Safety & Facilities Committee Meeting Minutes

Location: AB-5 #210
Time: 3:30 – 4:30 p.m.

Present: Steven Moore (Co-Chair), Chief, University Police Department
        Tom Mayo, (Co-Chair), Director, Facilities Planning
        Dr. Mike Rollo, VP, Planning & Budget Committee Representative
        Joe McDonald, Asst. VP, Business Services
        Dr. Rich Behr, Dean, College of Engineering, Deans Council Representative
        Dr. Hulya Yazici, Faculty Representative
        Dr. Margaret Banyan, Faculty Representative
        Pat O’Connor-Benson, Academic & Event Technology
        Jim Hehl, Director, Physical Plant
        Ruth Rodriguez, Director, Campus Reservations
        William Blood, Assoc. Director, Athletics
        Amy Swingle, SAC Representative
        Jordan LaCrosse, SGA Representative

Absent: Jennifer Baker, Office of Provost

POLICIES

• The newly elected members of Student Government have communicated they are not in favor of the covered walkway and skateboard policy.

BUCKINGHAM

• The Environmental Sustainability Committee (ESC) was charged with Buckingham research, as were we. The two committees will work together. It was agreed that reaching out to students, staff, community, etc., is appropriate.
• There is a presentation with Buckingham information under development by Facilities Planning. This may be used in the future to market the property to outside groups.
• For consideration:
  o We may go to Department Heads, SGA, etc., to request ideas for Buckingham.
  o We might give everyone 5 top priorities to choose from a list of ideas for Buckingham.
  o Are there any restrictions to selling the property? (500 total acres) Must research.
• After working with the ESC, we may go to the PBC for direction.
• We will begin to create the formal “Idea” list at the next meeting.

I-HUB

• Dr. Behr asked if SFC will have a role in the I-Hub design, and he volunteered to serve.
NEW BUSINESS

- Approval for “Defining Space Custodians and Approvers,” as presented by PSCAC, was considered and accepted. (Definitions Attached)
  - It was noted that all but one of these defined roles already exist in policy.
  - Educating employees about the roles of space custodians and approvers should be mandatory at employee orientations.
  - Other university stakeholders should be included in PSCAC, the Physical Space Codes Assessment Committee. Since custodians will keep PSCAC informed about the condition, changes, or plans for space, it is appropriate that PSCAC include members from each key area of university operations.
  - Jim Hehl moved to accept the custodian draft with promised edits by Ruth Rodriguez, and Amy Swingle seconded the motion.

- Ruth Rodriguez presented the final Space Report, outlining the results of the PSCAC efforts in updating the code classifications of all classrooms and labs. (Report Attached)
  - Dr. Behr suggested we round some of the numbers on the audit report for improved readability.
  - The use of “Before” and “After” – rather than “Benchmark” and “After” were suggested to clarify the data.
  - Ruth agreed to edit the report accordingly.

- Tom Mayo presented the new “Space Request Form,” by Facilities Planning, and promised to send the form and request comments, following the meeting.

- Meeting schedule for the summer was discussed. It was decided we meet again in June and July.

- The September meeting of the SFC will include attendance by our Vice Presidents who will set forth our new charges for the year.
  - We should expect some membership changes with the upcoming year.