

**University Council Meeting
Tuesday January 17, 2012
Student Union Room 316
8:00 – 9:30 a.m.**

**PHYSICAL ENVIRONMENT COMMITTEE
SUMMARY OF ACTIVITIES**

Our committee has not met since the last University Council meeting; however there have been many meetings and discussions with and including the following items.

Recent Activities with Sasaki

- Continued conversation regarding the biennium request
- Discussions with UPA including Buchtel Fields
- Discussion relating to the education corridor
- Discussion regarding possible expansion of Jackson Fields to accommodate students' requests for additional open spaces.
- Discussion regarding the use of the Quaker Square facility

Biennium Request

- We are structuring two scenarios –
 - One focusing on a new building which will have a positive effect on approximately four other buildings resulting in a huge reduction to our deferred maintenance.
 - Second scenario would be the renovation of two older buildings enhancing the education corridor and large reduction to our deferred maintenance

Planning Issues

- The old Grounds building demolition began Friday 1/13/12 and will continue through Saturday and commencing on Sunday.
- Use of the footprint will be for additional surface such as parking spaces and parking of the Roo buses

Consultant Resumes

- Consultant resumes have been received for Olson Hall roof replacement. Olson will include an alternate for a green roof. Interviews are scheduled. Spring/summer construction schedule.
- Consultant resumes have been received for Auburn South Tower roof replacement. The short-list is being developed. Spring/summer construction schedule.

Physical Environment Committee Minutes

February 1, 2012
9:00am – 10:00am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis and Harvey Sterns
TYPE OF MEETING	UC Committee
FACILITATOR	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Martin Belsky Eric Elmond Alex Toomey
ATTENDEES	Kim Calvo Ted Curtis Garrett Dowd Ann Hassenpflug Julie Hykes Shelly Keller Chuck Kunsman Harvey Sterns Shawn Stevens Chris Tankersley

Agenda topics

NEXT PROPOSED MEETING

TED CURTIS

DISCUSSION	The Committee decided it wanted to set the next meeting now to get it on the calendar and everyone could plan accordingly.
CONCLUSIONS	The next meeting will be February 29, 2011 from 9:15am to 10:15am. Shelly will send out meeting invites as soon as she returns to the office.

TERM LIMITS

SHELLY KELLER

DISCUSSION	Many committee members have been contacted as to what their term limits are for our committee. Shelly advised students all have a one year term, everyone else for this first go around will have a 1, 2 or 3 year term. Once this is up and running and new members are voted in, all terms will be 3 years.	
CONCLUSIONS	Compile a list of term limits at next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	
<ul style="list-style-type: none"> Check with your nominating group, report term limits if known to Shelly. Harvey will try to get some insight on this at the next UC meeting. 	Shelly Keller Harvey Sterns	

CAPITAL REQUEST SCENARIO

TED CURTIS

DISCUSSION	Ted presented informational items to the committee, which he presented to the Board of Trustees on January 18, 2012. Items discussed were the following: See Attachment A 2-1-12 for details, discussions are below.
	<ul style="list-style-type: none"> • Auburn West Tower Rehabilitation Phase I, II, III West Tower FF&E (Furniture, Fixtures and Accessories) <ul style="list-style-type: none"> ○ Estimated this building was built somewhere between 1965 to 1970. Stainless steel bolts and plates were installed approximately 18-20 years ago to re-anchor pre-cast concrete. Bids were 15% under estimate.
	<ul style="list-style-type: none"> • Goodyear Polymer 6th Floor Office and Lab Renovations <ul style="list-style-type: none"> ○ This project was driven by the hiring of a very talented professor from Wisconsin and was completed during Christmas Break.
	<ul style="list-style-type: none"> • Knight Chemical Labs <ul style="list-style-type: none"> ○ Doors and cupboards had splits in the wood and paint was needed on walls. All completed during Christmas Break.
	<ul style="list-style-type: none"> • Grounds Building Demo <ul style="list-style-type: none"> ○ Grounds Department moved to the Wonder Bread Facility. All Grounds equipment is now housed indoors. UAPD and Communications uses storage space as well.
	<ul style="list-style-type: none"> • Wolf Ledges Engineering <ul style="list-style-type: none"> ○ UA met deadline to move in. Nine month construction time. Timken and Department of Defense are on board. Only about 2,000 sq ft not spoken for. Received the go ahead to begin construction for the 10,000 sq ft. addition.
	<ul style="list-style-type: none"> • Grant Street Residence Hall <ul style="list-style-type: none"> ○ Due to the weather we are 3 ½ months ahead of schedule on exterior face brick. Tentatively slated for occupancy in August, possibly June or July. 535 additional beds.

ITEMS DISCUSSED BY OUR COMMITTEE AT THIS MEETING

GROUP DISCUSSION

<ul style="list-style-type: none"> • Discussed planning a group tour to help the committee members get familiar with buildings on campus.
<ul style="list-style-type: none"> • Bring back a "Rate your Teaching Environment" – this will help prioritize areas of need.
<ul style="list-style-type: none"> • New Polymer Bldg – Will be built in phases, money for entire project will not all come in at once. Will retain Lot 27 for original site. Possible ideas to move Schrank North and South, Ayer, Crouse and Knight Chemical to current Polymer Building.
<ul style="list-style-type: none"> • Another idea is to demo Schrank North and South and leave the parking structure to expand green area. Students are requesting additional green areas and new tennis courts. Could move or demo older buildings that aren't doing well, this will lower deferred maintenance costs.
<ul style="list-style-type: none"> • 2013-2014 Capital Request includes 20-22 million dollar renovation for Zook and improvements to Buchtel Commons. Zook's remodel would mirror that of Leigh Hall's. If Capital Bill is approved this summer it is possible construction will start next summer. Capital money is now not determined by Board of Regents, the government lets the Presidents fight over it. Gordon Gee (OSU) is heading this and our Provost is working with him. Question – Is it cheaper to renovate than to rebuild. Answer -There are historic things to consider and it is advised we don't disrupt "the bookends" to Buchtel Hall. Many agree with this. Ann noted some of the needs in this building are windows, meeting spaces, classrooms, need for private offices for confidential items and discussions.
<ul style="list-style-type: none"> • Possibility that Central Hower will become UA's property. "Front yard" to Central Hower is a city park.
<ul style="list-style-type: none"> • Buchtel Commons changes are more for safety than aesthetics. Addition of a people mover of some type is in the talks. This would be a tram type vehicle.
<ul style="list-style-type: none"> • Corbin Commons – surface is deteriorating, bricks used are now not available and better lighting is needed for safety.
<ul style="list-style-type: none"> • Calendar/Scheduling System Campus Wide – 25 Live – being used in numerous departments on campus, that deal with events, has not yet been implemented to the entire campus. Driven by the Provost.
<ul style="list-style-type: none"> • Gravel area where Grounds Bldg was will be used for surface parking and for Roo Buses. In the future parking/parking deck could be added to the bank of the RR tracks behind Physical Facilities.
<ul style="list-style-type: none"> • Radiator Rich has been a helpful friend to the University. He received realtor calls and notified UA . There is a good chance someday an agreement could be worked out between him and UA.

ACTION ITEMS	PERSON RESPONSIBLE	
• Ted will bring "People Mover" Pictures to the next meeting.		
• Invite Jim Haskell to present his proper use of space study.		

Physical Environment Committee Minutes

February 29, 2012
9:15am – 10:15am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis
TYPE OF MEETING	UC Committee
FACILITATOR	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Martin Belsky Eric Elmond Harvey Sterns
ATTENDEES	Kim Calvo Ted Curtis Garrett Dowd Ann Hassenpflug Julie Hykes Shelly Keller Chuck Kunsman Shawn Stevens Chris Tankersley Alex Toomey
INVITED GUESTS	Jim Haskell – Presenter - “The Proper Use of Space”

Agenda topics

NEXT PROPOSED MEETING

TED CURTIS

DISCUSSION	The Committee decided it wanted to set the next meeting so that everyone could plan accordingly.
CONCLUSIONS	The next meeting will be March 21, 2012 from 9:00am to 10:00am. Shelly will send out meeting invites as soon as she returns to the office.

PRESENTATION – THE PROPER USE OF SPACE

JIM HASKELL

DISCUSSION	Presented by Jim Haskell – Asst Director Campus Planning and Space Utilization	
ACTION ITEMS	PERSON RESPONSIBLE	
Power Point and Proper Use of Space Explanation	Shelly Keller	Power Point on Share Point

GREENLEAF PROPERTY**TED CURTIS**

DISCUSSION	Ted explained the Greenleaf Building currently standing in front of the new Grant Street Dorm on Exchange Street will be torn down and a park will be placed there. He presented us with three different designs the developer has come up with.	
Timeline for the park will be as follows:		
<ul style="list-style-type: none"> • April – the building will be demolished • May - Construction of park will start • August – Completion 		
Signet Developers owns dorm building and park space. UA will lease both from them for 35 years and then acquire the properties after that time period.		
ACTION ITEMS	PERSON RESPONSIBLE	
Discussion will continue with Sasaki		

CAMPUS TOURS**SHELLY KELLER**

DISCUSSION	Many of the committee members are unfamiliar with building layouts that the committee discusses.	
The thought is to come up with a schedule of tours for the committee to review. If they feel they would like to attend that tour they could show up and if they do not want to attend the tour they could pass. Tours would try to be planned during the summer months in the hopes of good weather.		
ACTION ITEMS	PERSON RESPONSIBLE	
Jim will put together a list of comparable buildings and give to Shelly to review with Ted and set up a schedule.	Jim Haskell Shelly Keller Ted Curtis	
AMENDMENT TO MINUTES		CHUCK KUNSMAN
DISCUSSION	Chuck pointed out that the minutes from 2-1-12 read that 25 Live – the new campus calendar is being used in numerous departments on campus, that deal with events, this is not campus wide. The minutes from 2-1-12 read that 25 Live is not live yet.	
ACTION ITEMS	PERSON RESPONSIBLE	
Chuck made a motion and Chris seconded the motion. All were in favor of the amendment. Shelly will amend the minutes and resend to all committee members and attach to Share Point.	Shelly Keller	

Physical Environment Committee Minutes

March 21, 2012
9:00am – 10:00am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis and Harvey Sterns
TYPE OF MEETING	UC Committee
FACILITATOR	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Martin Belsky Eric Elmond Chris Tankersley Alex Toomey
ATTENDEES	Kim Calvo Ted Curtis Garrett Dowd Ann Hassenpflug Julie Hykes Shelly Keller Chuck Kunsman Harvey Sterns Shawn Stevens

Agenda topics

NEXT PROPOSED MEETING

SHELLY KELLER

DISCUSSION	The Committee decided it wanted to set the next meeting now to get it on the calendar and everyone could plan accordingly.
CONCLUSIONS	The next meeting will be April 11, 2011 from 9:00am to 10:00am. Shelly will send out meeting invites as soon as she returns to the office.

EXPLANATION OF OPERATIONS

TED CURTIS

DISCUSSION	
	<ul style="list-style-type: none"> Ted explained that people wonder what is happening with regards to the building side of things. He explained that whenever money comes in every year, we pay down our bonds. (part general funds, auxiliary and mostly tuition) The 16 mil we are looking at receiving for Zook Hall will come from Capital money from the state of Ohio, taxpayer contributions. UA will look at one project at a time, not five at a time, we will set priorities. Due to politics this list does get jockeyed around every now and again. Operations has to continue once building is built – cleaning, utilities, heat and air. We can't use capital monies for auxiliary units. We are comparable to Cleveland State, Ohio State charges more.

PARKING

HARVEY STERNS

DISCUSSION	Harvey explained how the old Parking Committee worked and how on many topics they weren't always in agreement with rather just sort of told, what they were going to do. If we have assigned spots what does that do when there are special events at the Rec Ctr and EJ Thomas and they need those assigned spots for those events. It was agreed everyone would like to park right outside our front doors.	
The students have made it very clear through surveys, they don't mind parking and walking as long as they have a spot rather than the search and destroy method. 65% of our traffic through campus goes to our North Deck. The tram/Roo Express would help disperse people. The group also mentioned how some of the Roo Express routes look empty. Polsky and Student Union routes seem to be the fullest, other routes look empty. Roo buses do operate into neighborhoods in the south. It was decided by our group to invite Jared Coleman, Director of Parking Services, to our next meeting to see what his philosophies are with Parking and his newly acquired position.		
ACTION ITEMS	PERSON RESPONSIBLE	
<ul style="list-style-type: none"> Extend invitation to Jared Coleman 	Shelly Keller	

ITEMS DISCUSSED BY OUR COMMITTEE AT THIS MEETING

GROUP DISCUSSION

<ul style="list-style-type: none"> Ted showed the group the latest designs for the Greenleaf Property/Open Green space. Serpentine type design with trees and brick wall around perimeter to invite guests to congregate on either side of the walls. 		
<ul style="list-style-type: none"> Shawn advised the committee about the Accessibility Working Committee Survey. This survey will help the committee gain a better feel for the perceptions and attitudes on campus with regards to accessibility. Things have improved greatly over the last 10 years in this area, still a very eye opening experience to get this feedback. There is a survey for both faculty/staff and students. 		
<ul style="list-style-type: none"> Kim Calvo asked where we were with Safety on campus, patrols, lighting and crime. UA did collaborate with UPA to hire a private company to help patrol the neighborhoods south of Exchange and east of Route 8. 		
<ul style="list-style-type: none"> Kim Calvo mentioned that we know we have shortfalls in our classroom scheduling; past problems have been not enough rooms. R25 old system, upgrading that version now. Registrar is using it. There are too many different schedules; some don't follow UA's scheduled time frames. Departmental "ownership" of rooms a big problem as well, no sharing. 		
<ul style="list-style-type: none"> Empty bed rumor for the new Grant Dorm is not true. Spaces previously converted for additional bed space in other dorms will be returned to original usage. Demand will be there. 		
ACTION ITEMS	PERSON RESPONSIBLE	
<ul style="list-style-type: none"> Will send Accessibility Working Committee Survey to the Physical Environment Committee to share with colleagues in their areas and departments. 	Shawn Stevens	
<ul style="list-style-type: none"> Invite Chief or Weber to a future meeting to discuss Safety. 	Shelly Keller	
<ul style="list-style-type: none"> May want to call in a classroom scheduler to a future meeting, to discuss problem. 	Shelly Keller	

Physical Environment Committee Minutes

April 11, 2012
9:00am – 10:00am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis
TYPE OF MEETING	UC Committee
FACILITATOR	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Eric Elmond Alex Toomey
ATTENDEES	Martin Belsky Kim Calvo Ted Curtis Garrett Dowd Ann Hassenpflug Julie Hykes Shelly Keller Chuck Kunsman Harvey Sterns Shawn Stevens Chris Tankersley Alex Toomey
INVITED GUESTS	Jared Coleman– Director Parking and Transportation Services

Agenda topics

NEXT PROPOSED MEETING

TED CURTIS

DISCUSSION	As a committee it was decided an hour was not long enough to meet with Jared. We invited him back for our next meeting to continue our discussion.
	Sasaki will be meeting with the Board of Trustees for their final presentation to them on May 2, 2012.
CONCLUSIONS	The next meeting will be May 16, 2012 from 9:00am to 10:00am. Shelly will send out meeting invites as soon as she returns to the office.

Q & A – PARKING AT UA

JARED COLEMAN

DISCUSSION	Jared gave a brief intro of himself and Harvey in turn advised Jared of the role our committee has taken on with UC.	
ITEMS DISCUSSED		
<ul style="list-style-type: none"> Jared started at UA in 1999 as a ticket writer and has been in Parking since his arrival. He was recently promoted to Director when Jim Stafford retired. 		
<ul style="list-style-type: none"> Ted advised there have been many focus groups to support the fact that students don't mind parking around the perimeter of campus as long as there is a space for them. 		
<ul style="list-style-type: none"> Jared brought a handout with data to share with the committee. (See attachment A) He gave numerous facts such as the following: <ul style="list-style-type: none"> There are 11,296 parking spaces on campus. 6949 of those spaces are deck parking, which is more costly 4403 of those spaces are surface parking. Most lots are for all permits. North Quad Deck Roof has 196 spaces and is for residents only. Grant St Lot 44 has 138 spaces and is for residents only. Gallucci Lot 46 has 285 spaces and is for residents only. There are 3200 to 3400 residents living on campus. 300 spaces are ADA Accessible. 534 spaces are Special Use – this can include the following: Career Ctr Lot, ASB Lot, Paul Martin Lot, Maintenance, Metered Spaces and Visitor Spaces. 		
<ul style="list-style-type: none"> Jared pointed out the Roo Express has help relieve some parking issues. The Gallucci stop is the most frequent stop. 		
<ul style="list-style-type: none"> The "freshmen – no car policy" is not in effect here at UA but is currently being researched by a group here at UA. 		
<ul style="list-style-type: none"> Current parking system was designed by the Task Force Committee. Harvey pointed out that the 4th and 5th floor parking was not decided by the Committee. 		
<ul style="list-style-type: none"> Harvey mentioned there needs to be a study on who and how many are on campus and at what time. We need to connect scheduling of classes with our parking. 		
<ul style="list-style-type: none"> Ted advised that we have a space problem and it has been mentioned at a VP discussion that we have a schedule problem not a parking problem. 		
<ul style="list-style-type: none"> Kim asked if People Soft could be used to supply the scheduling info to us. 		
<ul style="list-style-type: none"> Ted advised the plan was to put students on the peripheral of the campus and the faculty and staff on the inside of campus. 		
<ul style="list-style-type: none"> Chris advised that students/freshmen being able to drive is a benefit to UA and taking that away from residents will affect enrollment. 		
<ul style="list-style-type: none"> Jared stated that parents were upset with the idea of having the residents park "off campus" in a "potentially unsafe environment" even if it was at a discounted rate. 		
<ul style="list-style-type: none"> Harvey asked about the electronic FULL/EMPTY signs that could be outside of each deck. Ted said that has been talked about and Jared advised they are looking into it. 		
<ul style="list-style-type: none"> There was discussion amongst the committee of who would pay more for "premium" parking, a few raised their hands. 		
<ul style="list-style-type: none"> Many committee members brought up the fact that faculty and staff don't just work the typical 8-5 job here at UA. Many come and go and have trouble finding spots when they return. Ann inquired about having a lot or level of a deck that was just for faculty and staff. 		
<ul style="list-style-type: none"> Rent for the top of the Broadway Deck from the City is \$6000 a month. 		
<ul style="list-style-type: none"> Ted advised there is a study being done at Quaker Square about whether or not the gardens in their parking lot should become parking spaces again. Jared advised it would create 15 extra spaces by removing the landscaping pavers. Stephanie Brothers is assisting. 		
<ul style="list-style-type: none"> Discussion about what Special Events do to interfere with parking took place. Jared advised they do not let anyone in to EJ to park when there is a special event. It was mentioned that communication with Parking Lot Closures are taking place via email, Zip Mail, Email Digest, Twitter and phone calls. Marty said he has received complaints that students have had to pay when there are special events. 		

Physical Environment Committee Minutes

May 16, 2012
9:00am – 10:00am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis
TYPE OF MEETING	UC Committee
FACILITATOR	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Kim Calvo Garrett Dowd Eric Elmond Chuck Kunsman Alex Toomey
ATTENDEES	Martin Belsky Ted Curtis Ann Hassenpflug Julie Hykes Shelly Keller Harvey Sterns Shawn Stevens Chris Tankersley
INVITED GUESTS	Jared Coleman– Director Parking and Transportation Services

Agenda topics

NEXT PROPOSED MEETING

TED CURTIS

DISCUSSION	We decided our next meeting will be Friday, June 29, 2012 from 9:00 AM to 10:00 AM.
CONCLUSIONS	Shelly will send out meeting invites and reserve the Lincoln Building Conference rooms as soon as she returns to the office.

Q & A – PARKING AT UA

JARED COLEMAN

DISCUSSION	We continued with our discussion on parking with Jared Coleman.	
ITEMS DISCUSSED		
	<ul style="list-style-type: none"> Ted advised the gravel spaces behind the Lincoln Bldg will add 20-25 spaces. 	
	<ul style="list-style-type: none"> Jared advised he is working with Stephanie Brothers and Jan McCracken on the paved gardens in the Quaker Square Inn parking lot. There is a need for additional drains and lights. This will add 90 spaces, this will be ready for fall 2012. 	
	<ul style="list-style-type: none"> Ted advised there was a study done 6-7 yrs ago about adding to our parking decks. We could add 50% more parking to our existing bldgs. Could also add 1200 -1400 spaces from behind Buckingham Bldg to behind Physical Plant along/above tracks. 	
	<ul style="list-style-type: none"> Ted advised there is a study being done for picking up additional parking at Quaker Square for the patio area. He stated we could also pick up parking around the Stadium. 	
	<ul style="list-style-type: none"> It was announced the Alumni/Development Departments are moving to the 2nd floor of the stadium. Martin Bldg could turn into an "old hotel", nothing is final though. The restaurant is moving to Quaker Square. The study for this is being driven by Development and Alumni Departments. They didn't want to spend the money to fix the area. There are a lot of spaces at the Martin Center for parking. We can always add a level to The Chapel parking deck as well. There was the idea of Central Hower could add a deck to their parking lot. 	
	<ul style="list-style-type: none"> Jared advised the opening of the South Campus Deck has given them a great experience with their customers. There are still some small specific problems but, the opening of the deck reduced 90% of their problems. 	
	<ul style="list-style-type: none"> He also advised there are some concerns for the ambitious goals for enrollment. If those goals are met, it will cause some parking issues. 	
	<ul style="list-style-type: none"> University Park is adding additional residential spaces. 	
	<ul style="list-style-type: none"> In July building will start for a 348 bed facility much like 22 Exchange. No plan for parking with that bldg. 22 Exchange went to City Council over not providing parking because UA provides parking pass/charges in their tuition. This building will do the same. 	
	<ul style="list-style-type: none"> USG is looking into a study on no freshmen parking on campus. 	
	<ul style="list-style-type: none"> One idea is to use peripheral parking, but we then deal with a safety issue with our students. 	
	<ul style="list-style-type: none"> Jared stated we are under using the technology that is available to assist with parking. 	
	<ul style="list-style-type: none"> Faculty complaints regarding parking - about walking in the elements and they are usually carrying/transporting many things needed for their classroom. 	
	<ul style="list-style-type: none"> The main issues the Parking Department is facing are monitoring the decks, can we support peripheral parking and the elements. 	

MINUTE APPROVAL		SHELLY KELLER
DISCUSSION	Approval of the 4/11/12 minutes are needed.	
ACTION ITEMS	PERSON RESPONSIBLE	
Marty made a motion to approve the 4/11/12 meeting minutes and Julie seconded the motion. All were in favor.	Shelly Keller	

Physical Environment Committee Minutes

June 29, 2012
9:00am – 10:00am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis
TYPE OF MEETING	UC Committee
FACILITATOR	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Garrett Dowd Eric Elmond Chuck Kunsman Alex Toomey
ATTENDEES	Martin Belsky Kim Calvo Ted Curtis Ann Hassenpflug Julie Hykes Shelly Keller Harvey Sterns Shawn Stevens Chris Tankersley
INVITED GUESTS	None

Agenda topics

NEXT PROPOSED MEETING

DISCUSSION	We decided our next meeting will be Wednesday, July 25 2012 from 9:15 AM to 10:15 AM.
CONCLUSIONS	Shelly will send out meeting invites and reserve the Lincoln Building Conference room as soon as she returns to the office.

MINUTE APPROVAL

DISCUSSION	Approval of the 5/16/12 minutes is needed.
CONCLUSIONS	Harvey made a motion to accept the minutes as presented. All were in favor.

RECAPPING PAST ITEMS

<ul style="list-style-type: none"> • Campus Tours - Shelly distributed a campus map with the tours that Jim Haskell proposed we take.
<p>The tours will be set up according to Jim's availability and committee members can decide which tours they would like to attend and which of those they will pass on. They will be on a weekly or bi-weekly basis. The tours tentatively planned are the following:</p> <ul style="list-style-type: none"> ○ <i>Crouse Hall vs. Leigh Hall (technology comparative)</i> ○ <i>Olson Research vs. National Polymer Innovation Center (research comparative)</i> ○ <i>College of Business vs. College of Arts and Sciences (near exclusive use by College comparative)</i> ○ <i>Polsky Building vs. Schrank Hall South (mixed academic use comparative)</i> ○ <i>Knight Chemistry Building vs. Auburn Biology Build-Out (academic science lab comparative)</i> ○ The Committee would like to add the following suggestions to the list presented to them: ○ <i>Grant Street dorm vs. Orr Hall</i> ○ <i>ICS – to visit the new Veteran's Center</i>
<ul style="list-style-type: none"> • Grant Street Dorm - Project is near completion and could be ready for occupancy this week or about one month earlier than scheduled. Furniture installation is nearing completion.
<ul style="list-style-type: none"> • Wolf Ledges Engineering Building – UA currently has occupancy, plans are to open the addition by Thanksgiving.
<ul style="list-style-type: none"> • Term Limits – everyone in the Committee will contact their constituent group to find out what their term limit is.
<ul style="list-style-type: none"> • It was suggested by Committee members to invite the Director of UPA, as well as Joe Gregor from Physical Facilities and Jim Weber from UAPD. Some committee members did not know everyone who reports to Ted's division and thought it would be helpful to understand the organizational structure.
<ul style="list-style-type: none"> • At the next meeting Ted would like to present a condensed version of Sasaki's final presentation to the Board. It was stated, we need to set priorities and evaluate if their plan meshes with our academic mission.
<ul style="list-style-type: none"> • Parking Recap – Are there any topics that we, as a group, want to help Parking with? OSU just sold their parking lots to an outside entity. Ted advised our lots are wrapped in with our bonds as assets and we couldn't do something like OSU did.
<ul style="list-style-type: none"> • Quaker Square – Sasaki advised we need to make decisions about Quaker Square within 6 months.
<ul style="list-style-type: none"> • Budget cuts – It was asked what our group can do to help with this issue.

Physical Environment Committee Minutes

July 25, 2012
9:15am – 10:15am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis
TYPE OF MEETING	UC Committee
FACILITATOR	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Garrett Dowd Eric Elmond Alex Toomey Chris Tankersley
ATTENDEES	Martin Belsky Kim Calvo Ted Curtis Ann Hassenpflug Julie Hykes Shelly Keller Chuck Kunsman Harvey Sterns Shawn Stevens
INVITED GUESTS	Ralph Morrone

Agenda topics

NEXT PROPOSED MEETING

DISCUSSION	We have three building tours in the month of August and decided our next meeting will be Wednesday, September 12, 2012 from 9:00 AM to 10:00 AM.
CONCLUSIONS	Shelly will send out meeting invites and reserve the Lincoln Building Conference room as soon as she returns to the office.

MINUTE APPROVAL

DISCUSSION	Approval of the 5/16/12 minutes is needed.
CONCLUSIONS	Ted made a motion to accept the minutes as presented. Marty seconded the motion and all were in favor.

MEETING ITEMS

- Approval is sought from the Dean of Engineering to the Physical Environment Committee to approve the name *The University of Akron Engineering Research Center*, for the newly constructed building located at 264 Wolf Ledges.

The Physical Environment Committee unanimously approved the above mentioned name. Shelly will advise the Co-Chairs of the Steering Committee via a memo of our committee's recommendation.

- The following schedule has been approved for building tours for the Physical Environment Committee. They will start on August 2nd at 10:00 am and last one hour and will run every other week after that. Jim Haskell will lead us in the tours.
 - August 2, 2012 - South Hall - Meet at Exchange Street entrance on north side.
 - August 16, 2012 - Crouse Hall – Meet at Buchtel Commons entrance on north side.
 - August 30, 2012 - Olson Research – Meet at Parking entrance on west side.
 - September 13, 2012 - College of Business – Meet at Broadway entrance on west side.
 - September 27, 2012 - Polsky Building – Meet at High Street entrance on east side.
 - October 11, 2012 - Knight Chemistry Building – Meet at Buchtel Commons entrance on north side.
 - October 25, 2012 – InfoCision Stadium – Meet at Union Street entrance on the west side.

We realize that not everyone can attend the tours as scheduled. Please advise Shelly if there is a tour one can't attend and once the lists are compiled at the end of the year the committee will determine what can be done to accommodate another tour schedule.

- Ted presented the final Sasaki Guide Plan presented to the Board of Trustees on June 19, 2012. (See ATTACHMENT TO 7-25-12 Minutes A Sasaki)
 - A People mover is being looked at but is still a ways off in the plans. Roger Snoble, UA Alum, is a national transportation expert and is volunteering to help with the best system possible.
 - Building and space plans must be driven by what is required not what is desired. This plan is not cast in stone but rather a plan to guide us.
 - Best guesses are that it will take us 5 years to sink our teeth into this plan. It will take a few years to attack the inside of the buildings.
 - The Board of Regents wants us to not build new but repair existing buildings.
 - Sasaki is finalizing an executive report.

- Sustainability – Ralph Morrone introduced himself and advised the committee what his directives will be. It was decided to invite him to the next meeting to continue the discussion of Sustainability at UA.

Physical Environment Committee Minutes

September 12, 2012
9:00am – 10:00am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	UC Committee
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Eric Elmond Chuck Kunsman Chris Stimler
ATTENDEES	Kim Calvo Ted Curtis – Co-Convener Garrett Dowd Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens Chris Tankersley
INVITED GUESTS	Ralph Morrone

Agenda topics

NEXT PROPOSED MEETING

DISCUSSION	It was decided by the group to plan out our meetings for the remainder of the year.
CONCLUSIONS	The meeting dates for the remainder of the year are as follows: 10/9, 11/6 and 12/4 from 8am – 9am. Shelly will send out meeting invites and reserve the Lincoln Building Conference room as soon as she returns to the office.

MINUTE APPROVAL

DISCUSSION	Approval of the 7/25/12 minutes is needed.
CONCLUSIONS	Kim made a motion to accept the minutes as presented. Chris seconded the motion and all were in favor.

MEETING ITEMS

<ul style="list-style-type: none">• The meeting started by introducing Elizabeth Reilly to the committee, she replaces Marty Belsky from the Law Dean's office.
<ul style="list-style-type: none">• Building Tours have been ongoing the following is the remaining schedule:<ul style="list-style-type: none">• September 13, 2012 - College of Business – Meet at Broadway entrance on west side.• September 27, 2012 - Polsky Building – Meet at High Street entrance on east side.• October 11, 2012 - Knight Chemistry Building – Meet at Buchtel Commons entrance on north side.• October 25, 2012 – InfoCision Stadium – Meet at Union Street entrance on the west side.
<p>We realize that not everyone can attend the tours as scheduled. Please advise Shelly if there is a tour one can't attend and once the lists are compiled at the end of the year the committee will determine what can be done to accommodate another tour schedule.</p>
<ul style="list-style-type: none">• The committee heard a presentation from Ted requesting the Development and Alumni Office's move from the Martin University Center to the Second Floor of InfoCision Stadium. Chris made a motion to approve the transition and Julie seconded the motion. All were in favor.
<ul style="list-style-type: none">• Shawn passed out a UC Issue Brief Summary that was given to him to present to the committee. See attachment A 9-12-12. The topic for discussion was "the lack of identification, use and respect of Accessibility restroom facilities on campus by people who are not handicapped", the brief was submitted by John Kline.• Ted likes the idea though it is not mandated; he felt it was a good practice.• Other topics brought up because of this brief were the wheelchair access in the Student Union, due to dining tables always being moved, and the parking deck doors being checked to make sure they are opening properly.• The decision of the group for an answer to the brief is "To make a concentrated effort to review accessibility issues or concerns on campus".• Shawn will report back to the Steering Committee and John Kline the results of our discussion.
<ul style="list-style-type: none">• Ralph Morrone joined us to advise of a grant program called Solar Ray. This project would place solar panels on the roof of the Stile Athletic Field House to provide energy. Elizabeth made a motion to approve sending The Solar Ray Project forward for the VP Committee's approval. Kim seconded the motion, all were in favor.
<ul style="list-style-type: none">• The meeting concluded with a motion from Ted and a second from Shawn, all were in favor.

Physical Environment Committee Minutes

**October 9, 2012
8:00am – 9:00am
Lincoln Building Conference Room**

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	UC Committee
FACILITATORS	Ann Hassenpflug, Shelly Keller & Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Garrett Dowd Eric Elmond Harvey Sterns – Co-Conveners Chris Stimler
ATTENDEES	Kim Calvo Ted Curtis – Co-Conveners Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Elizabeth Reilly Shawn Stevens Chris Tankersley
INVITED GUESTS	Tom Baker Vince Jagodzinski Ralph Morrone

Agenda topics

NEXT PROPOSED MEETING

DISCUSSION	At the 9/12/12 meeting, the committee planned out meetings for the rest of the 2012 year.
CONCLUSIONS	The meeting dates for the remainder of the year are as follows: 10/9, 11/6 and 12/4 from 8am – 9am. Invites for all committee members were sent out and the conference room has been reserved.

MINUTE APPROVAL

DISCUSSION	Approval of the 9/12/12 minutes is needed.
CONCLUSIONS	Julie made a motion to accept the minutes as presented. Chris seconded the motion and all were in favor.

MEETING ITEMS

Tom Baker – ADA Compliance Review – Follow up regarding ADA table and restroom discussions/concerns from our last meeting. See ATTACHMENT to 10-9-12 Minutes A.

- All tables in the Student Union dining area are moveable. They are set up initially in accordance to ADA guidelines; those guidelines are compromised once tables are moved throughout the semester.
- The suggestion was presented of marking the ADA designated tables so that it creates awareness.
- Suggestions of marking the floor in such a way so that if tables are moved, an awareness of moving them back is created.
- Moving forward Tom advised his division will remind these facilities managers of the spaces and guidelines and will develop drawings of these.
- Shawn provided that most ADA concerns that brought forward are addressed in a very reasonable time frame.
- Ted made a motion to as a committee endorse ADA labeling in areas of concern, Chris seconded the motion and all were in favor.
- Tom and Ted will contact the Office of Accessibility to better understand the areas of concern and identify the issues.
- Shawn reminded them that the office leadership is in transition and they are extending an offer. The Associate Director is probably the best person to currently contact.

Vince Jagodzinski – Grounds/Snow Removal Presentation - See ATTACHMENT TO 10-9-12 Minutes B

- Handout/Attachment provided many statistics for the UA Grounds Department.
- Vince advised he has switched his department to Zones and went from 5 – 8 hr shifts to 4 – 10 hrs shifts, providing coverage 7 days a week.
- Vince discussed how the original trees planted at ICS didn't work and they replaced them with American Elm and provided better water and drainage to help the trees thrive.
- His department is currently working on the JET program with the Summit DD – they provide 2 individuals who help with debris pickup on campus.
- Their department is currently going through a new process for snow removal and is looking into many resources. Brine – stays until a heavy rain or water washes it away. Rock Salt - the least expensive but does track through buildings. Problem with salt in Student Recreation and Wellness because the ramp leading into it is so heavily salted. Areas will be pre-treated as much as possible.
- Composting – Currently taking scraps from Rob's Dining and turning them into compost. Next year all clippings from the Grounds Department will go to Rosby's for composting as well. These two initiatives add to the "Green" process. These processes will require and they will be seeking volunteers to help achieve this.
- There are 4,617 trees on campus; we have a GPS system that marks our trees for us.

- The meeting concluded by a motion from Shelly and a second from Shawn, all were in favor.

Physical Environment Committee Minutes

**November 6, 2012
8:00am – 9:00am
Lincoln Building Conference Room**

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	UC Committee
FACILITATORS	Ted Curtis
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Julie Hykes Elizabeth Reilly Harvey Sterns – Co-Convener Chris Stimler Chris Tankersley
ATTENDEES	Kim Calvo Ted Curtis – Co-Convener Garrett Dowd Kyle Gee Ann Hassenpflug – Vice Chair Shelly Keller - Secretary Chuck Kunsman Shawn Stevens
INVITED GUESTS	Joseph Gregor Ralph Morrone

Agenda topics

NEXT PROPOSED MEETING

DISCUSSION	Shelly proposed to help with the scheduling of speakers, that the committee propose meeting dates for January and February.
CONCLUSIONS	The meeting dates scheduled for 2013 are 1/15/13 and 2/12/13 from 8am – 9am in the Lincoln Building Conference Room. Invites for all committee members were sent out and the conference room has been reserved.

MINUTE APPROVAL

DISCUSSION	Approval of the 10/9/12 minutes is needed.
CONCLUSIONS	Chuck made a motion to accept the minutes as presented. Shawn seconded the motion and all were in favor.

MEETING ITEMS

General Discussion –

- It was suggested while talking about scheduling speakers that we ask Jared Coleman to come back again in the spring to discuss the Parking Department further.
- Shelly advised the Building Tours for the year are over and once the weather breaks in the spring we will resume with them.
 - Additional Buildings that have been requested to visit are the following:
 - Folk Hall
 - EJ Thomas Performing Arts Hall
 - Central Hower Building (once it is officially owned by UA)
 - Gallucci Hall

Joseph Gregor – Assistant Vice President, Physical Facilities Operations Center (PFOC)

- Joe has been with UA since September of 2000. Over the last 10 years, he was able to trim \$400,000 off of his budget each year and improved services throughout the campus.
- Joe implemented Zone Maintenance to better service the campus needs. He had started out with 4 Zones and is down to 3 Zones and a PM Crew/Zone. The PM Zone provides preventative maintenance to all university equipment.
- PFOC's Computerized Maintenance Management System is TMA. TMA keeps track of all work orders and costs.
- PFOC does about 22,000 work orders a year and provides 24/7 coverage on campus.
- PFOC employs about 220 people, 190 of these are union personnel.
- There are 31 different shifts in the department and last shift lineup Grounds and the Paint Shop went to (4) 10 hr days to provide better coverage.
- The Apprenticeship Program is organized and run through Physical Facilities. To date 49 employees have completed their program and 17 are currently enrolled. Our newest Apprenticeship Program is for the MRW Trade (Maintenance Repair Worker). Our first graduates will complete this program in December. MRW is our jack of all trades and have helped increase our customer service.
- Physical Facilities covers 8 ½ million square feet of maintenance with 3 ½ million square feet being covered by custodial. That is 30,000 square feet covered per custodian in the Physical Facilities Department.
- Joe explained some of the budget cuts that have deeply affected his department. Three years ago the department lost 30 contract custodians. This cut meant a reduction of cleaning services that employees would have to empty their own trash cans and sweep their own offices.
- New to the department is the Recycle Program. Still in its infancy it has been very successful and has lots of student involvement. Most recently they are working on the Gameday Challenge with Athletics.
- Joe explained how the Energy Center makes chilled water for half of the campus. In the last year of UA being a customer we experienced 47 steam interruptions from Akron Thermal. The department was able to save a little over a million dollars by switching from Akron Thermal to making our own high temperature hot water.
- Joe explained we have 10 miles of pipe underground. There are chances for many leaks as Ralph explained how the system expands and contracts all while being a very efficient system. Joe added we are practically operating a city within a city.
- Joe explained his department handles the infrastructure (heat, electric, water) of all auxiliary buildings but not the day to day maintenance. Those areas are Student Union, Student Rec and Wellness, Residence Halls, Athletic Field House and Food Services.

- The meeting concluded by a motion from Shawn and a second from Kim, all were in favor.

Physical Environment Committee Minutes

**December 4, 2012
8:00am – 9:00am
Lincoln Building Conference Room**

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	UC Committee
FACILITATORS	Ted Curtis & Harvey Sterns – Co-Conveners
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Garrett Dowd Chris Stimler
ATTENDEES	Kim Calvo Ted Curtis – Co-Convener Kyle Gee Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens Chris Tankersley
INVITED GUESTS	John Messina Ralph Morrone

Agenda topics

NEXT PROPOSED MEETING

DISCUSSION	The next meeting in January will be a continuation of John Messina's RLH presentation. The meeting in February will be a recap meeting of issues that have been brought forward. March will pick back up with presenters.
CONCLUSIONS	The meeting dates scheduled for 2013 are 1/15/13 and 2/12/13 from 8am – 9am in the Lincoln Building Conference Room. Invites for all committee members were sent out and the conference room has been reserved.

MINUTE APPROVAL

DISCUSSION	Approval of the 11/6/12 minutes is needed.
CONCLUSIONS	Chuck made a motion to accept the minutes as presented. Julie seconded the motion and all were in favor.

MEETING ITEMS

General Discussion –

- Harvey advised in January he will have shoulder surgery and will be out on medical leave for a couple of months.
- Harvey advised that voting on the UC Bylaws starts today. Contact him between the meeting and 3pm if there are any further issues from our committee. He stated it is important that we support the chair of University Council.

John Messina – Assistant Vice President Student Engagement & Success & CHO Residence Life & Housing (RLH)

- John presented his power point presentation titled, Student Svcs and Higher Ed Presentation 2012 (See attached)
- RLH is a 25 million dollar a year auxiliary.
- RLH is a year round operation with students during the school year and camps, conferences and other events occupying the dorms during the summer.
- Summertime scheduling of conferences and camps are a continued challenge.
- There is no dining plan over the summer; Exchange Street Dorm is used for students who require summer time occupancy. Those dorms are equipped with a kitchenette.
- RLH employs 4 UAPD personnel, who report out of Gallucci Hall.
- There is a front office staff member at the front desk of each building 24/7.
- It was asked if the hiring of the off campus security force has helped. John advised that their presence is definitely noticed.
- John advised that they are currently looking over the guidelines for payments on residency. When a student is removed from the dorms for breaking a rule or law, they are refunded most of their money back and there are no penalties.
- The first part of John's presentation was over the entire RLH department. The second part of his discussion will be over the buildings of RLH and their features.

- The meeting concluded by a motion from Shawn and a second from Shelly, all were in favor.