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APPROVED

**MINUTES OF THE FACILITIES PLANNING COMMITTEE MEETING
CLARION UNIVERSITY OF PENNSYLVANIA
CLARION, PENNSYLVANIA
January 26, 2017 - 3:15 p.m.
Carrier Administration Building - Room 114**

Members Present:

Chairman Jon Beal – Mathematics
Jennifer Barch – Faculty Senate Institutional Resources/Counseling Services
Diana Brush – Faculty Senate/Career Development Center
Jason Hendershot – Public Safety
Lisa Hepler – Registrar
Donald Leas – Retired Faculty
Eric Martin - Facilities Management (Ex-officio)
John Massa – Safety/Environmental Concerns
Caitlin McNerney – Student Senate/Facilities Committee
Brenda Polatty – Keeling Health Center
Rein Pold – Purchasing
Adam Roberts – Faculty Senate
Steve Selker – Computing Services
Dan Shifflet – Faculty Senate/Chemistry/Mathematics/Physics
Bruce Smith – Dean’s Council
Dan Smith – Academic Affairs
G. Chad Thomas - Student Affairs

I. Approval of Minutes – G. Thomas made a motion to approve the November 10, 2016 minutes. A. Roberts seconded; motion carried.

II. Old Business - Items in Progress and/or Completed:

1. Tippin Update – E. Martin reported Department of General Services (DGS) has tentatively scheduled the pre-bid conference March 23, 2017, with bid openings slated for mid-April. Start of construction would be determined based on bid opening results and any follow up with the successful bidder with an anticipated initial job conference in early May. Tippin is still considered to be an 18-month project. The question was raised as to the impact on graduation ceremonies for May, 2017. L. Hepler indicated that if graduation were held in Marwick-Boyd three ceremonies would be necessary resulting in fewer than the eight tickets currently issued per student.

Detailed meetings are currently underway to address relocations for the Dance Studio (yet to be determined); Wrestling Room (potentially in the old Gemmell Bookstore) and athletic coaching offices (temporarily to be housed in Ralston). G. Thomas will notify the Registrar’s office for class notifications regarding the Dance Studio location.

Tentative plans are to re-locate over spring break; and it was noted that Computing Services should be included in the planning meetings for IT considerations related to the moves. D. Brush noted that CINTA's items are currently stored in Ralston; however, the storage area should not be impacted since offices are slated to be re-located to the second and third floors of Ralston. ADA concerns were also voiced regarding Ralston; and G. Thomas offered to investigate designations for the first floor.

Following lengthy discussion involving the value bidding system, graduation, safety concerns with traffic re-directions and crosswalks, it was the consensus of those present to make the following recommendation to the President's Executive Council:

RECOMMENDATION: If feasible, the Facilities Planning Committee's preference would be to delay construction until after spring, 2017, graduation to allow ceremonies to be held in Tippin.

D. Leas, Retired Aquatics Faculty Member, was present to pose questions regarding the proposed Tippin pool designs. He cited various examples of similar aquatics projects wherein architects' designs allegedly housed errors, which could place swimmers and divers at risk and/or interfere with proper swimming techniques. R. Pold indicated that because this is a Department of General Services (DGS) project that they rarely include local consultants. D. Leas indicated a desire to view the designs and offer correctional advice. Chairman Beal suggested he might contact the design architects, DLA Gund, Pittsburgh, PA, for potential information regarding project designs.

2. Marwick-Boyd Theater Improvements – E. Martin reported Pittsburgh Stage returned to campus to address curtain concerns about rubbing in the smoke pockets; and this item was corrected. In December they also replaced skin on the stage surface. A lighting representative was consulted to evaluate and provide recommendations for an LED setup in the event that commencement ceremonies might be held in Marwick-Boyd. It was noted the current lighting is not energy efficient. This proposal is still pending.
3. Moore and Stevens Halls Accessibility Upgrades - E. Martin noted that funds were released by the State with detail planning now in the hands of the Department of General Services. Approximately \$5M is available for improvements to include Special Education, Moore and Stevens Halls, and Suhr Library.
4. Steam Tunnel Repair – Wilson Avenue – E. Martin indicated that a local contractor, Terra Works, Inc. has been given a notice to proceed next Monday, January 30, which will allow for the supply ordering process to begin. Project field work is slated to begin May 15 to replace 550 feet of steam line as well as manholes and condensate returns. The Gemmell entrance on Payne Street could be impacted for one week; and discussion followed on whether or not Alumni Weekend June 2-3 might be affected. All efforts will be made to avoid disruptions; however, accessibility to the parking lot is necessary. Forthcoming planning meetings will incorporate Computing Services to discuss fiber optic considerations associated with this project.

5. Availability of Credit Card Machines – Due to the requirement for Payment Card Industry compliance, special ports and security are necessary when credit card payments are processed. With advance notice, Computing Services can reconfigure ports to allow processing at other campus locations in addition to those six already in use. Because credit card machines incur a monthly rental fee from M&T Bank, it was suggested that a temporary solution might be to utilize the Transitions Office machine for the GIS Conference during non-peak times when their machine is not in use. A meeting was held recently to discuss the need for Miscellaneous credit card processing by other areas such as Athletics for summer camps, Career Services for job fairs, departmental conference registrations, etc. Due to costs involved with a web-based system, efforts are being made to find a long-term solution. G. Thomas suggested the item be removed from the Facilities Planning agenda since this is a Treasury and Computing Services-related item.
6. Campus Signage – E. Martin noted campus signage has been corrected and/or covered as needed. Due to safety concerns, signage changes will be necessary once Tippin construction is initiated. It was noted construction fencing will impact the Greenville Avenue sidewalk; and temporary signage will be required to direct foot traffic around the construction site since current crosswalks may not be usable.

III. New Business – Upcoming Projects:

Key 93 Projects:

- a. Still Hall Cooling Tower - E. Martin reported documents for this project were received this week from engineers, will need reviewed, and thence will go to Purchasing. The cooling tower is on a short life expectancy; so timing is critical for this project.
- b. Still Hall Roof - E. Martin noted this replacement project has been delayed until summer, 2018.
- c. Still Hall Halon Extinguishing System Replacement – E. Martin indicated engineers have provided a design packet and met with Computing Services. The current halon will be replaced with an FM200 system similar to the Becht Hall server area.
- d. Marwick-Boyd - Roof Replacement – E. Martin stated that contracts should be out by the end of this week. R. Pold noted there was a very rare occurrence of a tie between two bids; however, one company was lower on the addendum. Construction must be scheduled around high school graduation events and the theater area must be watertight. It is hoped this project will be completed by July, 2017.

- e. Clarion Campus Sidewalk Repairs – E. Martin noted while some minor repairs will be done there will be no large scale projects this summer as Key 93 project monies have already been expended.
- f. Venango Suhr Library – E. Martin reported architects were on-site January 13 for an initial meeting with a feasibility study anticipated by April 7. Plans are to convert the current facility into a learning, commons environment.

Other Business:

- 1) D. Brush inquired if there were any additional outdoor trash containers that could be located next to the Health Center entrance of Becht Hall to deter litter. E. Martin will investigate.
- 2) D. Brush reported a lack of warm water on the 4th floor of Becht Hall, as well as a low water pressure issue in the women’s restroom. E. Martin will investigate.

Adjournment - The meeting adjourned at 4:15 p.m.

The next meeting is scheduled for **Thursday, February 23, 2017 at 3:15 p.m.**

Respectfully submitted,
Wanda Barlett