

***Building Administrator Roundtable***  
***October 21, 2009***  
***11:30 – 1:00 pm***  
***Apalachin Dining Hall – Room G17***

**Minutes**

1. ***Welcome*** – JoAnn Navarro
  
2. ***Building Administrators Notification List*** – Please send updated list to Karen Fennie if you have not already done so.
  
3. ***NIN1 Update*** – Dr. Michael Leonard gave a brief overview of past outbreaks of flu and explained that it spreads in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose. It is recommended that everyone practices good hand hygiene by washing your hands with soap and water especially after coughing or sneezing. People should stay home if they have the flu or flu-like illness for at least 24 hours after you no longer have a fever (100 degrees Fahrenheit) or signs of fever without the use of fever-reducing medications.
  - CDC supports the conclusion that 2009 H1N1 flu has caused greater disease burden in people younger than 25 years of age than older people. Symptoms may develop one to three days after exposure. Dr. Leonard said he believed the vaccine is safe and he received the vaccine yesterday.
  - When asked if cleaning products that are effective in killing the seasonal flu would also be effective in killing the H1N1 virus, Dr. Leonard responded that they would also kill the H1N1 virus.
  - The campus has received its first shipment of vaccine. University Health Services will be focused on vaccinating students first. Depending upon availability, a determination may be made to offer the vaccine to faculty and staff if enough vaccine is available, however, that decision has not been made at this time.
  - For more information go to: <http://www2.binghamton.edu/news/updates/index.html>
  
4. ***Capital Projects*** – Karren Bee-Donohoe has accepted a new position at the State University Construction Fund. Mary McTiernan has been named the interim Assistant Director of Long Term Planning and the project coordinators will report to her. Jesenko Muftic, Director of Design, will take on management of space resources.
  - Physical Facilities will be advertising for new project coordinators to handle the building which is part of the current Capital Plan. The funding for these projects comes from capital funds and residence hall operating funds and not from the state operating budget.

- The Building Administrators are requested to have their building occupants review the Physical Space Inventory information and keep Physical Facilities up-to-date on any changes. The information is used to plan critical maintenance for the capital plan for the next ten years.
  - The potential campus signage project which was discussed at an earlier meeting was, unfortunately, cut as the capital plan was developed. Physical Facilities will continue to explore alternatives for this project,
  - Physical Facilities is not placing “no smoking” signage on building entrances but they can place new smoker’s urns at problem locations. The poles have a decal on them advising “no smoking within 25 feet of buildings”. It was noted that the University of Buffalo has instituted a no smoking policy on campus.
  - The Department of Transportation is proceeding with the replacement of the 201 bridges over Old Vestal Road and the Vestal Parkway but the modification to the Bunn Hill Road exit of campus is not going forward at this time.
  - The area between Library Tower, Science 1 and Fine Arts will be rehabilitated which will significantly improve the area and the 12” water main in the center of campus will be replaced.
  - East Campus Housing work is continuing with three more dorms and the Collegiate Center. Design is progressing on the final four buildings which will be the new Dickinson Complex.
  - Design for the rehab of several elevators is progressing and will be bid later this fall/winter.
  - Tuscarora office rehab design of the HVAC project has begun.
  - Operations and Construction people will communicate with the Building Administrators regarding projects and work orders performed in your areas. Please keep your constituents informed.
5. ***P-Card Usage*** – John Cordi and Matt Schofield explained the traditional State payment process which includes purchase requisitions, purchase orders, vouchers and the processing a traditional voucher costs the State at least \$95. On the other hand, P-Card transactions are procurement cards that only have to be reconciled once a month. There is no waiting for pre-approval for purchases made with the P-Card and this transaction costs the State \$10. This is the State’s preferred method of procurement for its ease of use and its cost saving.

P-Card Recommended Uses are:

- ✓ Maintenance / Repairs of equipment
- ✓ Service Contracts for equipment
- ✓ Supplies and materials
- ✓ Equipment
- ✓ Printing
- ✓ Conferences / Seminars

- ✓ Items on a centralized commodity (“P”) contract such as Dell Computers and Couriers

P-Card Prohibited Uses:

- ✓ Personal Expenses
  - ✓ Travel and Entertainment (e.g. airfare and lodging)
  - ✓ Leases or Rentals
  - ✓ Temporary Employment Agency Services
  - ✓ Hazardous Materials
  - ✓ Gift Cards / Certificates or cash equivalent
- Encourage your staff and others on campus responsible for making purchases to sign up for and use the P-Card. Please remember to certify statements in a timely manner (10 business days or less) with all applicable signatures.
  - For a new version of the sales tax exempt certificate when using the p-card, please click on the link below and make copies for your use. This serves as proof that you should not be paying sales tax to a New York State vendor.

<http://ap-travel.binghamton.edu/2008%20tax%20exempt.pdf>

- Additional information

Website: <http://ap-travel.binghamton.edu>

John Cordi – Director of Accounts Payable, Travel and Revenue Accounting, x 7-2356

Matt Schofield – Accounts Payable and Travel Coordinator, x 7-4526

6. ***Open Forum – Exchange of Questions, Ideas & Issues – All***

As of Monday, November 2, 2009, *Dateline* will become the official mode of communication on campus. This will not affect B-line or Rave for emergency notifications. All faculty and staff will automatically be added into the system.

7. ***Next Meeting – Wednesday, March 17, 2010 (Location: UU-215)***

8. ***Comments to: JoAnn Navarro ([jnavarro@binghamton.edu](mailto:jnavarro@binghamton.edu))***