Meeting Minutes
January 9, 2013
Safety and Facilities Committee
FGCU Planning and Budget Council

Location: AB-5 #210
Time: 3:00 – 4:30 p.m.

Present:  
Steven Moore (Co-Chair), Chief, University Police Department  
Tom Mayo, Director, Facilities Planning  
Jim Hehl, Director, Physical Plant  
Dr. Hulya Yazici, Faculty Representative  
Dr. Margaret Banyan, Faculty Representative  
Dr Rich Behr, Dean, College of Engineering, Deans Council Representative  
Dr. Mike Rollo, Planning & Budget Committee Representative  
Pat O’Connor-Benson, Academic & Event Technology  
Ruth Rodriguez, Campus Reservations  
William Blood, Alico/Athletics

Absent:  
Jennifer Baker, Office of Provost  
Jacob Robinson, SGA Representative  
Amy Swingle, SAC Representative  
Joe McDonald, Asst VP, Business Services

Guests:  
Tamera Baughman  
Rhonda Holtzclaw

Meeting Summary:

1. Welcomed Dr. Rich Behr, the new Dean of the UA Whitaker College of Engineering, replacing Dr. James Sweeney.

2. Approved December minutes

3. Old Business-
   
a. Pending Space Classification Appeals. Ruth Rodriguez reported no appeals are outstanding.

   Ruth also provided information on the Space database in the works to provide more consistent information for decision makers. She distributed copies describing Standardization for Space report for classes taking place on the main campus. Combined reports will more accurately reflect tracking of all spaces used on campus, with specific codes for different type spaces. Outstanding needs were identified, including a list of classes with enrollment caps and Physical Plant maintenance hours per semester (JH).

b. Jim Hehl addressed the issues with the bike racks on campus, including locations, usage, and lack of usage. Relocation to some areas would require addition concrete to be poured before installation could occur. There was discussion that perhaps some not being used regularly could be moved to locations with inadequate racks to meet demand. Dr. Rollo specifically asked about
moving a bike rack to the “back” of the Cohen center, where students are using poles, etc. Jim stated he had one he could move there.

c. Process for master plan for Buckingham property—Barrett indicated that the SFC was charged to do a “preliminary master plan” for the Buckingham campus, which will be due by the end of the Spring semester, 2013. Primary responsibility for such master planning efforts will be led by the new Director, Facilities Planning, however other SFC members will have input before approval is attained and the Buckingham MP is sent to the PBC. A Buckingham tour discussed for January 4th did not occur.

Tom Mayo is working to get community direction with Dr. Toll for the property. Jim Hehl stated Dennis Nourse had prepared a spreadsheet of what is present at Buckingham, and what is needed. This should be helpful in creating a plan for the property. Margaret Banyan mentioned including it as part of her curriculum, or contacting “Ensite” (?) to donate time for a site design.

Dr. Rollo mentioned the Student Government is interested in holding events at Buckingham, especially large, outdoor concerts. This, however, could have issues within the community. The largest problem with using the Buckingham campus is the condition of the infrastructure, which needs a complete overhaul, which would extremely expensive.

d. Last month Ruth Rodriguez had commented on the need for centralization of funds for classroom & public space furniture. Dr. Hulya Yazici asked about this, requesting if we could put a policy in place to establish such a fund (no policy/no funds). Jim Hehl commented he had recently put together additional furniture, but the “owners’ of each building should request items from the end of year budgets through their Deans and Vice Presidents. Pat O’Connor-Benson asking further if we see the need for a process, can’t we put it in place? Using the example of technology, maybe take 10% of the budget spent on all furniture each year to add/replace furniture in common areas? Margaret Banyan suggested making a list of priorities.

4. New Business

a. Safety Guidelines for website (Rhonda Holtzclaw). Distributed several copies of the 14-page color draft for review and comments from the committee. If anyone sees mistakes or items to add, please e-mail Chief Moore. Please provide feedback within 2 weeks. Pat O’Connor-Benson was pleased to see this effort, and asked about guidelines for classrooms specifically (in light of the Newtown, CT incident). Sections in the Guidelines do highlight Physical Threats, Weapons on Campus, and Shelter-in-place instructions. The plan is to have this on the UPD and EH&S websites, with links from a variety of other areas. Dr. Rollo mentioned placing condensed pages on the Student Information monitors around campus. Comments were made about adding it to New Employee orientation and Faculty orientation, as well.

b. Review of 2012 lighting Survey. Chief Moore presented the Lighting Survey conducted by Officer Engle and SGA President, Peter Cuderman. The report describes areas on campus where lighting is sub-optimal, or not working. Non-working lights and trees or shrubs that have grown to block the light were reported to Physical Plant, and appropriate corrections and pruning had been performed. However, many of the areas of concern are low-lit areas by design for aesthetic reasons or wildlife. Dr. Rollo suggested adding signs in these areas alerting the community to
these low-lit areas, and recommending alternate routes that might be more comfortable to take after dark. Everyone present seemed to be in agreement with this suggestion. Chief Moore stated there are always many questions from students regarding lighting issues, especially after the change to Daylight Savings Time, when it is suddenly dark much earlier.

Tom Mayo asked about the criteria used during the lighting survey, and how it was defined. What was the purpose? Chief Moore responded that it was purely a subjective survey, conducted regarding personal safety. No light meter or other instrumentation was used, adding that some is perception, for example, when we go from lighter to darker areas, they seem much darker than they actually are. Tom added that in light of liability issues, we should define the light criteria, and that safety is a separate issue.

c. Draft Policy covered walkways/buildings. Chief Moore presented the draft policy, requesting feedback within the next 2 weeks. The policy includes details that covered walkways are to be used for pedestrians only, with some exceptions. Violators riding carts, bicycles, skateboards, etc., will be fined. Signs will be posted warning of the new policy requirements.

d. Video presentation. Pat O'Connor-Benson presented an in-house video providing guidance on correctly locking and unlocking the electronic door locks on campus, stressing the need to secure equipment and safeguard people. This has been a problem, with doors remaining unlocked or propped open with trash cans in campus classrooms. This has been addressed in other venues, however, as Chief Moore commented, many people on campus consider such safety considerations as “inconvenient” and “too restrictive”. Suggestions from the group included ways to get the message out to the community. This would be another area where specific building custodians would be helpful. Chief stated he could send the message. It was sent to All University Faculty & Staff on Thursday, 1/10, 2013.

e. Chief Moore reported he has applied for a grant for $9000 to put the “Shots Fired” video on the FGCU home page website. This video contains good information for the campus community in the event of an active shooter on campus.

f. Chief Moore reported he would be attending a meeting with the other SUS Police Chiefs Sunday (1/13) in St. Augustine. They would be preparing a report to go to the FL Senate Committee on campus safety – regarding current status and needs to safeguard our communities.

g. Other safety issues:
   Rhonda- campus wide training reference Hazard Communication Standard. Process has begun to look into this need.
   Standardization of Run/Walk events
   Space custodian in each building
   Renovation permit process thru Facility Planning so all impacted departments informed of renovations.
   Julie- parking for faculty/staff
   Billy- parking at Arena

5. NEXT MEETING: February 13th, 3 or 3:30pm AB-5 #210