

## Physical Environment Committee Minutes

January 21, 2014  
8:00am – 9:00am  
Lincoln Building Conference Room

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

### Agenda topics

#### MINUTE APPROVAL

DISCUSSION	Approval of the 12/10/13minutes was requested.
CONCLUSIONS	There was a request to change the sub title under Meeting Items from Law Building Discussion to General Discussion. With no further discussion, all members present agreed and the minutes were approved as amended.

## MEETING ITEMS

### ***Presentation***

#### ***Mark Beers, Coordinator of Emergency Management Presentation on the Emergency Operations Group Notification System.***

Mark was asked to attend this committee meeting to discuss a delay in our notification system during a severe weather situation on July 10, 2013. Many students, faculty and staff received the notification 20 minutes after the severe weather had passed. An email was sent to the committee asking them to investigate this issue.

Mark explained that he was off campus when this severe weather alert was sent. During that time the university had two different notification systems that they were using. These systems were not able to be synchronized. The delivery of the text alert was dependent on each individual's cellular carrier. The university has since upgraded to the E2Campus Notification System. This notification system was tested two weeks ago when the university had a snow emergency and had to close the campus. The notification report went out to all users within 35 seconds. Mark advised that the Marketing and Communications Department handles this messaging system. They will be conducting another campaign to remove old numbers out of the system and make sure they have the most current contact numbers available. UAPD still handles their emails about robberies, safety alerts, etc. Mark advised there is also a conference line that all members of the Emergency Operations Group can call to communicate with one another while en route to the university.

Mark continued to explain, there are four outdoor notification sirens located on campus. The Polsky Building and all dorms have an indoor notification siren. It was clarified, a siren sounding outdoors means to take shelter inside. This siren could represent emergencies such as bad weather or a chemical spill. Mark advised in the event of an emergency the UA main website page will become our emergency notification page. It was mentioned by a committee member, you currently have to hit too many links to reach this page. Mark will investigate making the safety page on the UA website more accessible to everyone.

The committee was further enlightened on the Windstream messaging system. This system broadcasts messages on TV screens and will also start blaring emergency notifications. Mark communicated that all buildings on campus have emergency plans. The plans are solid from 8am -5pm. After 5pm, the responsibility relies on the faculty to take care of students. Mark has experienced difficulty getting scheduled to present UA's safety plans to department faculty meetings. An idea was presented to speak to the University Council and the Council of Deans. Liz advised she will assist with getting him to speak with the Council of Deans.

Discussion ended with communications about how drills for fire and tornadoes are conducted on campus. The University is considered a business and not an educational establishment, therefore is only required to do fire drills once a month at Polsky, Crouse, Ayer, and Central Hower, because of high school students in those buildings. Tornado drills are conducted in April or May. At this time, locks down drills are not required. Mark stated plans are ineffective if the drills don't precede the plans.

### ***General Discussion***

- Harvey will work with Ann on goals for the Physical Environment Committee for the upcoming year. Members will review via email and discuss at the next meeting. Harvey will present finalized goals at the February University Council meeting.
- Discussion took place about the replacement of tablet arm chairs with tables in (19) general purpose classrooms. It was verified that the approval process was executed correctly but suggested that more details/input may be needed from faculty before moving forward with such an effort in the future.
- Ann advised there is still no discussion or sharing of information throughout the College of Education with regard to Zook Hall and Central Hower.
- Ralph presented the Capital Planning and Facilities Management Project Flow Chart. A suggestion was made for Program of Requirements to flow to Department Administration and Ralph agreed to make that change.

### **Next Meetings:**

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

## Physical Environment Committee Minutes

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

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

Agenda topics

### MINUTE APPROVAL

<b>DISCUSSION</b>	Approval of the 2/4/14 minutes was requested.
<b>CONCLUSIONS</b>	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, CPFM Physical Environment – Communications Flow 2-4-14). Discussion continued regarding adding "college" to 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

## Physical Environment Committee Minutes

March 11, 2014  
8:00am – 9:00am  
Lincoln Building Conference Room

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

### Agenda topics

#### MINUTE APPROVAL

DISCUSSION	Approval of the 2/14/14 minutes was requested.
CONCLUSIONS	Julie made a motion to approve the minutes and Bill seconded the motion all members in attendance were in favor.

## MEETING ITEMS

### *General Discussion*

Classroom scheduling –

Harvey advised he will work with Ralph to create and work on the classroom survey. Some possible questions Harvey would like to see asked are the following: Is seating appropriate? Is there enough audio visual, outlets, screens etc.? Are draperies appropriate? The Registrar's office used to do a survey at end of spring/beginning of summer. Harvey is not sure that it is still going on. Surveys will be electronic. With an opportunity to provide written feedback as well.

Steam/Heating/Akron Thermal / Children's Hospital items came up and Shawn explained our steam loop.

The Committee members in attendance chose the following dates for our summer meetings. It was also requested to change the meeting time back to 8:15 am. All in attendance were in favor.

- May 13 8:15am
- June 17 8:15am
- July 8 8:15am

The committee discussed Budget Cuts and the Presidential Search.

Performance contract –

What are the ramifications and maintenance factors? Good idea for this committee to visit buildings that are mothballed. Shelly will advise Ralph of the committee's desire to discuss this subject.

Custodial Contract/Building Services/Campus Services for facilities - How will budget cuts affect the Physical Environment of the Campus?

Shawn made a motion the end the meeting and Shelly seconded it. All in attendance were in favor.

### **Next Meetings:**

- April 15, 2014 – 8:00am
- May 13, 2014 - **8:15am** (note time change)
- June 17, 2014 - **8:15am** (note time change)
- July 8, 2014 - **8:15am** (note time change)

## Physical Environment Committee Minutes

**April 15, 2014  
8:00am – 9:00am  
Lincoln Building Conference Room**

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

Agenda topics

### MINUTE APPROVAL

<b>DISCUSSION</b>	Approval of the 3/11/14 minutes was requested.
<b>CONCLUSIONS</b>	Julie made a motion to approve the minutes and Bill seconded the motion all members in attendance were in favor.

## MEETING ITEMS

### General Discussion

Possible Consolidation of Bierce Library and the Science & Technology Library -

- Phyllis O'Connor, Dean, University Libraries, was in attendance to present her consolidation recommendation – See ATTACHMENT Library Consolidation 4-15-14.
- Phyllis provided a summary on which she is seeking feedback. Bierce Library's facade expansion is part of the plan.
- The biggest drawback to this plan is the usage of the student study space. The engineering students like a different type of group study and while they may not use the library, they do use the study space in ASEC. There are 2203 available study seats at Bierce Library and 426 study seats available at the Science and Technology Library.
- Phyllis also noted that it costs about half a million dollars to staff the Science and Technologies Library annually.
- One of the committee members noted that the AAUP was sent a consolidation survey for the libraries. Phyllis noted it did not come from the Libraries and she was aware of the surveys out on campus.
- Harvey asked if consolidating these libraries would influence any National Accreditations and Phyllis responded that none require that Engineering has its own space. Access to materials and accreditation would not be affected.
- Phyllis added that there is a petition out there on change.org regarding the possible loss of the study space. Denise added that her daughter is in the College of Engineering and students are very worried and upset about potentially losing that space.
- Bill made a motion for the committee to discuss the proposed consolidation and review the data, responses and information on change.org and Denise seconded the motion. All in attendance were in favor.

John Heisman Statue -

- Ted Curtis gave a power point presentation for the proposal of a John Heisman Statue – See ATTACHMENT Heisman Statue 4-15-14.
- Bill made a motion to move forward with presenting plans for the statue. Denise seconded the motion and all in attendance were in favor.

Faculty Survey -

- See ATTACHMENT - Faculty Room Survey 4-15-14.
- Ralph gave a brief overview of the survey that he and Harvey created and explained what they were hoping to gain from the results. Classroom utilization, appearance, and functionality are key items –to be evaluated with feedback.
- Every question would have a place for an explanation. Harvey suggested, if the committee thought this would be viable, then we should send the survey to every faculty member.
- Ann stated concerns on faculty members taking the time to complete this for each room in which they teach.
- There was concern over asking the occupancy of the room. Ted and Ralph advised they should have that data. It was agreed upon to delete that question.
- It was agreed upon to edit the survey with the items mentioned above via Shelly's motion. Bill seconded the motion and with no further discussion all in attendance were in favor.

With time running short and Ralph having to leave the meeting to attend the Budget Forum, Shelly advised we will move the discussion of Performance Contracting to the May meeting.

Shawn made a motion to adjourn the meeting and Mark seconded the motion. All in attendance were in favor

### Next Meetings:

- May 13, 2014 - **8:15am** (note time change)
- June 17, 2014 - **8:15am** (note time change)
- July 8, 2014 - **8:15am** (note time change)





## Physical Environment Committee Minutes

**May 13, 2014  
8:15am – 9:15am  
Lincoln Building Conference Room**

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Zac Kisor Denise Montanari
ATTENDEES	Stewart Blessing Ted Curtis – Co-Convener Mark Dvorak Chuck Kunsman Ralph Morrone Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Harvey Sterns – Co-Convener Shawn Stevens William Thelin Rachel Thut Elizabeth Reilly
INVITED GUESTS	Ralph Morrone

Agenda topics

### MINUTE APPROVAL

DISCUSSION	Approval of the 4-15-14 minutes was requested.
CONCLUSIONS	Julie made a motion to approve the minutes and Chuck seconded the motion. All members in attendance were in favor.

## MEETING ITEMS

**Introductions:** To introduce new members to current members.

### Elections:

Chair:

- Ted made a nomination for Harvey to continue as chair. Shelly seconded the motion. With no other recommendations the nominations were closed.
- All in attendance were in favor of Harvey serving as chair for the next year.

Vice Chair:

- Harvey made a nomination for Ann to continue as vice chair. Bill seconded the motion. With no other recommendations the nominations were closed.
- All in attendance were in favor of Ann serving as vice chair for the next year.

Secretary:

- Ted made a nomination for Shelly to continue as secretary. Shawn seconded the motion. With no other recommendations the nominations were closed.
- All in attendance were in favor of Shelly serving as secretary for the next year.

### Libraries Discussion:

- It was noted that no decisions on library will be made for the next year. Two issues are reviewing the Sasaki Plans and waiting for the new President to be in place.
- Bierce Library Update- new feeds are needed because the old ones have deteriorated. All the breakdowns on the central boilers we found were stresses on the lines from the numerous Akron Energy shutdowns we had experienced in the past. Ralph explained they are trying to add tunnels to help with putting eyes on these pipes in the future. The piping at JAR and ONAT is only 20-30 years old and we should expect to achieve a greater lifespan. The surface at the library site will have improvements as well. Large masonry walls will be opened up and brought to ground level. The project is four weeks away from tunnel sections being installed. The plans are to start seeding by the 1<sup>st</sup> of July. This will create a vista that will complement the glass facade on the south side of the Library proposed by our guide plan from Sasaki.
- Liz added that it makes sense to keep talking about this plan on the library as these issues take time.
- The main complaint from students is the fear of losing the study space.
- Liz explained they are doing the same study with the Law School
- Julie stated she looked at change.org where the petition against losing the Auburn Science Library is located. She said, to date, there are 500 signatures and the main comments noted that Bierce is not quiet.
- Rachel advised that as long as students have their space they will be happy. They don't need most of the books housed in the Science Library.
- Liz advised that as a committee it should be our goal to learn how much space is needed to be used for quiet study? What do the students want and need and how much usage will they have? We need to observe what the students study and how they study.
- Ted stated there are needs for privacy rooms, which will have all glass walls. This will help to make sure there are no unwanted issues with closed rooms.
- Ralph added that all glass windows/walls can provide white board space. He has seen where students write equations out on glass and it looks very cool.
- Liz suggested possibly creating model rooms and the students could "try them out".
- Ted mentioned that in a graduate exit survey, one student stated that it was hard to find study space on campus.
- Rachel mentioned that she feels Bierce's first floor could be used better.
- Ted identified that the glass facade addition at Bierce will also help with lighting.
- Julie agreed and added that one complaint on change.org was that it was too dark at Bierce.

### Survey:

It was decided to send this survey to every part time and full time faculty member and ask them to complete the survey for each room they taught in during the spring semester.

As a group it was decided to make the following changes:

- Address the occupancy question by clarifying desired occupancy vs. code occupancy.
- #4 - What would your desired occupancy for this room be vs. code occupancy?
- #18 - spell out abbreviations
- #18 - combined this with question #14
- Add noise questions - HVAC, mechanical issues and outside noises
- Add a section for comments for each question

Bill made a motion to accept the survey with the agreed upon changes and distribute to all part time and full time faculty members. Stewart seconded the motion and all were in favor.

### Central Hower/Zook Update:

Ted advised the plans are being advertised to the interim dean who will approve the program for Zook, then it will be in the

architect's hands. He predicts mid to late summer; we should start seeing schematic drawings. Harvey advised this plan is not meeting the normal level of faculty involvement.

**Comment [s1]:** Check w/Planning

Ann read a memo that was sent to faculty on 5/12/14 from the Dean of Education and discussed looking at drawings. Ted stated that faculty opinions help form those drawings. Ann stated another issue from college council is there is not a committee to deal with the renovations of Zook Hall. Ann advised she cited the Org Chart to council. Ralph explained to Ann that it does sound like they are getting their steps in order and trying to follow the Org Chart, which is good. Central Hower drawings are being advertised for bids for the fall for swing space. Ann asked if the move will take place in August. A deadline date was given of today to have our offices packed up but many faculty are still teaching and working out of books. Suggestions were made to use portfolios on wheels or attaché cases and also that swing space is not permanent space or always ideal space but needed to complete the renovations on the old space.

#### **Tennis Courts Update:**

The courts are almost completed. They are located on the old Buchtel Field. There were a few small glitches such as gravel disagreements and light fixtures that held the project up for a month.

#### **Solar Array :**

The Solar Array is up and running and they are still troubleshooting some issues. This project has been signed off on as up and working. Currently the array is creating 800kw of green power, which is 60 homes worth of power. This is the largest roof solar array in state of Ohio. Esthetically the array has not impacted the field house structure.

#### **Performance Contract:**

- 40% of the campus has the new lighting; there were a lot of complaints the first day. This was mainly because they were complete in some places and not in others. Nothing much since then.
- Water retro fits have been installed in all toilets, sinks and fountains.
- 20-30% of the chiller plant at PFOC is complete.
- The animal lab at Auburn Science work will continue through the summer.
- We are already starting to see electric bills going down.
- Huge machines we have affectionately called minions have been installed in the Physical Plant. They are 30ft tall yellow tanks that sit side by side. They are a chilling unit that creates 99.9% energy savings
- 331 projects total. We are 6 months into the 36 month project.
- LED lighting, walkway, parking lot and deck exterior lighting will be the next big projects.

Chuck made a motion to end the meeting and Bill seconded it.

#### **Scheduled Meetings:**

- June 17, 2014 - **8:15am** (note time change)
- July 8, 2014 - **8:15am** (note time change)

## Physical Environment Committee Minutes

June 17, 2014  
8:15am – 9:15am  
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Harvey Sterns – Co-Convener
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Ted Curtis – Co-Convener Denise Montanari William Thelin
ATTENDEES	Stewart Blessing Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Zach Kisor Chuck Kunsman Ralph Morrone Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens Rachael Thut
INVITED GUESTS	Ralph Morrone

### Agenda topics

#### MINUTE APPROVAL

DISCUSSION	Approval of the 5/13/14 minutes was requested.
CONCLUSIONS	Elizabeth made a motion to approve the minutes and Chuck seconded the motion all members in attendance were in favor.

## ***General Discussion***

Introductions for new members.

### ***Library continuing discussion -***

- Harvey recommended a formal letter be written by the Chair of the library committee.
- Verbal statement by Provost was made that we are not doing anything for a while with the Libraries. Staffing space and where articles will be placed need to be looked at. Libraries have changed over the years.
- Students advised observing during the summer is a bad idea as the study times are not the same.
- Similar space to what Auburn has now would be needed.
- Liz suggest to look at all study spaces don't just limit it to the Sciences; let's look at all of them. Shelly added she has heard study space and gathering space are the issues, not anything about materials.
- Harvey reminded everyone our duties are to deal with the physical aspects.
- There was a request to tour the libraries in question so everyone is aware of the spaces we are discussing.

### ***New arena –***

- What is the plan and who pays for what portions for the new arena? Will it be a time share type of situation? Possibly the same situation as the Knight Center? Ralph added Ted has probably been involved in discussions. Opportunity is there for UA.
- In the past a resolution comes from this committee to discuss or is in favor.
- Ralph will talk with Ted on this subject for a report at the July 8 meeting.

### ***New Business –***

- Liz thanked everyone for everything, as this is her last meeting due to her retirement.
- Congratulations to Harvey as he was inducted into the Ohio Senior Citizens Hall of Fame.
- Shelly passed out email on the Steering Committee's feedback on our goals for the 2014-15 year.
- Ralph is keeping in touch with Anthony on the faculty survey results. Ralph and Shelly will make a push to send the Faculty Survey out again.
- University Council Committee meeting tomorrow. Annual gathering of all UC Committees. They will hold elections of the Steering Committee officers at that time.
- Ann requested that plans for Zook be brought forward at the next meeting. Ralph advised he will ask. Harvey explained for those new to the committee why Zook is such a hot topic and the breakdown of communication on this project. She requested another tour of Central Hower before offices are moved.
- Flow chart – Ralph asked if the flow chart been accepted by UC? He will send out a clean copy to our committee of the agreed upon changes. UC had some tweaks for us as well. Ralph asked if it has it been resubmitted? Harvey advised the flow chart could be brought forward as part our September presentation to the University Council.
- Summer utilization - Camps - Chuck received a phone call from a parent looking for camps for their kids. There is no centralized place for one person to be directed to. For all that UA has to offer we are missing an opportunity. Monday started class and youth camps for the summer.
- College Net was to put in and 25 Live is supposed to be an all-encompassing schedule – this has not been well utilized. This topic belongs to our committee. Every division has a separate contract for the camps and classes to go through. Camps are our future students - scheduling has to be key. Shelly suggested inviting the new director of 25Live. Suggestions were to invite Doug the new director of 25Live, Anne Bruno, Suzanne Testerman - Project Manager, Registrar's Office? It was noted that 25Live feeds the Successful U application. The common denominator is driving it from the space. The group decided to organize our thoughts first before bringing everyone in for discussion.
- If you have scheduling or agenda ideas send them to Shelly

### **Next Meetings:**

- August Tour of Central Hower – No Meeting
- September – TBD
- October - TBD

Physical Environment Committee  
Minutes  
As amended 9/10/14

July 8, 2014  
8:15 am  
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Harvey Sterns – Co-Convener
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Ted Curtis – Co-Convener Deans-Vacant Position Zac Kisor Rachael Thut
ATTENDEES	Stewart Blessing Ann Hassenpflug – Vice Chair Julie Hykes Chuck Kunsman Shelly Keller - Secretary Denise Montanari Ralph Morrone Harvey Sterns – Co-Convener Shawn Stevens William Thelin
INVITED GUESTS	Ralph Morrone

Agenda topics

**MINUTE APPROVAL**

DISCUSSION	Approval of the 6/17/14 minutes was requested.
CONCLUSIONS	Chuck made a motion to approve the minutes and Julie seconded the motion, all members in attendance were in favor.

## MEETING ITEMS

### *General Discussion*

- The Stitzlein Building came down yesterday. Green grass will be there for now.
- Tour will be scheduled in August for Central Hower. Shelly will contact Jim Haskell and arrange it.
- September through November meetings will be held the second wed of each month at 8:15am. The December meeting will be the third Wednesday.
- The Committee made note they would like to invite the President to one of our future meetings. It was decided that invite should come from Ted after the President is able to get his feet wet and has some more time.
- **Central Hower Update** - Demo phase is 95% complete. There seems to be no reason to not meet the deadlines. Ceilings were modified. In the beginning of August residents of Zook will be moved out and into Central Hower. Mid to end of Aug construction on Zook will start. Board of Trustees gave recommendation for the asbestos and reconstruction of Zook. Construction documents will start in next two weeks. No solidified plans for Zook right now. Within the next month we should expect to see those. Harvey advised the College of Education should start asking questions now. Program requirements will be first things to look for. Next will be the schematic design done by the architect. Design development will provide a clear path for departments to know where they are at in the process. It is for these reasons that the Flow Chart was established. Ralph passed out the Revised Flow Chart. The flow chart was the preferred method chosen by the University Council at the February 11<sup>th</sup> meeting. (See ATTACHMENT 7-8-14 CPFM Physical Environment Communications Flow R3)
- After much deliberation by the committee it was decided that Harvey will reach out to Dean Clark and then the Provost if necessary.
- IT/Network Services was added to the Flow Chart at Sage's request. The changed was approved as amended by University Council.
- **New Downtown Arena Discussion** - Still preliminary, until there is language for the October ballot and financials put to it, it is very up in the air. Harvey explained issues with Knight Center that UA faced in the past. We could never get a University of Akron representative on the board.
- **Library update** - Lisa Lazar communicated with Ted and Harvey that the Library Committee feels they should have input on these discussions. As a group, we too would appreciate suggestions and ideas from that committee. Harvey spoke on Library space and how the state is not approving library space. This consolidation discussion started with not enough staff and trying to save money. Someone needs to educate our groups on what library ideas are for the next 50 yrs. Would Haskell be able to help with space discussions? Library with study space or library with storage space? Timing on receiving materials that are not on campus is also an issue. Collection is not large enough (Phi Beta Kappa). Will there be modifications this is the time? Shelly will schedule library tours with Jim Haskell and advise the committee on the tour date.
- Question was raised on why our group was not consulted about the demolition of the Stitzlein Building. We need to consider our vacant spaces and find ways to combine and make all spaces useable. This committee should be involved in those issues. Martin Center - what will be done? The functions of that building shifted to others. Ballet Center? It is an old church, what to do with that space?
- Bierce Library tunnel going in and many more upgrades to that tunnel will be added this year and next. The landscaping will be pulled back. Ted and the Giving Group talking to the Martin family on a garden going there or something less abrasive on the view.
- **Performance Contract (PC) Update** –
  - **Campus Lighting**- parking lots and walk way lights are being retrofitted with new energy efficient fixtures. Bright white LED lights will be used in lieu of orange High Pressure Sodium.
  - **Knight Chemical** – Knight Chemical is undergoing a +/--\$9million renovation and is being phased per floor and per quadrant as to minimally disrupt research and lab spaces. This renovation is exclusively for lab hoods, associated benches & cabinets, and related HVAC. It is funded through the PC bonds through the Air Quality Authority.

Bill moved to close the meeting and Julie seconded the motion. All in attendance were in favor.

**Next Meetings:**

- September 10, 2014 - 8:15am
- October 8, 2014 - 8:15am
- November 12, 2014 - 8:15am
- December 17, 2014 - 8:15am



## Physical Environment Committee Minutes

September 10, 2014  
8:15 am – 9:15 am  
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Deans – Vacant Ralph Morrone Shawn Stevens Rachel Thut
ATTENDEES	Stewart Blessing Ted Curtis – Co-Convener Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Zach Kisor Chuck Kunsman Denise Montanari Harvey Sterns – Co-Convener William Thelin
INVITED GUESTS	Ralph Morrone

### Agenda topics

#### MINUTE APPROVAL

DISCUSSION	Approval of the 7-8-14 minutes was requested.
CONCLUSIONS	Ann requested the minutes be amended by replacing Department of Education with College of Education. Chuck made a motion to approve the minutes as amended and Julie seconded the motion. All in attendance were in favor.

## MEETING ITEMS

### *General Discussion*

- Harvey made a motion that Survey Discussion and Central Hower/Zook Update be added to the agenda. Bill seconded the motion and all in attendance were in favor.
- Ted advised he was questioned during the University Council meeting about excessive weeds on campus. Ted explained we are short by about 40 employees in Physical Facilities. The janitorial and grounds divisions are included in that number. Ted further explained he presented a warning to Dr. Scarborough that Capital Planning, which is over Physical Facilities, is short too many employees. That means things start to deteriorate. Buildings and grounds start to deteriorate as soon as they start to be used. We have to maintain those immediately. The Facilities group is just as important as the academic areas on campus. Studies have proven that a decision is made in the first 5-20 minutes of a first visit if UA is still in the running as one of a prospective student's choices. He jokingly advised that we will all need to pitch in to help and Stacey Moore stated they used to do that at Texas Tech. They would hold a "Campus Clean Up Day" of sorts.

### *Muslim Student Association – Prayer Room Request for Space*

- The Muslim Student Association asked the Physical Environment Committee to discuss a dedicated prayer room on campus. (See ATTACHMENT 9-10-14 Information MSA Prayer Room Emails)

The following bullet points, questions, and comments were made during a lengthy discussion with the committee:

- Are there other groups joining this effort? Not at this time.
- Is there a dedicated space in mind? No.
- There are off campus meeting spaces that have been used in the past for groups like this.
- There is a religious group using a space at Rec Center on Fridays from 12pm -1pm.
- Issue with church and state.
- What is needed that is not already available or provided?
- The request from this group is for permanent space.
- Different religious groups have different beliefs depending on the sect.
- Every group has an opportunity to ask for a room here on campus.
- The dedicated space would be like what we would see in a hospital.
- We don't want to privilege one denomination over another.
- Universities do have relationships with religious groups. Kent State/Newman Center was an example given.
- As a committee we do not see the justification for the request beyond what is already provided for groups on campus. The committee feels this topic could be a violation of church and state. It is the committee's recommendation that if this topic is to be discussed further that the University of Akron Legal Department review it next. Ann made a motion and Denise seconded it. Ted abstained from the vote and all others left in attendance were in favor.

### *Zook – Central Hower Update*

- Ann explained that they (Zook Building Committee) are not being kept in the loop.
- Bill advised that he, Ralph and Shelly met with the Zook Building Committee in July. He made a motion that our notes that we shared via email with our Committee, be submitted to today's minutes. Stewart seconded the motion and all in attendance were in favor. Discussion continued on how and why the ad hoc committee was formed. (See ATTACHMENT 9-10-14 PEC Mtg Zook Bldg Reno Comm Mtg Notes)
- Shelly and Bill felt that the Zook issue is now being properly handled. It was their perception that there was a miscommunication/misunderstanding when the Zook project went from "New Construction" to "Renovation". Those involved did not realize the same plans were being used. Changes in administration were happening as well and that is where Shelly, Bill and Ralph felt the communication was dropped. After meeting with the Zook Building Committee, the three felt the problems are being addressed and communication is happening. They feel the problem that still exists is that some members do not like the answers that they are being given.
- SharePoint has been the designated point of communication for the Zook Building Committee.
- Ann read to the committee the most recent email she had received on the remedies.
- Central Hower dividers - Ted said the dividers will be raised from 4 feet high to 6feet high with translucent materials. Prices are currently being reviewed. You cannot see through the divider but it will allow light to come through. Ted is hopeful that this will be completed in the next month.
- It was asked if there are security cameras in that area. Ted was not made aware whether or not security cameras are located in Central Hower.
- A comment was made that the windows in Central Hower are dirty. Will anything be done about that? Ted advised it should be handled.
- There was discussion about classrooms at Central Hower that seem to be ready for use. The Faculty has been told that they cannot use those classrooms this fall.
- Ann stated there were other concerns sent via email from Dr. Li (Zook Building Committee Member) to Ralph.
- Shelly made a motion to end the Zook Building Discussion. Bill seconded the motion. Ann stated our purpose is to talk over these issues and does not want to stop discussing them. Shelly's feelings are that our committee has exhausted this topic and needs to move forward on other issues. We can always revisit new topics but the old Zook topics have been handled to the best of our committee's abilities. Ann opposed to the vote and all others in attendance were in favor.

### ***General Discussion Continued***

- Survey- Ralph is collecting data – The committee would like to send the survey out immediately this semester. Bill asked that we give it a week, due to it being a busy time for faculty, and send the survey out after 9/22.
- Discussion continued about weeding from earlier in the meeting. Ann made a motion that she feels the campus is lovely. Zach seconded the motion. All in attendance were in agreement.
- Bill made a formal recommendation to promote or support a campus clean-up day. Ted would like Physical Facilities involved and would like shirts made for the students that are participating that day. Physical Facilities could provide guidance on whether something is a weed or not. Stewart seconded the motion. Ann abstained and all others in attendance were in favor.
- Shelly will add the presentation to University Council on the SharePoint site and Harvey asked that the presentation be added to the minutes also.
- Stewart added that he feels as a group we are identifying the issues. We can't fix them all, but we are trying to help when we can.
- Chuck made a motion to adjourn the meeting and Bill seconded the motion. All in attendance were in favor.

### **Next Meetings:**

Meetings will be held in the Lincoln Building Third Floor Conference Room.

- October 8, 2014 - 8:15 am
- November 12, 2014 – 8:15 am
- December 17, 2014 – 8:15am

## Physical Environment Committee Minutes

October 10, 2014  
8:15am – 9:15am  
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Ted Curtis – Co-Convener Stewart Blessing Deans – Vacant Position Denise Montanari Ralph Morrone William Thelin Rachael Thut
ATTENDEES	Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Zach Kisor Chuck Kunsman Harvey Sterns – Co-Convener Shawn Stevens
INVITED GUESTS	Ralph Morrone

Agenda topics

### MINUTE APPROVAL

DISCUSSION	Approval of the 9/10/14 minutes was requested.
CONCLUSIONS	Julie made a motion to approve the minutes and Chuck seconded the motion all members in attendance were in favor.

## MEETING ITEMS

### *General Discussion*

- Dean replacement for our committee? - Shelly will ask University Council representative Kim Havercamp where they are with a replacement.
  - Library Tours led by Jim Haskell went well – all members in attendance agreed.
  - Future tour requests:
    - InfoCision Stadium Development Offices
    - EJ Thomas Performing Hall
      - Discussion continued about academic programs for the arts are housed in Guzzetta.
      - There are union issues with EJ stage hand workers.
      - EJ celebrated their 40th anniversary last fall.
      - Costs of usage for the facilities have gone up.
      - There are issues, there have been improvements but they are still not the best. Front of house to back of house is challenging.
      - EJ has access for academic purposes but it is not possible because of expenses.
      - There is not a lot of understanding of the agreements of academic space usage; the group would like a better understanding.
      - Other theatres on campus are Guzzetta Recital Hall (Guezzetta) and Daum Theatre (Kolbe). Ej was once used for Western Cult classes back in the day.
      - Shelly will contact Dan Doll for a group tour.
    - Mary Gladwin- Knight Chem
    - Polsky Building
      - Small rooms.
      - Inadequate space.
      - Disorganized seating.
      - Ventilation.
      - Quite a bit of history at Polsky's.
      - Biggest academic building in the state of Ohio.
  - Classroom Surveys -
  - The committee feels this a good time to have the classroom scheduler come in to discuss the scheduling process. Shelly will reach out to Doug Kukta to see if he could speak to our group at an upcoming meeting.
  - Muslim Student Association Prayer Room Request – Harvey believes this topic may come up in the next UC meeting. Shelly will send Harvey the official response via email so that he has it in the event there is any discussion.
  - Campus Clean Up Day - Zach explained the Sigma Lambda Campus Clean-up Day meetings that his group had with Andrew Henry, from Physical Facilities. They are still in the planning stages and have another meeting this Thursday. He will report back with any new information. Zach is a member of the sophomore version of Sigma Lambda and the junior and senior versions will be assisting as well. Some of the committee members mentioned they would like to see a Spring Cleanup Day as well.
  - Classroom Survey:
    - How will surveys/data be read?
    - Data being collected is to see if rooms are sufficient and what they are lacking. Data will be collected whether there was one response or five on each room.
    - Furniture - desks, general use furniture, movable, stackable
- The committee hopes the survey will help us see any issues with our classrooms. The survey was recently sent out in The Digest. Harvey advised Shelly to send the survey to Kim Havercamp and ask that the Provost forward it to all full time and part time faculty emails.
- Smoking/Tobacco Use on Campus:
    - Rec and Wellness committee was getting involved in the smoking issue. Cleveland State this fall went to a smoke free and tobacco free campus.
    - Motion that the campus of the University of Akron adopt and become a smoke free and tobacco free campus. Ann made the motion and Chuck seconded the motion. Enforceability is an issue. The committee would like to get this topic on the table. Shelly remembers that our committee received a University Council submission that wasn't answered by our committee because we were told the Wellness Committee was handling this topic. Harvey will take this motion to the next University Council Meeting. All members in attendance were in favor of this motion.

***General Discussion continued***

- Higher Learning Commission accrediting agency on governance - Operating under rules/bylaws that haven't been approved by the Board of Trustees. On their website there will be a revisit on student assessment and governance here at UA.
- For committee dialogue between meetings see (ATTACHMENT 10-8-14 Dialogue between Mtgs).
- Ann made a motion to adjourn Chuck seconded the motion; all in attendance were in favor.

**Next Meetings:**

- November 12, 2014 – 8:15am – 9:15am
- December 17, 2014 – 8:15am – 9:15am

## Physical Environment Committee Minutes

November 12, 2014  
8:15 am – 9:15 am  
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Racheal Thut
ATTENDEES	Ted Curtis, Co-Convener Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Stewart Blessing Julie Hykes Zach Kisor Chuck Kunsman Denise Montanari Shawn Stevens Bill Thelin Deans - Vacant
INVITED GUESTS	Lee Gill Tim Kracker Doug Kukta Ralph Morrone

### Agenda topics

#### MINUTE APPROVAL

DISCUSSION	Approval of the 10/8/14 minutes was requested.
CONCLUSIONS	Denise made a motion to approve the minutes and Julie seconded the motion all members in attendance were in favor.

## MEETING ITEMS

### *General Discussion*

#### **Muslim Prayer Room**

- Harvey advised there was a meeting yesterday involving the Muslim Prayer Room request. Lee Gill, Chief Diversity Officer, asked to come to reaffirm the Physical Environment Committee's position. Lee went on to advise that this student group visited with Dr. Proenza over a year and a half ago. Anne Bruno had requested space for the prayer room. This student group experienced difficulties with the different types of praying they needed to do and whether or not men, women or both were praying at the same time. Because of their difficulties the men were in room and ladies were in stairwells. Discussions about this topic started with Jim Haskell. He found space that could be designated as prayer space. Dr. Sherman then felt the group should approach University Council. Currently, today the students are asked to reserve space if possible going through the regular reservation process. If there is not a space available. The person in charge of scheduling will find them a space. Anne Bruno has stated she will help them find space when they have reached a dead end and space cannot be found.
- The committee was advised that KSU and Miami of Ohio both have designated space of this sort. Miami's is in their Student Union.
- The committee was also advised if another group wanted to reserve the space they could use it as well.
- Ralph brought up the issue of washing feet in this space and how they would go about doing that.
- This room will be reserved on a first come first serve basis. Anne Bruno feels she can reserve/manage the room on that basis. Many will reserve rooms for long periods of time and that seems to be another obstacle this group encounters.
- The committee agreed that they still supported the motion they passed at the last meeting of this being a decision that needed to be decided by Legal Counsel.
- Currently this group tries to reserve Student Union Room 310. To solve the concern of how to separate the men and the women so they both can use the room a screen will now be put in there. This will divide the room so that women have access to one side and the men have the other.
- Chuck advised another issue was that members of this group have been found cleaning their feet in the drinking fountains.
- There was much confusion on the group solely wanting one room but it now sounds like anyone can schedule a room for this group anywhere at the beginning of each semester.
- A question was asked of how the cleanliness or hygiene issues will be monitored. Lee advised the Department of Health & Safety will be involved.
- Harvey ended the discussion by reaffirming, the committee believes that this group should schedule as any other student groups on campus.

#### **Scheduling on Campus**

- Tim Kracker, Asst. Univ. Registrar and Doug Kukta, Assoc. Dir. Off Univ. Scheduling was invited to this meeting so that this committee could discuss concerns faculty are having scheduling rooms and how it seems more difficult to move or make changes once rooms have been assigned. They were asked - What are you doing now/what is the scheduling process and where are you going in the future with space scheduling on campus?
- Curriculum Management and registration is handled by Tim Kracker. He coordinates the process to introduce new classes, etc. to the registrar's office.
- Tim handles class scheduling maintenance/assignments/troubleshooting. Tim advised they work with the Student Union to respond to student and faculty/staff needs. The Student Union handles their own scheduling but if they are unable to find a spot for someone, Tim's group will try to help next.
- His group helps to process and assign classrooms that are general purpose and department owned space. This causes many conversations with Jim Haskell.
- 20% of the rooms on campus are designated as general purpose space.



- 50-55% of the classes offered in that general purpose space have a generic instruction style space. This means it can house any general space.
- Currently their group is trying to not schedule Buckingham and Gallucci. There are classes in there now because there was no room elsewhere but those two buildings right now are last resort buildings for classroom scheduling.
- This past Monday we sent list to all depts. for summer to see who will be offering classes this summer. The deadline for classroom requests for summer is January so we can schedule for summer. After their info is entered we go thru the validation process. Then a week before registration we go through a process with 25Live. We've been using this system for over 20 yrs. Chalkboard, no chalkboard all those requests are thrown in the mix. The algorithm decides and then we go through and audit what it reports. We encourage depts. to use their departmental space as much as possible.
- When a dept. doesn't have a home situation is when we are involved in the scheduling.
- Optimization - should we make decisions after semester begins? We try to keep instructors close to where their office is for office hours etc. Getting from Polsky's to ICS in 15 mins. is a huge challenge even for a student athlete. We have to keep those types of situations in mind as well.
- Tim noted they have a reduction in the number of spaces they can schedule right now.
- He reminded the committee there are a number of faculty and students who have physical needs.
- Largest challenge that they seem to be getting away from is scheduling the highest volume from 9am-3pm. Departments are using online instruction. They are also elongating their day to add more flexibility in the class space that is available.
- We try to assist if someone needs a specific room for a specific purpose; we need to try to accommodate them.
- The question was asked, if enrollment is down why is there not more space? Tim advised that while the head count is down the credit hour production is flat.
- It was asked if it was a last ditch effort going to Buckingham and Gallucci. Would changing the meeting time change an option rather than moving to one of those two buildings? Tim advised the department will send over request we check to see if room is avail first, if one is not available then we send them what is open. The schedules are in the control of the departments as to when teaching times are available
- Right now for next semester we have 25 classes that don't have a room, usually at this time we have 100. We go back to the dept. and make suggestions. We try changing capacity etc. We are also waiting longer to cancel class sections now as students are registering later than normal.
- Another question asked was last year an instructor was trying to find data for room vacancy, they had to go thru People Soft and then 25live, after that they had to go to this person and that person. Are we holding too many processes or would a one shop data stop be more efficient? Tim advised that 25Live is for data on rooms. People Soft info will end up in 25Live eventually. For utilization reports Tim uses 25Live because the systems talk to each other. People Soft was not designed to schedule classes.
- PFOC contacts Tim's group when they need to add media or make repairs to see when the room is available for them to work in it. This is where Tim uses 25Live for that info.
- Jim Haskell is used as a capacity records person for their group.
- Doug advised there is not one package, but several systems. 25live works with all of them. All classrooms are added in to People Soft then dumped into 25Live. There is a reporting system in 25live. Doug can send specific reports on data needed from that program.
- Harvey advised one of the biggest faculty issues now is if one wanted to schedule or move a class. Most recently it was hard to get help and has not been campus friendly. How can we improve this situation?
- Ted advised after hearing these numbers, we don't have a parking or classroom problem we have a scheduling problem.
- Some normal examples of class times are Mon-Thurs from 9am – 3pm. That adds up to 24 hours per week. When classes run Mon - Friday from 8am – 6pm that adds 26 hours per week. Scheduling on Friday and longer hours, helps with parking and many other issues.
- Bill advised one of their problems is that it is hard to get the students to take the classes because of their work schedules. They want the class but can't take it at a different time. All departments have to have meetings we do ours from 3:30pm – 5pm none of our instructors are available at those hours to teach.
- Doug advised his group helps with scheduling for the Student Union, the ballroom and meeting rooms. Any organization needing space starts with us then if we can't help we push them to Tim's group or the Student Rec, InfoCision Stadium etc. We work with groups to help them find rooms. All reservations are on a first come first serve basis. This may

change, we are currently working on policies of when you can or cannot reserve rooms. We have big major events/annual events that are very important to UA; those get scheduled first and with priority.

- Ted advised that when Sasaki was here they felt that the Student Union needed to be expanded. Doug agreed stating they could use another 10 meeting rooms in there. There is much validity to that comment. Most likely in another ten years we will need 10 more rooms. Many campuses are in the practice of adding additional student centers
- When they moved the Board of Trustees to the third floor of the Student Union it took up space, after the initial planning this cut down the number of meeting rooms that were available.
- We have 200 plus student organizations that all want meeting space.
- Ann asked is there a reason that evening classes have to start at 5:20. Doug and Tim advised this is not a rule from the scheduling offices. This is department led.
- Off campus class those meeting patterns that were developed in 1972, meant to control class room utilization.
- Wayne Campus, Lakewood and the high school classes will differ; from Tim's office's prospective we are only scrutinizing Akron campus with our start times.
- We had whole colleges off pattern and that affected students and their inability to schedule Gen Ed classes.
- Ann asked who schedules faculty offices that are unused. They advised the dept. of the college handles their offices. They own the rooms. Only room numbers show in our system only.
- Our biggest obstacles when scheduling is; when can student take the class and do we have someone to teach it?
- We are trying to be accommodating to the customers, our students.
- It was asked if we could have Doug and Tim come back and they agreed. We will schedule them to come back during a future meeting.
- Shelly suggested maybe departments could meet earlier in the day freeing up that afternoon time for students to take class.
- The committee was out of time but everyone was handed draft forms for their information, of the no smoking policy request that University Council had discussed. (See ATTACHMENT 11-12-14 Smoke Free Campus Request)

Denise made a motion to adjourn the meeting and Shawn seconded the meeting. All in attendance were in favor.

**Next Meetings:**

- December 17, 2014 – 8:15am – 9:15am

## Physical Environment Committee Minutes

December 17, 2014  
8:15am – 9:15am  
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Deans – Vacant Zach Kisor Denise Montanari Ralph Morrone Bill Thelin USG – Vacant
ATTENDEES	Ted Curtis, Co-Convener Harvey Sterns, Chair/Co-Convener Ann Hassenpflug, Vice Chair Shelly Keller, Secretary Stewart Blessing Julie Hykes Chuck Kunsman Shawn Stevens
INVITED GUESTS	Ralph Morrone

Agenda topics

### MINUTE APPROVAL

DISCUSSION	Approval of the 11/12/14 minutes was requested.
CONCLUSIONS	Chuck made a motion to approve the minutes and Ted seconded the motion all members in attendance were in favor.

## MEETING ITEMS

### *General Discussion*

- Old Business - motion to approve agenda, all members in attendance agreed.
- Ann asked for more information/updates from Jim Haskell regarding Central Hower classroom space. Ted will ask about unused classrooms in Central Hower.
  - (See attachment PEC - Classroom Utilization Report 1-2015) This attachment was emailed to all committee members on 1-7-15 after this meeting)
- Campus Clean up - Will ask Zach for a report at next meeting.
- It was asked when we will have a Dean's representative replacement, Shelly explained she had been in contact with Kim Havercamp and Kim had made the request to the Head of the Deans. Shelly will ask Kim to resubmit her request and ask for a new USG representative also.
  
- **Smoking/No Smoking** - E-Cigarettes discussion - no conclusive evidence on e-cigarettes. The general ban on smoking request did not go through. They need to provide more evidence. The UC Rec and Wellness Committee is going to come back after they review further. Process of it seems to be more of an issue rather than the ban. Initiative is from the Board of Regents. There is a concern of how it will be enforced. The 25 ft. rule from the building turns into 12 ft. etc. Many discussions and views, it seems as if everyone is trying to take this in one big chunk and figure it all at once.
  
- **UC Update - Harvey** - There is a committee of the Board of Trustees that is dealing with bylaws. Today many universities are moving to a UA/University Council type of governance, including all constituencies. Board considering current bylaws and will seek advice from this body and will have further discussion. They will submit any further changes to bylaws so that it is up to date. First reading, then one month layover and then it is adopted. Wondering if they will approve before the Commission comes to visit UA.
  - *Association of University Governance* – (SEE ATTACHMENT 12-17-14 BOT Strategic Issues Committee Review of UC Bylaws 12-8-14)
  - *Letter from President* (SEE ATTACHMENT 12-17-14 Association of Governing Boards - Report of the National Commission on College and University Board Governance)
  
- **Higher Learning Commission** - Last time this group was here they were very vocal about our governance on campus. Some groups expressed an interest of their voices not being heard.
  
- **Zook Hall - Ted** - Bids were 2.3 mil below all estimates and is now in the President's Hands. This comes from Capital Improvement Money, not auxiliaries or academic. Had an hour long discussion with Board on where money should go. President Scarborough will work with Board on this.
  
- **Psychology Archives** – Design currently underway and working with architect.
  - 2.5 mil towards construction and fees etc.
  - \$1 mil for operations.
  - Donor dictated gift structure.
  
- **Law Building** - met yesterday with the architects and then with the Dean and his group.
  - Will be receiving 5 mil from state. Other monies come from tuition and tuition increases.
  - First phase will be 14 mil for main/ground level and new addition to West Hall.
  - It is a very nice concept.
  - 21 mill total for whole project.
  
- **Energy Project** - going well - Solar Panels are producing electricity. Ralph can give more details at next meeting. Performance Based Energy Project moving well. LEDs in all parking lots etc. Better lighting = less costs.
  
- **President's Staff Mtg** - Harvey attended the last meeting. Discussion about deferred maintenance costs. \$308.5 million total. 40-60 mil he will direct towards budget. Just the beginning of the budget process. Budget is for FY 16. Ann advised in their division they currently are told their budget for this fiscal year is not complete. Monies are not available to them currently for that reason.
  
- **Freedom Trail Bike Path** - Ted talked with Executive Director with Metro Parks. Waiting for next meeting to be set up. This will touch the campus south of the Mill Street Bridge. Eventually will connect to the Tow Path Trail.
  
- **Cross Country Course** – completed - Located in Norton. MAC certified. This will be UA's home course. Equal distance to Main, Wayne and Medina Campuses. This course will allow us to host MAC and other invitational races. All costs to build course covered by Summit County Metro Parks.

- **Gifts for Auburn Science Center from Swagelok** – include new lobby, new corrosion labs, and exterior repairs to precast concrete and new roofing – costs from state funds.
- **College of Business Administration** - donations – This project gets real close to moving forward then something stops or slows it. Continuing to work towards revising plans which include coffee shop, auditorium, more offices, actual lobby and a new entry close to sidewalk near Broadway.
- **Bierce Library Energy Project and Garden** – Completed – This was known as The Big Dig. 250K repair for fountain repairs so it was decided while the work at the Library was going on we would make the fountain a garden.
- **President's Office** - Completed - 53K total costs. The president wrote a check for 50K. Cost to UA 3K.
- **President's Home** – Crews have been working all summer. Completing construction right now as we speak. The Scarborough Family is going to Texas for the holidays and will move in on the 29th. The house would be ready for them to move in tomorrow. Problem with house is there were 16 years of nothing being done/updated/remodeled. It needed to be presidential. This president will use this house for entertaining also. Before renovation the value of the house was 1.1 mil. These additions won't hurt, some value will be added. Two families will be living there as the President's in-laws are joining them. 13,900 gross sq. ft. 10,500 net usable sq. ft. Electrical needs and intercom system. Dr. Scarborough is highly allergic therefore we had to completely clean duct work and vents because of pets in the house when the Proenzas lived there. Board of Trustees paid for hotel for the the Scarboroughs while the house was being remodeled. 375K for the renovation 140K for interiors. Other funds used were not university funds.
- Book Club with Faculty - will eventually move to the President's Residence once renovations are complete.
- Will there be tours of the President's House? - They will do a lot of outdoor entertaining, not sure if they will have tours.
- **Classroom Survey** - time to send out survey again. Shelly was having trouble getting it out. The request to complete the survey needs to come from Provost. Ted and Harvey will ask the Provost and Shelly will send them the prior requests for their information. There was a motion made to request the Provost sends this survey out and all in favor agreed. Will try to have an update on Classroom Survey for Jan meeting. Expecting complaints rather than compliments. We might consider Sasaki's suggestion of an addition to Student Union, a wing coming from the west towards Ayer and Crouse.
- **Future Meeting Schedule** – Wednesdays from 8am to 9am.
  - Jan 21
  - Feb 18
  - March 18
  - April 22
  - May 13
  - June 17 – request for this date to be tentative
- Shelly moved to adjourn the meeting Shawn second the motion and all in attendance were in favor.

**Next Meetings: (Please note meeting start time change to 8:00am)**

- January 21, 2015 – 8:00am – 9:00am
- February 18, 2015 - 8:00am – 9:00am
- March 18, 2015 - 8:00am – 9:00am
- April 22, 2015 - 8:00am – 9:00am
- May 13, 2015 - 8:00am – 9:00am
- June 17, 2015 (tentative) - 8:00am – 9:00am