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*Approved*

**MINUTES OF THE FACILITIES PLANNING COMMITTEE MEETING  
CLARION UNIVERSITY OF PENNSYLVANIA  
CLARION, PENNSYLVANIA  
November 29, 2012 – 3:15 p.m.  
Carrier Building, Room 114**

Members Present: Diana Brush, Devin Earney (Student Senate), Peter Fackler (Ex-officio), Deb Fleeger, Jackie Knaust, Marlene Kennedy, Jennifer May, Jessica Miller (Green Team), Brenda Polatty, Ric Taylor (Ex-officio), Chad Thomas, Gayle Truitt-Bean

Others Present: Rein Pold; Guests from Perkins Eastman, Representatives – Christine Albright, Stewart Gohringer, David Levo, Alan Schlossberg

**I. Approval of Minutes** – Minutes of the November 15 meeting were approved by general consent.

**II. Old Business:**

Facilities Master Plan – Ric Taylor

Christine Albright, David Levo, Stewart Gohringer, and Alan Schlossberg from Perkins Eastman were present to once again discuss the Facilities Master Plan. Mr. Levo facilitated the meeting. He noted that two campus wide meetings were held November 28 and November 29 with approximately #40-50 and #25-30 attendees, respectively. Another meeting is also slated for Friday, November 30, at Venango. It was noted that there is a need to engage more students in order to obtain their input as well.

The Perkins Eastman team will be back on campus in late December for additional data gathering; and, in February, 2013 they will also be seeking insights from user groups within various departments regarding building usage, etc.

Mr. Levo stated that work is progressing on the Facilities Master Plan in that they have uploaded building plans and are in the process of mapping out inventory regarding building space to be used as a baseline for planning.

Committee members were then divided into small groups of three to four and were asked to formulate twelve priority characteristics through a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) with some characteristics relating specifically to the University's physical plant. Following 15-20 minutes of brainstorming ideas, each group then presented their ideas to the committee as a whole. The Perkins Eastman team will use these insights as they move forward with the Master Plan.

**III. Adjournment:** The meeting adjourned at 4:30 p.m.

**The next regular Facilities Planning meeting will be held on Tuesday, December 11 at 3:15 p.m., Carrier Room 114; and, general agenda items will be addressed.**