Minutes
Physical Environment Committee
October 6, 2016

In attendance: Harvey L. Sterns, Chair, Stephen Myers, Appointed Administrator, Ann Hassenpflug, Vice Chair, Terry Daugherty, Shawn Stevens, Don Visco, Dorothy Gruich, Asritha Nallapaneni, Pamela Brandenstein

Excused: Laura Spray, Secretary, Chase Swaney

The meeting was called to order by the chair at 12:35pm. The agenda was approved with the addition of Zook Hall.

There was discussion based on H. Sterns’s visit to Zook Hall. He raised the issue regarding the fact that there was not a directory indicating faculty offices and their number. Mr. Myers explained that it is up to the College of Education to provide such a directory if desired. Another issue discussed was the need for furniture modification or blinds adjustment. Faculty are to make formal requests.

The group then discussed the formal space allocation process and the routing form for approvals at various levels. After review of requests the Chair will sign and then the form will be forwarded to UC for formal approval. The committee discussed and approved space allocation request 12000-398 for Audio Visual Equipment Storage, 12000-401 Convert lab space to private office and student work station and 12000-402 Research Storage Space. Attached are copies of the routing forms and attachments.

Harvey Sterns, Acting Secretary