Safety & Facilities Committee Meeting Minutes

Location: AB-5 #210  
Meeting Date: November 13, 2013  
Time: 3:30 – 4:30 p.m.

Present: Tom Mayo, (Co-Chair), Director, Facilities Planning  
        Steven Moore (Co-Chair), Chief, University Police Department  
        Jennifer Baker, Office of Provost  
        Pat O’Connor-Benson, Academic & Event Technology  
        Ruth Rodriguez, Director, Campus Reservations  
        Michael Sudler, Student Government Representative  
        Marguerite Forest, Faculty Representative  
        Dr. Margaret Banyan, Faculty Representative  
        Jim Hehl, Director, Physical Plant  
        William Blood, Assoc. Director, Athletics  
        Rhonda Holtzclaw, Director, Environmental Health and Safety

APPROVAL OF SEPTEMBER AND OCTOBER 2013 MEETING MINUTES

- Motion by Jim Hehl to approve minutes.  
- Motion seconded by Michael Sudler.  
- All in favor.

ACTIVE PROJECT SUMMARY

- Tom provided a status summary of active projects.  
- A request was made to make the project summary and progress building designs available online so the information is available at any time. Facilities Planning will create a website link to an active project summary. More detailed information on active projects is best channeled through the SFC or directly through Facilities Planning.  
- Regarding the upcoming I-Hub project:  
  o Chief Moore asked the group to remember there is no transportation to get students to off-site locations, and students would need to be made aware prior to registration for courses taught in that location.  
  o Pat O’Connor-Benson requested input during the project design phase ensure the infrastructure is in place to accommodate all the possible technologies that may need to be in the building.

OLD BUSINESS

- PRIMARY CHARGE: Dr. Toll asked the SFC to continue to work to update the Space Needs - or Triangle Report, in an effort to answer this question: How much can we grow without new space?
• The Triangle Committee (comprised of the Budget Committee, Enrollment Management Committee, and SFC) will be updating the Triangle Report. The Report is expected to analyze how enrollment growth leads to faculty and office needs across disciplines.

• SECONDARY CHARGE: Dr. Toll asked the SFC to continue Buckingham review and planning.
  o The Buckingham presentation, prepared by Facilities Planning, will be presented to the Faculty Senate this week, with a request to faculty for their ideas.
  o Since Dr. Toll would like faculty input, perhaps a faculty member in the Senate will be willing to volunteer to lead this effort.
  o A suggestion was made that members of SFC meet with members of the Environmental and Sustainability Committee (ESC) to work together on Buckingham planning, since both committees had been charged with the same.
  o Rhonda Holtzclaw requested that any development ideas for Buckingham take into consideration Best Practices for Sustainable Management. This is a document/checklist that can provide criteria against which to evaluate the viability of ideas coming forward.
  o It was suggested a sub-committee be established to focus on this task.

• SPACE CUSTODIAN DEFINITION OF ROLES/RESPONSIBILITIES DRAFT
  This draft will be presented to the Dean’s Council for their input or approval.

• SAFETY ITEMS
  o SFC will invite Cori Bright to give us a brief presentation of ADA requirements and an overview of signage for Areas of Refuge.
  o Pat O’Connor-Benson suggested the need for hand sanitizers in computer labs and asked the committee how best to go about implementing their purchase and installation. Jim Hehl suggested it may be best to wait until Joe McDonald was present, to get his feedback on the issue.

NEW BUSINESS

• No items.

NEXT MEETING

December 11, 2013, 3:00 to 4:30 pm