Meeting Minutes
October 8, 2014

Safety and Facilities Committee

Location: AB-5 #309
Time: 3:00 – 4:30 p.m.

Present: Tom Mayo (Co-Chair), Director, Facilities Planning
         Steven Moore (Co-Chair), Chief, University Police Department
         Jenna Enomoto, Faculty
         Sue Henshon, Faculty
         Dr. Richard Behr, Dean, College of Engineering
         Betsy Dillingham, SAC Representative
         Pat O’Connor-Benson, Academic & Event Technology
         Ruth Rodrigues, Director, Campus Reservations
         Jim Hehl, Director, Physical Plant
         Rhonda Holtzclaw, Director, Environmental Health and Safety
         William Blood, Assoc. Director, Athletics

1. Motion to approve minutes for the 9/10/2014 meeting was made by Betsy Dillingham and seconded by Dr. Behr.

2. Naming of Library Lawn:
   a. The library staff prefers “Library Lawn.”
   b. Mr. Robert Green submitted “Inspiration Wings.”
   c. Tom encouraged the group to send other suggestions for naming, as well as suggestions for the process by which a decision will be made.

3. Provost’s Annual Committee Charge
   I. Maximum Facility Utilization
      SFC is tasked with identifying ways to maximize utilization, and the following was noted:

      a. The Library currently closes at 7 p.m. on weekdays and is open from 6 a.m. – 2 p.m. on Saturdays. Explore consequences (cost and employee presence) of extended open hours.
      b. Ruth R. stated that current reporting capabilities indicate what is currently in use. If possible to identify future program needs, we can use these reports to determine when we run out of space.
      c. The Triangle Report can offer some insight into this, and a suggestion was made to contact Dr. Jim Wohlpalt for the formula that is used to project the number
of additional faculty who will be needed per number of course section increases.

d. Chief Moore offered to send information available to him for attendance at off-site locations.

e. Renovation of Reed Hall 249 could provide additional space for classrooms, and the PSCAC will be exploring this potential based on a 2012 Feasibility Study. Findings will be reported back to SFC.

II. Improve Traffic Movement in Parking Areas for Compatibility with Class Change Schedule

a. It was noted this has already been done and will become effective Spring 2015, with notification to the community the last thing to be done.

b. Chief Moore has is exploring impacts to parking in Lot 7, after construction of new modular buildings.

c. There is a challenge to provide parking to visitors. Chief Moore will propose changes to visitor parking in December, but welcomes suggestions by 10/31.

4. Space Custodian Rollout

a. The first of several custodian orientation sessions will be offered on 10/22 and 10/27.

b. Feedback from custodians will result in a Furniture Replacement Report by the December SFC meeting.

5. Process for Approving a Change of Space

a. Ruth Rodrigues noted comments by various FGCU faculty and staff, regarding priorities for the types of space that are being made available through renovations and newly constructed modular buildings.

b. There is a desire for a formal process of evaluating the need for which kinds of space are needed, as well as transparency in how decisions are ultimately made.

6. Remodel of Reed Hall, 249 – See above, Item 3.

7. Active Project Update – Provided by Tom Mayo.

8. Next Meeting: November 12, 2014 – EH 210 – 3:00 p.m.