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Building and Grounds Committee Meeting Minutes, September 24, 2008

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**UNIVERSITY BUILDING AND GROUNDS COMMITTEE
MEETING MINUTES
September 24, 2008**

Attendance

Matt Rizki, CECS
Gordana Gataric, SOM
Jim Amon, COSM
Jonathan Winkler, COLA
George Fry, CTL
Marian Hogue, Registrar
Mary Holland, Assoc. Registrar
Rob Kretzer, Parking and Transportation
Dave Bukovinsky, Parking Advisory Committee Chair

I. Call to Order

Matt Rizki welcomed everyone and thanked them for coming. The meeting commenced at 9:05 AM.

II. Old Business

None

III. New Business

The Tom Sudkamp, Faculty President sent the following charges to the Building and Grounds Committee for the 2008-2009 academic year.

A. Collect information and identify approaches to reduce heating and cooling costs on campus while maintaining a satisfactory working environment for students, faculty and staff.

The committee discussed several issues related to the regulation of temperature in buildings on campus. Questions were raised regarding

- What type of control mechanisms (e.g. timers) are available to adjust temperature?
- How does student load affect the building temperature?
- How do intersession classes impact the cost of heating?
- Can localizing classes to specific buildings during intersession reduce heating costs?
- Are there models or procedures used on other campus that are applicable to Wright State?

The committee has invited Dr. Filipic to present information about this issue at the next meeting.

B. Examine the policy and procedures for the scheduled replacement of furniture in common areas.

The committee discussed the problem of maintaining furniture in good repair in all common areas. A member of the committee stated there are funds available to replace furniture in common areas under the control of the University, but funds must be requested by colleges for replacement of furniture in rooms they manage. Likewise departments must request funds

through their colleges. This hierarchical approach to funding furniture replacement is a potential bottleneck. The committee was not aware of any uniform mechanism to prioritize requests from the university, college and department. It was also noted that once funds are sent to a college there is no guarantee that they will actually be used for the intended purpose. The committee will ask Dr. Filipic to describe the current university procedure for prioritizing furniture replacements and the amount of funds allocated to this purpose annually.

C. Develop and implement a procedure to monitor the condition of classrooms and related instructional facilities on an ongoing basis.

Marian Hogue suggested that software exists that could be used to conduct evaluations of classroom facilities. This evaluation process would allow faculty to complete an online survey rating various aspect of their classroom. This evaluation could be done midterm and at the end of quarter. The information would then be used to identify specific rooms that are not appropriate for certain types of class, styles of instruction or that suffer from some other type of deficiency. In addition, it might be possible to extend this evaluation mechanism to students to allow them to rate the classroom facilities from their perspective. Marian Hogue agreed to take the lead on developing a draft of the evaluation instrument.

D. Review the type of faculty/staff dining facilities available at the 13 public universities in Ohio.

The faculty/staff dining facility that allowed faculty to obtain table service was removed from main campus several years ago. Currently there is no suitable place for small groups of people to take visitors. This often poses a problem when taking job applicants to lunch, when speakers come to campus or when special groups need to gather during a meal. It was noted that that administrator often uses catering service for their events. Unfortunately the faculty does not have access to a catering budget. Matt Rizki agreed to gather data from all the public universities in Ohio to determine what types of dining facilities are available on campus that offer table service.

E. Examine current signage on campus to determine whether or not it is adequate for all user groups (faculty, staff, students (incoming / continuing) and visitors).

The committee discussed the lack of appropriate signage on campus. Numerous instances of problems were noted including the lack of signs on all entrances to buildings, lack of signs to direct people once they are inside buildings and a general lack of signage on campus to help guide new students and visitors. Jeff Kaplan mentioned that the Facilities Planning Office is studying this problem and expects a report shortly. Vicki Davidson will be asked to make this information available to the committee as soon as possible.

IV. Reports

Status report on parking (Rob Kretzer, Director of Parking and Transportation)

Mr. Kretzer reported that during the first week of the fall quarter all parking lots were fully utilized, and there were a few open spots in lot 4 during the second week of the quarter. He also noted that approximately 120 cars were parked in the Meijer's parking lot during the first week of classes and an additional 50 cars were parked in various lots across the street (Colonel Glenn) from the University. Mr. Kretzer indicated that the changes in parking have proved effective, and the use of additional busses has kept transit time from lot 20 below 10 minutes.

Mr. Kretzer warned that if enrollment increases by an addition 5%, he believes they will have to start parking cars in the Nutter Center lot and add additional bus service.

It was noted that more students are moving into housing close to campus (i.e. along Zink road) and perhaps this is also reducing the load on parking. Questions were raised about extending bus service to the various apartment complexes on Zink road, and Mr. Kretzer noted that the management of a new apartment complex that is being built on Zink road contacted the University to see if they could contract for bus service. Unfortunately there appears to be contractual obligations to the owners of apartments located on university property that preclude such an arrangement.

Matt Rizki asked about the status of the “parking plan” that the Faculty Senate request two years ago. Mr. Kretzer indicated that he believed that parking was going to be a major focus of phase 6 of the Campus Master Plan. Questions were raised regarding the substance of this plan and Jeff Kaplan indicated that there really isn’t a formal plan at this time. Matt Rizki asked who is involved in these discussions, what types of issues are being discussed and why are these issues not being brought to the Building and Grounds Committee. The committee will ask Vicki Davidson to provide a complete report of all campus plans including those in the conceptual stages as well as an update on the status of all ongoing projects.

V. Future Meetings

Tuesday, October 7th at 9 AM in 499 Joshi

Monday, October 27th at 9 AM in 499 Joshi

Monday, November 10th at 9 AM in 499 Joshi

VI. Adjourn