Safety & Facilities Committee Meeting Minutes

Location: AB-5 #210
Meeting Date: February 12, 2014
Time: 3:00 – 4:30 p.m.

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

APPROVAL OF JANUARY 2014 MEETING MINUTES

- Michael Sudler moved to approve. Ruth Rodrigues seconded. All approved.

ACTIVE PROJECT SUMMARY

- Tom Mayo provided a status summary of active projects.
- Tom presented a drawing for a new Boardwalk to connect Parking Garage 1 to the Athletic and North Lake Housing areas. The committee asked that impacts to, or crossing of, existing nature trails be double-checked.
- The next Campus Master Plan process will move forward, with a new solicitation for consultants. Marguerite Forest asked to be included in the selection committee for CMP consultant.

BUCKINGHAM PLANNING

- The subcommittee of the SFC and ESC concluded its Buckingham Survey February, 2014. Results will be reviewed and organized, perhaps in time to present a report of responses in March.

FURNITURE REPLACEMENT GUIDELINES

- Draft #3 was shared with the committee for review, incorporating suggested modifications from last SFC meeting.
- Ruth Rodrigues moved to present the Draft Guidelines to PBC. Chief Moore seconded. All approved.
SPACE CLASSIFICATION APPEAL

- SFC was asked to evaluate potential re-classification of Conference Room, HE – 210, to another room classification if possible.
- Ruth Rodrigues shared PSCAC’s opinion that similar spaces, used almost exclusively by other Deans in other buildings, are included in the R25 event scheduling system in order to show full utilization of the spaces. While Deans and their Assistants have full control over scheduling, and are not required to make the space available to others, they do report their own use. The resulting utilization, as reported to the State, shows we are achieving full use of FGCU conference rooms. Since this is the standard across campus, it followed that all such rooms should meet the standard.
- Dr. Behr pointed out that this particular situation involves a room that is not only adjacent to his office, but also includes an adjoining door and sound attenuation and privacy issues. The original design intent of the room was to provide an office for the Dean’s assistant. However, Dr. Behr’s assistant uses the reception area instead, in order to maintain proximity with students and visitors. Dr. Behr cited limited space within his own office for meetings with multiple guests, a need that is currently being met by HE 210, and he suggested a classification of “office” or a similar private-use category would be appropriate and eliminate the need to track and report utilization of the space. It would also eliminate the need to deny requests by those who seek to schedule meetings in the room.
- Margaret Banyan moved to table the appeal, for further investigation of square footage and feasibility of office or other codes for this space.

SPACE CUSTODIAN REPORT

- Pat O’Connor-Benson shared the PSCAC’s presentation of the proposed Space Custodian policy and program rollout to the Dean’s Council. A draft email was shared with the Council, along with a heads up they would soon be asked to share the names of key individuals they wish to name as custodians with authority and oversight of the spaces that are important to their colleges and programs.

LIBRARY SPACE RE-NUMBERING

- Missed this item for further discussion. Revisit at the March SFC meeting.

NEXT MEETING

- March 12, 2014, 3:00 – 4:30 pm