Physical Environment Committee Minutes

February 4, 2014
8:00am – 9:00am
Lincoln Building Conference Room

<table>
<thead>
<tr>
<th>MEETING CALLED BY</th>
<th>Ted Curtis &amp; Harvey Sterns – Co-Conveners</th>
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<tbody>
<tr>
<td>TYPE OF MEETING</td>
<td>University Council Committee Meeting</td>
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<tr>
<td>FACILITATORS</td>
<td>Ted Curtis &amp; Harvey Sterns – Co-Conveners</td>
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<tr>
<td>NOTES SUBMITTED BY</td>
<td>Shelly Keller</td>
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| ABSENT           | Elizabeth Reilly
                  | USG – Vacant Position |
| ATTENDEES        | Ted Curtis – Co-Convener
                  | Garrett Dowd
                  | Mark Dvorak
                  | Ann Hassenplug – Vice Chair
                  | Julie Hykes
                  | Shelly Keller – Secretary
                  | Chuck Kunsman
                  | Denise Montanari
                  | Ralph Morrone
                  | Harvey Sterns – Co-Convener
                  | Shawn Stevens
                  | William Thelin |
| INVITED GUESTS   | Ralph Morrone |

Agenda topics

MINUTE APPROVAL

| DISCUSSION | Approval of the 2/4/14 minutes was requested. |
| CONCLUSIONS | Chuck moved to adopt the minutes and Mark seconded, all were in favor. |
MEETING ITEMS

General Discussion

- Harvey brought Ted up to speed on the "Table Gate" issue. The issue being technology had money/grants that were used to replace old tablet chairs with tables that electronics can be plugged into. Bill advised this change never went to the Faculty. User groups have to have input. When faculty arrived in their classrooms halfway through the semester, new furniture had been installed which limited the functions in the classrooms.

- Shelly asked for clarification on classroom scheduling. Harvey advised some of the difficulties he and others have faced in scheduling classrooms.

Shawn asked how faculty members would decide on a changes like this. As a group with varying needs, what process do you use to come to agreement?? Bill added that the “wants” sometimes get translated to “needs”.

- Registrar’s office lists all general purpose classrooms with pictures on UA’s website.

- Some members mentioned it would be a good idea to invite the classroom scheduler to discuss processes in a future meeting.

- Ralph passed out and explained the UA Project Development & Communications Flow Chart (see attachment, CPFR Physical Environment – Communications Flow 2-4-14). Discussion continued regarding adding "college" the wording. Wording will be changed to Departmental/College. Ralph made changes during the meeting so that the committee could approve. Ann made a motion to adopt and Shawn seconded the motion.

- Harvey read our committee goal statement.

- Ted asked if maximum room capacities were identified and if not, should they be posted? To take it one step further should floor plans be posted? Some members stated there is sensitivity to the posting of floor plans on the web due to security reasons.

- Ralph believes that Jim Haskell submits room capacities to the state.

- Ann asked how one would know if capacity is 50 if there are only 30 desks in a room. It was explained that though there may be 30 desks, the number stated is the maximum allowed capacity in that room. It is very possible there are more people allowed in the room than the seats that are present.

- Ralph will submit the plans to present at the next University Council meeting via email to Ted and Harvey.

- Lighting upgrades – Ralph advised he has lighting examples in his office; color is whiter, cleaner light perceived to be brighter. These lighting changes will achieve, on average, $425,000 savings per year.

- There was a motion to adjourn the meeting by Bill, seconded by Chuck, all were in favor.

Next Meetings:

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