Safety & Facilities Committee
August 8, 2012 Meeting Minutes
AB5 - 309
2:00 p.m.

SFC Members Present:         Absent:
Ruth Rodrigues             William Blood
Joe McDonald               Mike Rollo
Win Everham                SG Representative
Pat O'Connor-Benson
Steven Moore
Jim Hehl
Carl Steinberg (for Barbara Fuentes)
Margaret Banyan
Barrett Genson

Guests Present:
Paul Snyder
Sue Snauwaert
Tamera Baughman
Mike Flanders

1. Old Business:
   a. During the last meeting of the SFC on 6.20.12 – AB5-210 at 3:00 p.m., the primary agenda item was a presentation by R. Rodrigues and W. Blood regarding information developed in consultation with Marc Laviolette and the impact(s) of space planning efforts on class enrollments. There were no recommendations approved regarding space utilization for classrooms.
   b. Review of a Summary of Existing Space Utilization for Classrooms, dated 4.11.12. (Please see Attachment 1.) On the second page is a list of prioritized recommendations by the SFC, however, these recommendations were never approved by the SFC.

2. New Business:
   a. R. Rodrigues: Presented an update regarding the Space Coding Committee’s recent activities and achievements as a sub-committee to the SFC. This committee has been in a huge effort to compile this information, which is much appreciated by the SFC members. The information is nearing completion, as well as a related Appeal Process. B. Genson requested that the SFC proceed with a mock Appeal when the process is ready to verify potential weaknesses in the said process.
   b. R. Rodrigues: Presented recommendations to the SFC regarding methods to improve the efficiency and utilization of space for University classrooms and offices. (Please see Attachment 2.)
   c. A motion was made by R. Rodrigues, and seconded by Win Everham, to recommend approval of the Recommendations for Better Space Utilizations of Classrooms, to the Planning & Budget Council with the 8.08.12 revisions to Attachment 1, dated 4.11.12, as noted and highlighted. Vote: (9) For Approval, (0) Against Approval Motion approved.
d. A motion was made by M. Banyan, and seconded by P. O’Connor-Benson, to recommend approval to the Planning & Budget Council regarding Recommendations to Improve Space Utilization for the FGCU Campus, of Attachment 2 as presented and revised on 8.08.12, as noted and highlighted. Vote: (8) For Approval, (1) Against Approval. Motion approved.

e. S. Moore presented an update re: emergency notification telephones and their related implementation for classrooms; and an update regarding the aging of security equipment around campus, such as blue phones, and the lack of funding for replacement of such equipment.

f. J. Hehl reminded the SFC members that each department should have a designated key custodian responsible for accurate records of the distribution of keys within their department as relates to offices/classrooms.

g. J. McDonald updated the SFC members regarding responsibilities of the EH&S department given the resignation of Lewis Johnson as Director; and the review and update of chemical procurement procedures and the review of current chemical inventories within each department.

h. W. Everham inquired about the status of A Lake Management Agreement that FGCU has with Miromar. B.Genson will review this issue with our civil engineering consultant and report back at our next SFC meeting.

i. R. Rodrigues commented on cutting back of some of the weekend openings at the Student Union in an effort to reduce the cost of operation.

j. B. Genson indicated that there would be some changes to the Facilities Planning Department in the near future in another effort to reduce costs, and the search for a new Director is going well with the recent closing of applications for that position.

Attachments: Attachment No. 1 as revised and approved at the 8.08.12 SFC meeting
Attachment No. 2 as revised and approved at the 8.08.12 SFC meeting

3. Next Meeting: To Be Determined.

Note: If something is stated in error or needs additional information, please reply back to B.Genson within (72) hours after receiving these minutes.

Respectfully submitted,

Barrett Genson, SFC Co-Chair
8.09.12