelly advised she will contact Jim Haskell for an update.

Andrew Henry

Recycling & Special Services Superintendent Physical Facilities Operations Center

- Andy introduced himself and thanked the committee for having him.
- PFOC Recycling Program use handout. (See ATTACHMENT 6-11-13 Minutes Recycling for a copy of the presentation)
- Blue + Yellow = Green UA Recycling logo
- Andy was asked - How do you do the education? He replied it is tricky – they have enlisted the help of IMG (UA's Ticketing Marking Group) for one initiative to help educate the general public. Labeling helps and makes it almost difficult to mess up. Different recycling containers are placed the in buildings. Andy advised they are in a transition period; it is a work in progress to get everyone to co-mingle recycling.
- General Campus - Res Life does include Recycling info in their orientation and on their media boards for basics on education. Everyone across campus was doing everything a little bit different.
- Campus events - competitions - huge education opportunity.
- Compostables – Student Union is using this. Andy advised they made the commitment to switch from Styrofoam to degradables. He explained some of the debris and scraps plans they have are for the future. It was advised that whatever you can do to have a process in place once the students come back in the fall would be beneficial for the students to be on board with Recycling.
- Ralph added that about 4-5 months ago, they tried to come up with ideas of composting ourselves with grants and joint ventures. We pay more to compost; we could do it ourselves, create revenue and then sell to public.
- Ton of student groups that need volunteer hours.
- New Student Orientation could include talking to Faculty Senate about Recycling- faculty can add it to the first day of class, advising where Recycling bins are etc.
- SASWMA's (Summit/Akron Solid Waste Management Authority) ending of grants forced us to go to Rosby's for composting.
- All glass and plastics are added to the comingled recycling.
- Adding organics did wonders for our numbers.
- Due to our purchasing habits - less things purchased, lowered our recycling numbers. Double sided printing has reduced paper as one example.
- Question was asked if we recycle electronics. - Central Stores handles those.
- Recyclemania - most notable competition we are involved with. We seem to finish mid stream.
- Won two grants from Alcoa due to our involvement with Recyclemania.
- One Shirt Competition - collegian clothing drive. Plant Aid takes clothing and sells it in bulk to any organization. Some buyers for Plant Aid are worldwide. Unlike Salvation Army/Goodwill will resell in their retail stores. Elizabeth would love to see us on the Front Page of the UA Website. Andy advised they have enlisted IMG for that kind of marketing.
- The Recycling Department assisted in the car seat and helmet check with the Child Development at the University of Akron.
- In the latest presentation they gave to the library they followed cardboard to see how it is recycled.
- PFOC helps with Move In to help new students with their recyclables once they move in and unpack. They promote saving their containers to repack in the box or use the plastic containers.
- Game Day Challenge -Recycling exceeded their departmental goal and finished 7th in nation. For game day UA does single stream recycling and enlisted recycling ambassadors to help patrons decide what containers their trash goes in.
- Some of IMG plans are to use wrapping as advertising billboard – One idea given by the committee is to paint pathways to recycling bins to lead them to the bins at ICS.
- There are 6 Home football games this year. UA Recycling would like to have presence at all those games.
- Working on incentives now.
- Andy showed the committee the Camelbak Bottles that they give to students. The committee members asked the cost and they are around \$14 each, it costs money to promote. Funding is the biggest drawback.

- Mark asked if there has there been a push to get a Green Akron Tab. Do we have a shoe drive? Andy advised with the collegian drive accepts all clothes.
- We are always making sure bins are properly labeled.
- Ann asked if there are plans for community collections. Ralph advised that the Reuse program might be able to take them.
- Ziptember Jamboree - 9000 students pass through this, one of our biggest events to have a presence at.
- One issue if we got a composting here on site is that we as a grounds crew can only use 10%. Community gardens and local farmers might be able to use some. Trying to be a good neighbor, how do we man it, how do we use students? Could be revenue producing.
- Andy thanked everyone for their time.

Wrap Up:

- Chuck made a motion to adjourn and Julie seconded the motion.

Physical Environment Committee Minutes

**July 9, 2013
8:15am – 9:15am
Lincoln Building Conference Room**

| | |
|----------------------------|--|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Harvey Sterns – Co-Convener |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Ted Curtis – Co-Convener Garrett Dowd Ralph Morrone - Absent Elizabeth Reilly William Thelin USG – Vacant Position |
| ATTENDEES | Mark Dvorak Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Denise Montanari Harvey Sterns – Co-Convener Shawn Stevens |
| INVITED GUESTS | Jim Tressel |

Agenda topics

MINUTE APPROVAL

| | |
|--------------------|--|
| DISCUSSION | Approval of the 6/14/13 minutes was requested. |
| CONCLUSIONS | Chuck made a motion to accept the minutes as presented. Julie seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion

- Shelly advised the committee that Jim Tressel is here to speak to our group about Student Engagement.
- She also advised the Campus Building Tours and RLH Dorm tour schedules have been made and sent out to all members.

Jim Tressel VP, Student Engagement

- Jim explained that when he arrived at the University of Akron, the President gave him 5 R's to focus on and then added 2 more R's. He tried to link his 7 R's to Physical Environment.
 - recruiting
 - retention
 - relevant learning
 - readiness
 - return
 - added relationships
 - added reduce debt (debt related to student's debt)
- Recruiting – dramatically, with this committee, once we get a student here they are surprised. Moms and dads are more surprised than the kids. Once we get them here on campus, it is a plus.
- Retention - school of thought, if you feel good then you will be more successful. If you are successful you will enjoy your Akron Experience. Difficult part is the ability to afford. We are a little behind in the scholarship world. It is a given that we have wonderful facilities. Jim gave example of a Lake HS student. 2K difference between merit scholarship between what we could offer her and Kent.
- Relevant learning - off campus, real life experiences. To see the world and show the world what they can do. Our students are well schooled. Smuckers has hired 32 of 35 interns there in last year.
- Readiness - making sure our students are prepared to compete in this world. Competitive nature of this world is not what it was when we left college. Physical Environment ties into this by, the more we feel good about where we are it is a positive thing. Relationship wise we are working hard with local businesses. We are working with them to see what we can do better to get our students hired. What can we do to enhance their workplace with our students? Cleveland Clinic example - RN to BSN program - we want them to envision the environment their employee is coming to.
- Return - we have tremendous challenges, but an advantage, we have 100K alum are in the area. Within 90 miles, we ought to be able to attract them back to campus. Need to get them back to see the place because the campus is so different.
- Roo Crew - help us with recruiting, in tutoring. They help us with internships. We have 500 that help out. Physical Environment is huge in that aspect. What is good around the campus? That is important as well. We have grown to the city more than we were in the 70s.
- The good news is that the physical environment of the campus gives us a chance. It is also an anchor due to our debt. We have to weather that storm for the next couple of yrs.
- Harvey spoke on the group he was a part of 21 yrs and the issues then were part of the same parking, older adult students, hard to deal with. It was a priority once and we can make it a priority again.
- Jim advised that as we take that over Quaker Square, there may be programming that can be incorporated. In Jim's mind he would love to see it as a satellite student union. Could be a whole new world there. Might be a fun thing for this committee to help on the alumni side with. There is a whole bunch of space there that we can use.
- Harvey agreed that UA/we should use as much of the building's space as we can.
- Jim advised that during the summer we need to use campus as much as possible. One of the girl's he talked to who is coming here this school year, attended science camp in 8th grade and loved it. There are many dance students who have never had a campus visit.
- Shelly agreed that it is a great idea with the soccer camps etc to have parents and prospective student "camp attendees" tour the campus. She noted that when her daughter attends the soccer camp here, she always has camp attendee parents looking around campus in amazement of all the changes.

- Jim also noted we are not in the game right now with financial assistance. He has advised his Admissions group that they have to be worth \$1500. They are the first impression.
- Ann asked about parking? Harvey advised we have made improvements there but we need to find a way to have our commuters have more of an on campus experience.
- Jim advised we promote the activities that aren't just for the on campus person. There are 5K students around campus and 3K on campus. We need to comfortably engage 8K easily on campus.
- Harvey stated we use to work with Metro Busing and any UA ID would get you on a Metro bus. Jim said he would like to see the demographics of where the buses run and what the numbers of students are that would use it to the university.
- Jim stated that this year they turned away 325 students that we would have normally taken. The University of Cincinnati took a two yr tumble after doing this but have risen up and taken the next step as an institution.
- Shelly asked what do we advise those 325 to do in hopes of them someday being able to attend here. Jim gave the examples of recommending Wayne College to them, recommending community college – will help them not build as much debt, summer challenge - would allow one of these students to take a couple of courses and with a C or better we'll admit you, All of the students that accepted this summer challenge, were from the suburbs not from APS (Akron Public Schools). 10 of those students are still alive in the program and one has been asked to leave.
- Summer challenge 2 - same population - second term classes taken at the Zip Start reduced rate. (300 kids took advantage of Zip Start) We made it a Saturday class from 9:30am to 2pm - sent email to all those who would qualify and we called APS kids. Success in this class lets us find those people who have the grit to succeed.
- Denise asked if we have those accelerated courses for the busy adults. Jim stated yes that Laurie Thorpe is spearheading the new traditional student, who is that busy adult.
- Online learning – The perspective is "it is easy" to come home from work all day get on line at night take a course in the comfort of your basement.
- The group discussed usage of facilities on campus. Chuck advised that about 50% of our student population uses the Student Rec and Wellness Center. Jim noted that a lot of our competitors offer online during summer but not during school year. We had 58 online classes last year and Kent State had 903. We are way behind. Where do you invest so that we can compete?
- Jim mentioned that this summer they interviewed 15 orientation leaders – surprisingly the marketing/focus group leaders said that billboards and TV were the way to go, that social media is for fun not for their information sources.
- Ann asked why we don't focus on what we do well. Jim noted if we can get them here to see it that works. Right now when they line us up in the measurable against our competitors, we aren't their first choice.
- Jim spoke with some OSU folks that say their athletes are taking 3 classes with at least one of them being online.
- Jim clearly stated we have built a home we can't afford and we have a workforce that we can't afford.

Wrap Up:

- Shawn made a motion to adjourn the meeting and Ann seconded the motion.

Physical Environment Committee Minutes

August 13, 2013
8:15am – 9:15am
Lincoln Building Conference Room

| | |
|---------------------|---|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Harvey Sterns – Co-Convener |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Ted Curtis – Co-Convener Garrett Dowd USG – Vacant Position |
| ATTENDEES | Mark Dvorak Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Denise Montanari Ralph Morrone Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens William Thelin |
| INVITED GUESTS | Tom Baker Stephen Myers |

Agenda topics

MINUTE APPROVAL

| | |
|-------------|--|
| DISCUSSION | Approval of the 8/13/13minutes was requested. |
| CONCLUSIONS | Julie made a motion to accept the minutes as presented. Chuck seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion

- It was decided elections for this committee will be held the next time the committee convenes.
- The next meeting will be September 17th from 8:15am - 9:15am.
- Harvey stated it was interesting to see the media spotlights of UA good and bad and the non-traditional student issue. This week's column in the ABJ (Akron Beacon Journal) was hard.
- Julie received an email from VP of student govt. concern when flood and tornado warnings went off they were after the fact. Chuck advised he knew that some people were notified of the tornado ASAP and others never got them. For about a half an hour there was confusion as to what was going on, action to be taken etc. The all channels on walkie talkies didn't happen and sirens weren't heard. Harvey stated that info needs to get out. Ralph advised there is an EOG (Emergency Operations Group) here at UA that meets and they will get involved, this should be in their realm. There was a meeting to discuss this. There was a disconnect in communications when the tornado occurred. Ralph will send a notice to the EOG on the committee's behalf and he will ask them to respond.
- Topic for next mtg is to discuss the priorities/topics for the upcoming year.
- Harvey advised that approvals may come from this committee again one day. Bylaws of the faculty senate were changed. With the new structure of University Council we will have to work hard to show we are working on the academic side. Hoping we are in compliance. Ralph mentioned the space allocation is interesting and asked Harvey if he is kept up to date? Harvey explained he is. Harvey advised we should document what we have done to improve campus. We need the physical appearance to match our academic success.
- It was asked to add the renovation of Zook to the agenda of the next meeting.
- Chuck asked what will happen in each building, behind the scenes work when things are replaced. Lights are more noticeable. McDowell wanted to throw money there but there is not a lot of savings. New control schemes there. Control sequences will be improved. Faucets, light sensors that operate with occupancy.

Tom Baker & Stephen Myers Capital Planning and Facilities Management

- See attached power point. (ATTACHMENT Cap Plan Presentation 2013-08-12)

Wrap Up:

- Chuck made a motion to adjourn the meeting and Bill seconded the motion.

Physical Environment Committee Minutes

September 17, 2013
8:15am – 9:15am
Lincoln Building Conference Room

| | |
|---------------------|--|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Ted Curtis & Harvey Sterns – Co-Convener |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Garrett Dowd Elizabeth Reilly William Thelin Ralph Morrone USG – Vacant Position |
| ATTENDEES | Ted Curtis – Co-Convener Mark Dvorak Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Denise Montanari Harvey Sterns – Co-Convener Shawn Stevens |
| INVITED GUESTS | None |

Agenda topics

MINUTE APPROVAL

| | |
|-------------|--|
| DISCUSSION | Approval of the 8/13/13 minutes was requested. |
| CONCLUSIONS | Chuck made a motion to accept the minutes as presented. Shawn seconded the motion and all were in favor. |

MEETING ITEMS

General Discussion

University Council Update:

- Harvey informed the committee about recent events with University Council. Comments were made to the UC Steering Committee. The Faculty Senate, two weeks ago advised their feelings of the direction the UC wants to move is unacceptable. The UC would move to an advisory capacity not legislative. The majority believe the UC should retain the approach we have had. Harvey advised he spoke to the Provost and President, there was no vote at the last meeting but personally he feels the proposed changes would be detrimental. The existing bylaws have been tentatively accepted.
- It was asked what prompted these desired changes. Harvey advised lack of communication and we need to keep working on it. The bylaws are crafted to not overlap others bylaws. The HLC advised when they were here we are moving in the right direction with our UC. GSG is in the middle of how they feel about the Board's proposal.
- It was asked if the UC would eventually be abandoned and Harvey advised no. Each committee is an advisory to a VP. The VP would carry forth their committees if so.
- The belief is that we should have checks and balances and the UC provides that.

Committee Elections

- **Secretary** - Chuck nominated Shelly to continue with being the Secretary of the Committee. With no other nominations the committee voted 9-0 for Shelly to serve as Secretary.
- **Vice Chair** – Ann advised that she would continue on as Vice Chair. With no other nominations the committee voted 9-0 for Ann to serve as Vice Chair.
- **Chair** – Harvey advised that he would continue on as Chair. With no other nominations the committee voted 9-0 for Harvey to serve as Chair.

Scheduling Meetings

- It was decided that the committee would change their meeting time from 8am – 9am to best accommodate everyone's fall schedule. The following dates will serve as meeting dates for the remainder of the 2013 calendar year.
- October 15, 2013
- November 19, 2013
- December 10, 2013
- Shelly will reserve the conference room and send Outlook calendar reminders to everyone.

Freedom Trail

- Ted presented plans for the MetroParks Serving Summit County Freedom Trail to the committee. (See ATTACHMENT to 9-17-13 Minutes Freedom Trail)
- The Sasaki plan included a tie to the North/South Bike Trail using Exchange Street.
- Phase 2 is almost complete and will end at our UA campus. Land where it will end is owned by the UA Foundation.
- CVNP – Cuyahoga Valley National Park will be the only national park to touch a downtown city.
- Ted will have a meeting later today with the MetroParks Board and will be taking this plan to the UA Board of Trustees for their October meeting. Shelly made a motion for Ted to present to the UA Board of Trustees this plan for the MetroParks expansion and Chuck seconded the motion.
After the meeting the following information was provided via email to the committee:
- On 9-20-13 the committee was advised of the following update: *MetroParks is now changing their paving program for the trail. They are now starting to use asphalt and getting away from the crushed gravel for better wheelchair mobility.*
- On 9-23-13 the committee was advised of the following regarding the naming of the trail: *It was originally the Freedom Secondary Rail Line which went from Akron to Freedom Township in Portage County where it stopped. MetroParks liked the name so they dropped the Secondary Rail Line and called it Freedom Trail.*

Zook Hall Renovations

- It was asked at the last meeting for an update on the Zook Hall Renovations.
- Ted advised the College of Education is aware of the progression of this project.
- Central Hower will be used as swing space. Anticipate the move from Zook to Central to happen next summer.
- Discussion regarding cubicle vs locked offices. This will all be decided by the College of Education. There will be locked filing cabinets if locked offices are not offered. There are some fixed walls at Central Hower, expecting the offices to be about 10x12 or 120 sq. ft. The cubicle walls will probably be eye level and will not touch the ceiling. Office space at Central Hower hopes to be equivalent of what they had at Zook.
- Furniture will depend on the budget of the project.
- Hoping to keep all of swing space for Zook on 3rd floor of Central Hower.
- Denise made a motion that the Physical Environment Committee has the Capital Planning and Facilities Management Department, make a presentation to both University Council and the Education Department's College Council on the renovation plans for Zook Hall. It was also noted that if anyone has any questions the Department of Education and Capital Planning have been working together on the project. Chuck seconded the motion and all were in favor.

Wrap Up:

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

Physical Environment Committee Minutes

October 15, 2013
8:00am – 9:00am
Lincoln Building Conference Room

| | |
|---------------------|---|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Harvey Sterns – Co-Convener |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Ted Curtis – Co-Convener Garrett Dowd Mark Dvorak Denise Montanari Ralph Morrone USG – Vacant Position |
| ATTENDEES | Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Elizabeth Reilly William Thelin Harvey Sterns – Co-Convener Shawn Stevens |
| INVITED GUESTS | Ralph Morrone |

Agenda topics

MINUTE APPROVAL

| | |
|-------------|--|
| DISCUSSION | Approval of the 9/17/13 minutes was requested. |
| CONCLUSIONS | Chuck made a motion to accept the minutes as presented. Shawn seconded the motion and all were in favor 7-0. |

MEETING ITEMS

University Council Update

- Harvey advised he was elected vice chair of University Council and Stacey Moore is chair. The February bylaws were accepted. Based on conversations, University Council is moving in the right direction again. This body will bring forward recommendations and continue to be back.

MetroParks

- Ted sent a message that he presented the MetroParks plan and the Board is moving forward with it.

Tours

- Shelly advised that Jim Haskell is ready to give a tour to Central Hower and the group should agree on a date to propose to Jim. November 15th- Central Hower tour 8-9 am Shelly will contact Jim and advised the committee of the set date and time. Ralph advised he has keys and can take any of those that can't make this tour on their own tour.

Updates and General Discussions

- Law School Planning Process - Liz gave an update and stated a financial flow chart for Mike and David was presented. If we get state funding in this budget, when is the earliest we can start? Match up with funds or expected pledges. Conceptual plans. Myers working on this for us. Renovating/transforming the old bldg.
- Sasaki updates - how are they being handled? Are they frozen right now? Ralph - continuing as we try to make improvements we go back to make sure it is consistent with the goals of Sasaki.
- Quaker Square updates continuing to look at plans there. Hotel turned to dorms. Harvey asked the president and financially it wasn't feasible to keep as a hotel. Ralph felt that some was feasible but Harvey felt it may of been budgetary decisions. Sasaki's plans were to go more all in with dorms per Liz. Condition of Grant and Gallucci probably added to that being the better decision.
- What will happen to Grant and Gallucci once off line? Ralph advised building is intact; it is environmentally the insides of the building that has questions.
- Role of this committee is to help advise, what next? Liz suggested that this committee should interview people from units who have had construction and or reconstruction; now that you are through it what do you wish you knew before hand? Are there ways we could help in future construction and reconstruction? How to help them adapt to fast to moving ideas. John Messina with the residence halls, what would he do differently? As a policy recommending body it would help us to know what helped. What do you wish you knew and what would you do differently.
- Areas suggested that we should look at:
Wayne and Medina
Martin Center
Auburn Science West Tower biology - made no sense to move twice
College of Engineering - grabbed additional space
- Zook Hall renovations - transparent
 - What is a workable process? We are not suggesting reactive process rather than active process. Information out too early but, not a lack of information. Let's have the committee informed. Not an individual process but as a committee we share the process.
 - Process is on architect on site, then programming, end users are involved. Schematic design review transparently, foot print is solid. Making sure deans know, also including University Council.
 - The committee should be kept informed on all projects per Ann. There are 5-6 bldgs of moth balling, reutilizing and allocating space. Saving energy consolidating space.
- Organizational chart for Capital Planning. How is that set up? Ann would like to see.
- Harvey stated our purview is to understand the process, Martin Center plans weren't clear; architecturally a sound building, there are two churches on Market Street, number of spaces sitting out there. Assume they have uses. Mothballing buildings, why are they empty, how can we program the space out?
- Keep in mind; we changed our class schedules to work with the utilization. Ralph advised when we looked at study we didn't ask to run their classes a certain way. There is definitely an input that should drive our utilization. If you want classes to run as two, two hour classes rather than four 1 hour classes, vice versa. Classroom shortage. Ralph continued, given today's financial environment we can really look at utilization and scheduling and drive it backwards.
- Class time starting on off campus locations is a problem per Ann.

- Recreation - outdoor space is really allocated to Athletics. 7pm is when they are done. Buchtel Field space under construction right now. Outdoor space is an issue, flag football, softball, for recreation, no sport now has a "season", they run year long. Nothing flat that is green. Power Street. It is desired for this committee to discuss these topics.
- Planning project for communication was also asked to be our next topic.
- Ann asked for Zook to be discussed further, Harvey advised he agrees that we should discuss recreational space, Ralph added that recreational space is directly related to enrollment.

Wrap Up:

- Bill made a motion to adjourn the meeting and Julie seconded the motion. All were in favor 7-0.

Physical Environment Committee Minutes

November 19, 2013
8:00am – 9:00am
Lincoln Building Conference Room

| | |
|---------------------|---|
| MEETING CALLED BY | Ted Curtis & Harvey Sterns – Co-Conveners |
| TYPE OF MEETING | UC Committee |
| FACILITATORS | Harvey Sterns – Co-Convener |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Garrett Dowd Elizabeth Reilly USG – Vacant Position |
| ATTENDEES | Ted Curtis – Co-Convener Mark Dvorak Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Denise Montanari Ralph Morrone William Thelin Harvey Sterns – Co-Convener Shawn Stevens |
| INVITED GUESTS | Ralph Morrone |

Agenda topics

MINUTE APPROVAL

| | |
|-------------|---|
| DISCUSSION | Approval of the 10/15/13 minutes was requested. |
| CONCLUSIONS | Ann made a motion to accept the minutes as presented. Chuck seconded the motion and all were in favor 10-0. |

MEETING ITEMS

Higher Education Six-Year Capital Plan

- Ted explained the Six Year Plan (See ATTACHMENT 11-19-13 Six-Year Capital Plan)
- First request is to take care of what we already own.
- This committee will approve officially, as Harvey explained this happened so fast there wasn't time for the committee to review it sooner. Once approved Ted and Harvey will take to present at University Council.
- Labs – Ted advised that the Wayne Campus improvements make our labs look horrible.
- Years ago we used to get \$18 mil every biennial. Last year we got \$16 mil, this year we are hoping for anywhere between \$16 & \$18 mil.
- Law building renovation will be a 5 year project. We have been working on it for 5 years. Consultants felt like the building needed to be torn down and moved. We solved our problem with this building internally by retaining present location for a lot less money and opening the building up. Donors really want this project to happen.
- Underground vaults get no notoriety, unglamorous part of campus work, but a life/safety issue.
- Denise made a motion to formally adopt this proposal Shelly seconded and there was no discussion. All were in favor 10-0.
- Deferred maintenance is \$338 million the most used buildings are deteriorating the most. It would be nice to have this information out there more for everyone to see.
- Ann asked where the closed bldgs fit into this plan. Ted advised they don't right now. Occasional requests for those buildings do come through. Paul Martin Center - working with outside people that it could become a hotel, very slight chance that would happen, but there is action. It was asked if we have to deal with the city on that. No we don't deal with the city on zoning. City pushing hard for a hotel. That presents big challenges.

Board of Regents/No Smoking on Campus Policy

- Smoking issue - last campus discussions were back in 2008 no one has seen a report. Legal was looking into it last Chuck heard. Cleve State went to no tobacco campus. The push hasn't been there. Suggested to have student government. Committee believes this topic needs to be discussed. The various constituencies need to have influence on it.

Next Meetings:

- December 10, 2013 – 8am
- January 21, 2014 - 8am

Wrap Up:

- Bill made a motion to adjourn the meeting and Chuck seconded the motion. All were in favor 10-0.

Physical Environment Committee Minutes

December 10, 2013
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-Convener |
| NOTES SUBMITTED BY: | Shelly Keller |
| ABSENT | Mark Dvorak USG – Vacant Position |
| ATTENDEES | Ted Curtis – Co-Convener Garrett Dowd Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Denise Montanari Ralph Morrone Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens William Thelin |
| INVITED GUESTS | Ralph Morrone |

Agenda topics

MINUTE APPROVAL

| | |
|-------------|---|
| DISCUSSION | Approval of the 11/19/13 minutes was requested. |
| CONCLUSIONS | Chuck made a motion to accept the minutes as presented. Julie seconded the motion and all were in favor 11-0. |

MEETING ITEMS

General Discussion

- Liz would like this committee to make a communication loop and involve the right people at the right time. First time Sasaki came through we scrambled and by the third time we had it right. Liz believes that would help in the process.
- Harvey read our charge as a committee per University Council Bylaws –it reads as follows:
The physical environment committee is responsible for studying, monitoring and making recommendations related to overall campus planning, safety, and the use and assignment of university space, physical facilities and equipment in collaboration with staff, contract professionals and faculty in appropriate departments. These recommendations shall be forwarded to the university council for consideration.
- Ted Curtis stated the main issues in Capital Planning are we hear about a problem too late. They need to come to us early on. Issue with grants, sometimes there is equipment that we don't know about until the grant is awarded then we find out there is more equipment needed to handle properly. We have been trying to get into the loop earlier. Ralph advised that recently we had two issues where humidity controls were not handled in a timely fashion, problems started in 2006 we were just told in 2013 about the issues.
- Ralph advised there are almost two paths of the communication process. This committee approves to the powers that be, the powers to be then have to get it to the right people. (Deans, VPs etc.) that is where most of our items get lost in translation.
- Ted added that he attends the Vice Presidents meetings and information is shared there.
- Liz agrees this committee would be the best group to handle or begin the communication process since we have representation from different units across campus.
- Harvey was involved in reviewing and approving the planning of communications. The process is defined once it comes to planning and facilities; it is getting it to that point, where we have less control of it.
- Shawn stated that in many cases when setting up labs, etc. the physical structure is overlooked.
- Grants - some of them allow us to write in the expected, others expect it to all be in there regarding the infrastructure. There also needs to be communication between the grant writer and the David Cummins' group so that the correct information is in there. Ted stated the earlier the problems are identified the quicker you can handle them. Harvey advised there are big problems with grants both not getting it and getting it.
- Liz suggested maybe it would be a good idea to bring Grant Administration into the communication process. Maybe they can bring it into Capital Planning to see where funds would be pulled from. Ralph added through grant writing process' can we pay a 1% fee to handle. Chemicals are left they lock the door and walk away. Our budget handles the cleanup, which we don't have the budget to handle.
- This committee had to handle rooms containing stock, old inventory, chemicals, etc. that hadn't been cleaned up in over 50 years. In some cases the cost is 100K per lab. Deferred maintenance for example, costs are never figured into the equation. If this committee can establish those guidelines in print we could work off of. If there is a grant process that is followed, we could just add another signature line for engineering etc. This would provide a good safety item as well. Try to keep everyone in mind and in the process on every situation. We could invite Katie in February, it may be as simple as adding a line. Ralph will check with her. Shelly advised we have a speaker for February, to see if she could come in March.
- Chuck made a motion to approve and move forward with a communication process. It was seconded by Julie. All were favor 11-0.

Zook Hall

- Harvey hopes that with enacting the communication process it is another goal of his that renovation information is communicated throughout the department affected. This is the first time he has seen where no information is shared (Zook Renovations). There is something on college council's agenda for this Friday. Ann stated she is not sure what that is.
- Harvey added our architects and others are usually out there talking to the departments.
- Ted stated they are still waiting for program details from the acting dean, those details were to be in to Capital Planning, mid to late October. Still haven't seen anything yet. Information expected is what uses the areas will have, number of people, how many offices, academic rooms etc. Ted advised we can't move ahead without this program detail. This

advises us if it fits the budget. His group then massages it back and forth to make it work. Ann asked if it comes through the Provost's office. Ted advised they are involved. We have had contractors and engineers on contract since summer waiting for these details, starting and stopping this project is what is costing money and the project loses momentum. It is best to start and move right on through. Ideal but it doesn't happen all the time. This project is just sitting there in limbo right now. Harvey advised this is very disturbing that this department is having such a delay and no communication at all. We want to create new space once. In a year and a half the school of law will use that space. As of last summer the plans were that the college of education will go back to Zook. There are two departments in that building and there are many rumors spreading about the future status of all departments on campus.

- Ted added that it is not only a savings of money but if so many changes keep occurring, in the end we don't end up with a great project.
- Harvey confirmed the issue is we clearly need to lay out a process where all are involved and communication is streamlined properly.
- Ralph added that it might be proactive to make a committee for each project that has knowledge and the ability to make decisions. Once in place it is that small committee that handles everything. The process of planning the new building, communication and space allocation would be areas that committee would address. Ted added that the smaller the group the quicker the process.
- Law and College of Education have both been over five years and neither building is in the ground yet. Too many ppl involved in the planning process. Ann advised there is no committee there to help with that process. Building communications originally from Zook had more advisory at present there is additional information into the dean with no word to anyone else. Decision making is at the upper echelon. Two things per Ann that are not happening in the college. Harvey advised we need to put a process in place. Ann advised it needs to be external and internal. Denise asked where the consequences are, if we as staff members aren't doing our job we are reprimanded. Why isn't there a demand for the dean to communicate so that no more money or time is lost and people are aware of what is going on.
- Ann asked if anyone has been invited to speak to College of Education to explain what is going on.
- Shelly advised our jobs as committee members is to also report back to our constituency groups in which we all represent.

General Discussion

- Shelly advised she needs to know who the committee would like to hear from that we haven't heard from already. Some of those ideas were Tom Wistrill on the new vision for Athletics. The Student Rec and Wellness new director John MacDonald.
- Central - Core of campus Crouse and Ayer was questioned on when those projects will take place. Ted advised those projects are in second and third biannual of requests. Six years from now. Today in University Council meeting Ted will present
- Ted advised they made a presentation to College of Law on the status of the renovation of their building, showed them pics, planning process etc. Tougher meeting than they expected, they kind of got beat up there.
- Julie advised she received an email from Beers on the tornado warning issue last summer. He will be in next month to discuss this issue and how they will move ahead in the future.
- Nonsmoking issues are being looked in to by USG; they are toying with idea of smoking gardens. Shelly advised she was informed in her last SEAC meeting that the UC committee of recreation and wellness are also discussing this issue. It would be an outdoor area of sorts.

Next Meetings:

- February 4, 2014 – 8am
- March 11, 2014 - 8am
- April 15, 2014 – 8am

Wrap Up:

- Denise made a motion to adjourn the meeting and Garrett seconded the motion. All were in favor 11-0.