The committee met in Jubilee Hall 547 with partial attendance (Karen Boroff, Richard Stern, Theresa F Henry, William McCartan, and Hongfei Tang) on June 4, 2014 and discussed the following topics in details:

1. General procedure for reporting repairs and other facility issues  --- Need a centralized online system where people can report issues and follow up on the issues easily (e.g. the ticket system that IT department is using for computer repairs)

2. Issues with air conditioning, such as too much heat in winter/late spring, too cold in summer in some rooms. Explore the possibility to have control of air conditioning/heat balancing in each room. If no way to have individual control, need to have mobile air conditioning units in each room.

3. Have routine check of facilities, including IT facilities and other facilities. It is not acceptable to wait for someone to report issues and then fix.

4. Need to have standards for operation of academic facilities in an environmentally sustainable way.

5. What are the general procedures that people should follow in campus emergency (e.g. Lock down in emergency)? Provide some training to faculty members to deal with campus emergency.

6. What are the procedures for assisting handicap when there is an evacuation of the building? (e.g., on third floor without elevators) Fire marshals in buildings. (Have a representative from fire/safety department to explain to the committee)

7. Schedule a time slot for the University facilities committee to visit Stafford Hall.

8. Ask for the university plan to expand, in particular, the plan to acquire some buildings on Valley Street for School of Nursing/Health science. Schedule a time slot for the University facilities committee and the school representatives to visit potential site.

9. Corrigan Hall Chorus room: beautiful music, unfortunately distracting students’ study.

The committee hopes to talk to Joan Guetti regarding the details on these topics.