

Plant Utilization and Planning Meeting

Minutes March 20, 2014

TOPIC	DISCUSSION	ACTION TO BE TAKEN
Call to order	Susanna Leers called the meeting to order at 3:05	
Review minutes from February Meeting	Motion to accept the minutes. Moved and seconded	
Updates	<ul style="list-style-type: none"> • Newest member PUP member the student board member – Ellie Kerr – was introduced • Fieldtrip – Network Operations Center (NOC) – May 8 – Bus will meet in front of Hillman at 2. Joint trip with University Parameters Subcommittee • Thanks to the Facility members for getting the sustainability report up so quickly – excellent summary of sustainability efforts over the last years. Copies were shown to the committee. The report is available at http://www.sustainable.pitt.edu/reports/2013-report • Last year Senate and administration were to develop a separate Campus working group on sustainability – Kent and Pat are the representatives when convened. Still in the works • Lack of access to defibrillators was discussed again. Dave will look into this. PUP would like information about these devices – we will invite a speaker, probably in Fall. 	We will invite someone to talk about safety items like defibrillators
New Business	<ul style="list-style-type: none"> • Question arose as to what is done with non-recyclable items (such as plastic cups) which are compostable? Are they separated out and composted? 	Need to follow up with Sodexo
Presentation – Patti Mathay, University Registrar	<ul style="list-style-type: none"> • Updates from registrar’s office Classroom scheduling • Fall term 14,000+ sections many are duplicative however, 7914 classes need to be scheduled • 122 classrooms department controlled • 69 classroom department controlled, but any time left unused can be accessed for general use • 102 Registrar controlled rooms, 27 are Nationality Rooms • There is a pilot program to obtain AV equipment for Nationality Rooms. So far 2 rooms have been assessed. There is a significant cost in time and money to appropriately add AV equipment • The Registrar is working to get all classrooms in classroom 	

	<p>scheduling system (including labs and department controlled) to provide information to people who own spaces to improve scheduling.</p> <ul style="list-style-type: none"> • X25 – A system of analytics on classroom use will be purchased – Aim to have this in place by end of summer. This will upgrade current classroom scheduling system and is externally supported by the company. Analytics will help to determine if there is equitable distribution of classrooms across the day by school and department and University, will allow what-if scenarios, will analyze demand for room size, and will compare registration to number of students reported to be in class • The Policy on non-standard class meeting times having to get approval from the registrar was upheld for new classes/sections (Mon, Wed, Fri - 50 min timeframe are standard). • It appears that some classrooms’s maximum seating capacity has been overstated (e.g. the classroom can seat 40 but is reported as seating 60). This is well defined for registrar classrooms, but is less clearly defined for department controlled. May want to verify seat counts • Renovation David Lawrence Classrooms – Bids are due at the end of March. Aim to start this in the summer but they will not be completed by Fall. The Registrar is working closely with departments to deal with classes that are typically scheduled in these larger rooms • More complex needs – large lectures with break out spaces – registrar has been not directly approached – so have not worked the logistics. If special needs – People must work with registrar well in advance of need (at least a year in advance is preferred) 	
<p>Facilities Management Report – Joe Fink</p>	<p>On March 5, 2014 facilities received approval for 5 projects</p> <ul style="list-style-type: none"> • Cathedral elevators • Clapp hall renovations • Chevron – 13trh floor • Helium recovery project • NOC upgrades to computing systems <ul style="list-style-type: none"> • 1st floor of Posvar will be College of General Studies • Salk renovation continuing – interiors • Benedum Hall continuing • When weather breaks will do Petersen Landscaping 	

Other Business	<ul style="list-style-type: none">• No other business	
Adjournment	Pat Weiss adjourned the meeting at 4:20	

Attending:

Nancy A. Baker
Kent Harries
Susanna Leers
Paul Munro
Joseph Newsome
Patricia Weiss
James T. Becker
Patricia Roncevich
David DeJong
Joseph Fink
Ellie Kerr
Kristen Gusten
Patti Mathay