Meeting Minutes
December 10, 2014

Safety and Facilities Committee

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

Present: Steven Moore (Co-Chair), Chief, University Police Department
Jenna Enomoto, Faculty
Jim Hehl, Director, Physical Plant
Pat O’Connor-Benson, Academic & Event Technology
Ruth Rodrigues, Director, Campus Reservations
Rhonda Holtzclaw, Director, Environmental Health and Safety
William Blood, Assoc. Director, Athletics
Tamera Baughman, Facilities Planning

1. **Approve December meeting minutes:**

   Motion to approve minutes for the 12/10/2014 meeting was made by Michael Sudler and seconded by Betsy Dillingham.

2. **Old Business:**
   a. **Provost’s Charge**
      i. Sue Snauwaert presented two options for scheduling class time slots that will improve vehicular traffic movement, and the Registrar is prepared to make either option work.
      ii. Teams were assigned to survey each building on campus in an effort to identify spaces that could be used to construct additional classrooms/offices/conference rooms.
   b. **UPD Safety Apps** were reviewed, with participation by Mike Sudler, Betsy Dillingham, and Jenna Enomoto. There are two systems currently under consideration, with more detailed meetings to follow.
   c. **PSCAC and the Space Custodians** have identified offices occupied by their departments and potential furniture needs. PSCAC will provide the number of offices by College at the next SFC meeting, as well as the complete furniture request list.
   d. **Space Use Change Requests**
      i. The proposed Space Coding and Appeal Form will be presented at the January SFC meeting.
ii. The draft policy for Space Coding and Appeal Process will be voted on at the January SFC meeting.

iii. Regarding decisions and appeals:
   1. The final decision for a space use change will rest with the SFC, upon presentation of a recommendation by PSCAC.
   2. In the case of appeals, the Cabinet will contribute comments prior to the SFC appeal decision.

3. **Pending Items**
   a. Space Appeal and PSCAC Recommendations to be considered for SRHM 114 & 115 (RR and Dr. Wynekoop)
   b. Space use restrictions format (RR)
   c. Safety and security of College Administrative Offices (RB)

4. **Update list of active projects**

5. **Next Meeting:** February 11, 2015, 3:00 to 4:30, **EH 210**