

Physical Environment Committee Minutes

September 8, 2016
12:30 pm – 2:00 pm
Lincoln Building Third Floor Conference Room

MEETING CALLED BY	Harvey Sterns
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Harvey Sterns
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 Brandenstein	CPAC – at large	2017	Present
Dorothy Gruich	CPAC	2018	Present
Don Visco	Deans	Continuous	Present
Laura Spray	SEAC	2018	Present
Shawn Stevens	SEAC – at large	2017	Present
Natalie Waksanski	GSG	2016	Absent
TBD	GSG		
TBD	USG		
TBD	USG		

MINUTE APPROVAL

DISCUSSION	Approval of the 8/17/2016 minutes were requested
CONCLUSIONS	All members in attendance approved the minutes

General Discussion

- There was a motion to approve the agenda – Harvey asked that a topic be added to the agenda to discuss allocation of space in Quaker. Discussion item added and motion to approve agenda was approved by all.
- Guest – Jim Haskill; Manger Construction and Space Planning
 - The university reports all space to the Ohio Board of Regents in February.
 - Reports from Human Resources update him on the whereabouts of most of the employees
 - Costs run \$2.50-\$5 per sq. foot for a move, plus phones, technology, etc.
 - Forced moves are paid for by the university. Requests moves are paid for by the department.
- Steve Myers reports
 - SHS – air-conditioning is not fully working. Contractor are on the scene now
 - It's reported that Zook 108 is freezing
 - Steve, asked Jim to come talk and offer suggestions on a form and process for the campus community to request moves. Discussion:
 - Add an anticipated move date
 - Reorder signature approval
 - Adding a cover letter stating more detail information
 - There are @20 of these such moves a year
 - The Geography move has happened
 - Steve, received an email request of new recruiter employee space being needed and suggesting that they be placed where Military Services is in Simmons. Discussion:
 - Simmons Hall needs a visit by Jim to determine the space available and possible relocation of departments before a recommendation can be made by this committee. Jim will report back next meeting
 - Jim passed out detailed building and room specs to the committee members for their review
 - Auburn Science – up date of the elevator
 - Much to plan and coordinate so the project hits the ground running in the summer
 - It has been noticed that Auburn Science needs better signage. Discussion
 - Color coordinate by tower
 - New room numbering conventions
 - Don, has suggested that the engineer student final project a team designs an app – Steve states best practice is to not post detailed building plans on the web
 - Law school students are in their new classrooms
- Meeting dates and times were discussed
 - All at 12:30 – 2
 - Oct 6 – Nov 3 – Dec 1

Meeting ended - @2:00pm

Next Meetings

Meetings Schedule: all meetings are at 12:30 pm in the Lincoln Building Conference Room 3rd floor

- Thursday, October 6
- Thursday, November 3
- Thursday, December 1