Meeting Minutes

November 12, 2014

Safety and Facilities Committee

Location: AB-5 #210
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
Dr. Richard Behr, Dean, College of Engineering
Betsy Dillingham, SAC Representative
Pat O’Connor-Benson, Academic & Event Technology
Ruth Rodrigues, Director, Campus Reservations
Rhonda Holtzclaw, Director, Environmental Health and Safety
Jennifer Baker, Director Budgets & Management Services
Michael Sudler, Student Government Representative
Sue Snauwaert, Assistant Registrar

Absent:  Sue Henshon, Faculty
Jim Hehl, Director, Physical Plant
William Blood, Assoc. Director, Athletics

1. **Approve November meeting minutes:**

   Motion to approve minutes for the 10/8/2014 meeting was made by Ruth Rodrigues and seconded by Betsy Dillingham.

2. **Old Business:**
   a. Provost SFC Charge – This charge has been clarified and will involve an active effort to find currently spaces in buildings that could potentially be renovated to create additional classes, labs, offices, or storage.
      i. Suggestion to split into groups for building walkthroughs, and teams will be assigned for this exercise.
      ii. Resulting list to be presented to the PBC.
   b. Update of Space Custodian process roll-out – In process.
   c. Space change approval process – RR asked if direction could be provided for process parameters.
3. **New Business:**
   a. Formation of a subcommittee to review 3 safety apps – committee members will volunteer to assist with the reviews which will take approximately 30 minutes for each of 3 apps.
   b. PSCAC report/space reclassifications – Requests and PSCAC recommendations were shared with the committee, along with a request for direction as to whether the recommendations will receive final consideration at SFC or above.
   c. Emergency notifications postings in classrooms – The committee agreed that stickers with emergency phone numbers should be on every phone in every classroom and lab. UPD to assess and accomplish this task.

4. **Update of Active Projects**
   a. Presented by Tom Mayo.

5. **Next Meeting** – December 10, 2014, 3:00 – 4:30, EH 210