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

<table>
<thead>
<tr>
<th>Name</th>
<th>Constituent Group</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Myers</td>
<td>Administrator</td>
<td>Continuous</td>
</tr>
<tr>
<td>Harvey Sterns, Chair</td>
<td>Faculty Senate</td>
<td>2018 Present</td>
</tr>
<tr>
<td>Ann Hassenpflug, Vice Chair</td>
<td>Faculty Senate</td>
<td>2018 Present</td>
</tr>
<tr>
<td>TBD</td>
<td>Chairs/School Directors</td>
<td></td>
</tr>
<tr>
<td>Pam Brandenstein</td>
<td>CPAC – at large</td>
<td>2017 Present</td>
</tr>
<tr>
<td>Dorothy Gruich</td>
<td>CPAC</td>
<td>2018 Present</td>
</tr>
<tr>
<td>Don Visco</td>
<td>Deans</td>
<td>Continuous</td>
</tr>
<tr>
<td>Laura Spray</td>
<td>SEAC</td>
<td>2018 Present</td>
</tr>
<tr>
<td>Shawn Stevens</td>
<td>SEAC – at large</td>
<td>2017 Present</td>
</tr>
<tr>
<td>Natalie Waksmanksi</td>
<td>GSG</td>
<td>2016 Absent</td>
</tr>
<tr>
<td>TBD</td>
<td>GSG</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>USG</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>USG</td>
<td></td>
</tr>
</tbody>
</table>

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; Manager Construction and Space Planning
  - The university reports all space to the Ohio Board of Regents in February.
  - Reports form 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 been 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 where 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