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Approved

**MINUTES OF THE FACILITIES PLANNING COMMITTEE MEETING
CLARION UNIVERSITY OF PENNSYLVANIA
CLARION, PENNSYLVANIA
September 27, 2012 – 3:00 p.m.
Carrier Building, Room 114**

Members Present: Chairman Jon Beal, Paul Bylaska, Deb Fleeger, YooJin Ha, Marlene Kennedy, David Love, Rose Logue, Christopher McCarrick, Michael McConnell, Jessica Miller, Glen Reid, Deb Sobina, Ric Taylor

Others Present: John Massa, Brenda Polatty, Rein Pold, Steve Selker; Guests: Layne Giering of Clarion County Trail Association and Ed Scurry of North Country Trails Association

- I. **Approval of Minutes** – A motion was made by Deb Fleeger and seconded by Marlene Kennedy to approve the May 24, 2012 minutes. The minutes were approved as presented. Chairman Beal allowed a time for introduction of new attendees.
- II. **Additional Agenda Items:** Presentation by the North Western Trail Association was added.

Mr. Ed Scurry of the North Western Trail Association and Mr. Layne Giering of the Clarion County Trail Association were present to discuss the progress to date on a pending contract with NWTa and Clarion University regarding the 2-mile walking trail loop. A field walk has been completed; and, committee members were shown a map of the proposed trail which would extend behind the President's residence to the VFW. The proposed trail is an initiative to provide a community recreational resource to benefit both the community and Clarion University. The University will have no financial obligation; but, organizers will be looking for volunteers to help complete and maintain the trail. Rein indicated that the finalized contract is pending and should be mailed within the week to the NWTa for signatures. It was recommended that construction be delayed until contracts have been signed due to potential review by AFSCME.

III. Old Business:

Items in Progress:

1. Facilities Master Plan – Rein Pold

Rein reported that the Facilities Master Plan has been signed by all contingencies with the exception of the Office of General Council which has 30 days for review. It will then proceed to the Attorney General; and, it is hoped we will have a completed document in hand by the end of October.

2. Becht Hall – Ric Taylor

Ric reported PH I bidding is completed and work is expected to begin in November. Design documents are 90% completed with construction anticipated to begin end of May, 2013, and a projected completion date of summer, 2014.

3. Tippin – Ric Taylor

Progress continues on the Tippin project in that a project manager has been assigned. There will be a meeting October 18 in Harrisburg whereby the DGS design team is slated to meet with the architectural team. A construction manager will then be assigned.

4. Venango – Deb Sobina

Deb reported that two key projects were completed at Venango campus this summer including the SIM laboratory and storm drainage. She complimented many departments who were instrumental in bringing these projects to completion, including Facilities and Purchasing; and, she appreciated all the cooperation needed to complete those projects. The next anticipated project will be repair work on the Rhoades Center.

5. Environmental Subcommittee – Jessica Miller, Green Team

Jessica reported that a Clarion County recycling drive was completed; and, they are anticipating the organization of a shoe drive in the near future. Cindy Grant will be on campus in October as a guest speaker. Paul also distributed flyers of an upcoming Free Waste Collection for outdated electronics being conducted on October 3 by The Arc of Clarion and Venango Counties. Because many of these electronic products are toxic this is an excellent way to dispose of unwanted items.

Jessica also indicated that efforts are underway to provide ten bins for recycling use during Autumn Leaf Festival with students being responsible for emptying the containers this year. It is hoped that prior arrangements can be made with Veolia next year to help with collection efforts which will allow additional bin locations. She also noted that students are checking into participating with the “Adopt-a-Highway” program.

6. Apple Sculpture – Rein Pold

It was hoped the apple would arrive this week; but, it was uncertain whether or not it would arrive before Homecoming. Jessica inquired whether or not there was a formal policy in place. Discussion followed on safety concerns and questions were deferred to Chad Thomas who was unable to attend today’s meeting.

7. Bell Tower/Becker Hall/Stevens Hall – Ric Taylor

Any considerations of the Bell Tower are currently “on hold” since the architects may possibly re-work that area as part of the Master Plan due to its congested nature. Both Stevens Hall and Becker Hall upgrades are slated to begin immediately following spring commencement, 2013.

8. Reinhard Villages Sidewalk – Ric Taylor

Ric reported that the Foundation is working with PENNDOT engineers as well as West Penn Power officials; and, it is hoped that a package will be sent to the Clarion Borough who would ultimately file necessary paperwork with PENNDOT.

9. Bus Service – Paul Bylaska

Paul indicated that a new contract was in place which added additional hours based on negotiations with students. However, the routes may be missing important times between 5:00 and 8:00 p.m. There is a forthcoming meeting with the Area Transportation Authority to discuss new arrangements and allow for additional student feedback later this semester.

Items Completed:

1. Still/Carrier Elevators – Ric Taylor

Still and Carrier Elevator renovations were both completed this summer. The Still transformer was tested and is capable of adding the elevator power-failure backup to prevent entrapments. That work will be done over Holiday Break.

2. Summer Projects – Ric Taylor

Painting projects were completed on Harvey Hall's exterior, as well as interior and exterior painting of Founder's Hall. A donor provided funding to upgrade interior painting which was sorely needed in Tippin Gymnasium. Sidewalks throughout campus were completed over the summer, which continues to be an ongoing need. The back entrance ramp to Moore Hall was redone and a new porch installed. Moore Hall windows are currently in fabrication. Ric reported that the Gemmell concrete bridge was in distress and rebuilt; and, the new vestibule is forthcoming within the next two weeks.

Finally, improvements have been made to the Facilities & Maintenance website by adding an e-mail response feature to the Work Order process. Now, when a Work Order is submitted, the person submitting the request will receive an e-mail response that the Work Order was received in the Facilities/Maintenance queue. Additional website upgrades are needed and will be forthcoming to include placing the Work Order in a more prominent place where it is more easily accessible to employees/students.

3. Grunenwald Science Technology Center – Ric Taylor

Greenville Avenue blinds as well as those looking into campus were installed throughout the building and efforts are being made to put in place any rooms which may have been overlooked. It was noted that the overheating situation in the lab has been rectified. Ric noted that we did attain LEED "Gold" Certification; and, he will be working with Dr. Overly on a suitable place to mount the certificate and seal. It was noted the STC is the fifth LEED building now on campus.

4. Utility Shutdown – Ric Taylor

The university utility shutdown was conducted without incident and was a good opportunity to identify preventive maintenance issues.

5. Starbucks Patio – Ric Taylor

The patio has been completed with the recent installation of picnic tables which are already being used by students. Umbrellas have been ordered and are forthcoming.

6. Trustees' Facilities Tour – Paul Bylaska

Paul reported that the Trustees' Facilities Tour was conducted on July 19 and went well. Trustees toured Wilkinson, Nair, Ballentine, and Egbert Halls; Eagle Commons; Central Services Building; and the (leased) Rhea Facility. Becht Hall was not toured due to construction issues. The tour fits into the Facilities Master Plan in that it allows Trustees to see progress that is being made based on previous planning.

IV. New Business:

1. Project Process – Paul Bylaska/Ric Taylor

Ric distributed a chart explaining the time line process involved when planning any reconstruction or new project on campus, explaining that the PASSHE process can be complex. The chart showed that while some of the process is under our control, many aspects and steps in the timeline are dependent upon approvals and moving through the PASSHE system. It was noted that, on average, it would not be uncommon to expect that a project could take approximately 348 days from the moment of conception to the time that work is actually commenced.

Dr. Beal noted that he may need insights from committee members on short notice of Facilities Master Plan items requiring feedback for President's Executive Council (PEC). Due to the lengthy Christmas break staff members may not all be available; but, he encouraged those who could attend on short notice to please provide feedback.

2. Rose Logue noted that during the most recent storm there was flooding in the Carrier parking lot near the Admissions stairs. It was uncertain whether or not anyone had submitted a Work Order; the item will be investigated. (NOTE: After the meeting, a catch basin was found to be clogged and it was cleaned; so, the problem should be rectified.)

V. Adjournment: The meeting adjourned at 3:55 p.m.

The next meeting will be held on Thursday, October 25 at 3:15 p.m., Carrier Room 114. Committee members were asked to note the time change which will allow faculty time to arrive after teaching classes.