

**Case Western Reserve University
University Planning Committee**

Meeting Minutes
9-6-2007

I. Call to Order

Chris Ash called to order the regular meeting of the University Planning Committee at 3:00 p.m. on September 6, 2007 in Adelbert Hall, Room 352.

II. Attending

Chris Ash	Edith Lerner	Jerry Goldberg	Joe Randazzo	John Wheeler
Joseph Koonce	Ken Basch	Ginny Leitch	Ken Ledford	

III. Absent

Bruce Loessin	Dave Matthiesen	Hossein Sadid	Joe Payer	Lara Kalafatis
Grace McComsey				

IV. Open Issues and Summary of Discussion

1. Chris Ash distributed information regarding DEXTER.
 - Team Case has been selected as one of the 36 semi-finalists in the 2007 Urban Challenge.
 - Funding came from various sources and Chris will give future update regarding remaining funding.

2. Discussion regarding current policies and procedures concerning major initiatives.
 - Forms currently used are MERF and Project Operational Impact Worksheet.
 - It was emphasized that a memorandum needs to go out to VP's, Deans and Business Officers outlining the process regarding a request for consideration of a new initiative.
 - Projects not fully funded need to go through this process and presented to the committee.

3. Philosophical dialogue regarding the role of the University Planning Committee.
 - The committee needs to critique and govern initiatives of \$250,000 or more.
 - The committee needs to determine how said project "fits in the plan".
 - Concerning issues would be opportunity costs, lost or gained revenues, and contingency plan.

4. Jerry Goldberg informed the role of the Steering Committee and plans of hiring consultants to assist with the University's Strategic Plan.

- A timeline will be in place to present to the Board of Trustees for the June meeting.
5. Joe Randazzo explained the current forms in place.
 - He clarified that the purpose of the forms and information requested on the forms was to “force the thought process”.
 - Discussion to eliminate “Dashboard Indicators”.
 - Elimination of “Sensitivity Requirements” unless it is a major project.
 6. Various current issues discussed.
 - Responsibility of overall building maintenance. Ken Basch explained there is a 10 year rolling plan to address and prioritize infrastructure needs.
 - The Triangle Building: No plans to sell it.
 - Halle Building: University is holding the lease. Plan to sublease space.
 - West Quad: Hossein Sadid is developing an outline and looking at various possibilities.
 7. Steam Plant:
 - Due to age and wear it is expected that energy requirement will exceed capacity of that plant by 2012.
 - Ken Basch explained that it is separate from the University and Corporate owned.
 - It is not a financial drain on the University and there are other ways of financing the planned expansion.
 - Ken Ledford expressed he would like the FSBC made aware of the situation.
 8. Chris Ash asked those present to look over MERF form, Project Operational Impact Form, and Tracking Worksheet, and give feedback pertaining to possible improvements of the forms.

V. New Business

1. A motion was made by Chris Ash to move forward regarding the Air Handlers above the Animal Resource Center.
 - They are currently leaking and causing damage.
 - Funds are available for this renovation as part of the 10-year capital plan.
 - Work will not be done until the spring.
 - Motion was approved to proceed at \$1.5 million with the anticipated cost to be less.

VI. Adjournment

Chris Ash adjourned the meeting at 4:20 p.m.

Minutes submitted by: Heidi Fanta