

***Building Administrator Roundtable***  
***Wednesday, March 5, 2008***  
***11:30 AM – 1:00 PM***  
***Old Union Hall-University Union***

**Minutes**

1. ***Welcome - JoAnn Navarro***
  
2. ***University Center for Training & Development - Carol Bell and Sylvia Hall***
  - The University Center for Training and Development is a new entity on campus which will provide a combination of technical training and other types of professional development and soft skills training. The Center is being led by Carol Bell and Sylvia Hall. They will also be partnering with other departments on campus (School of Management, Registrar's Office, etc.) to expand the offerings available on campus. An example of this is the recently announced Leadership Academy which is a joint project between the UCTD and the School of Management.
  
  - A checklist has recently been developed and will be shared with the campus. The intent of the checklist is to assure that either new employees or employees transferring to a new department can get all the training they need to be successful in their new positions in a timely manner. This will be rolled out to the campus shortly.
  
  - A reminder about the recent memorandum to campus advising of our new on-line compliance training initiative. The Right to Know program will be rolled out to the campus approximately April 1<sup>st</sup>.
  
  - Staff at UCTD are anxious to hear from the campus on new ideas for training and any other suggestions they might have.
  
3. ***Emergency Preparedness Updates - John Schwartz and Dave Hubeny***
  - Most building administrators have now been issued radios. If you still need a radio please contact Dave Hubeny at [dhubeny@binghamton.edu](mailto:dhubeny@binghamton.edu). The radios were used recently during a campus power outage. All building administrators are reminded to monitor their radios during such events. The group was reminded that it may take 10-15 minutes to get information out via the radio. This time is necessary since UPD is verifying information so that accurate information can be shared with the building administrators. They are making every attempt to disseminate information as quickly as possible.
  
  - It was also noted that an outdoor siren will be installed on the lower library roof. This siren should be heard across campus (including ITC) but is not designed to be heard

indoors. The new siren will replace the use of the steam whistle which had been tested last semester. Further information will be forthcoming on this project.

- Automatic External Defibrillators (AEDs) will be installed in every state building on campus. This five year implementation will be complete in 2009 and training will be conducted on their use. Currently there are 23 defibrillators in large assembly areas of the campus. The AED's are being wired to an alarm which will notify UPD when it has been removed from its storage area. This will then trigger a respond from UPD and an ambulance. The list of buildings and number of defibrillators installed in each building is now available on the Building Administrator webpage <http://facilities.binghamton.edu/BldAdmin.htm>. Questions regarding the program can be directed to Dave Hubeny.

#### **4. *In-House Construction Projects – Dell Sargent***

- Dell Sargent has recently been appointed as the new Director of Construction in Physical Facilities. He is responsible for in-house construction projects performed by his staff currently working on first and second shift.
- Physical Facilities personnel described the process that occurs when a service request is submitted for renovation/construction. Once the Review Committee reviews the service request, it is assigned to a coordinator. The coordinator is in the best position to give the current status of the service request. David Stone reminded everyone that you can actually check the status of your service request on-line. Keep in mind, this will only give you status and will not tell you who is coordinating the work in case you have more questions. For this information, feel free to contact David Stone in the Customer Service Center ([stoned@binghamton.edu](mailto:stoned@binghamton.edu)) and he will provide that information to you.

#### **5. *Spring / Summer Campus Construction – Karen Fennie***

- Karen Fennie distributed copies of the latest staging map. Copies of the map can also be found at <http://facilities.binghamton.edu/consnews.htm>. Please periodically review the map and construction news page since many projects will be starting up in the next couple of months.

**6. *Upcoming Capital Project Updates – Karren Bee-Donohoe***

- The East Campus Housing contractor will begin site preparation work on Monday, March 10<sup>th</sup> for the first building. Some parking lots will be closed and this information has gone out on Dateline.
- Recreation Center designs contract has just been approved. We are awaiting a proposed design schedule.
- Ken Boston, formerly the University's Space Manager, has accepted a different position and duties within Physical Facilities. An interim space manager has been appointed; however, a search for a permanent space manager will be conducted shortly. Efforts are also underway to make the PSI more functional for users.

**7. *Open Forum-Exchange of Questions, Ideas & Issues - All***

- The University community is invited to meet the candidates for the position of Director of Human Resources. Each candidate will make a presentation titled "Major Issues Facing Human Resources in Higher Education in the Next Five to Ten Years and How These Issues Will Impact Binghamton University." Mary Lou Doyle will speak on Tuesday, March 11. Joseph Schultz will speak on Tuesday, March 18. Both will begin at 2:15 p.m. in UUW-324. Information on the forum and the candidates' résumés can be found at <http://humanresources.binghamton.edu/AboutUs.html>
- For those keeping track of the geese population on campus, faux coyotes had been helping with the geese problem during the student break. However, when the students returned, the coyotes seemed to run off and disappear at night. Physical Facilities has purchased additional coyotes but these will be distributed to select area (i.e., Recreation Department) and they will be responsible for putting them out in the morning and taking them back inside in the evening to avoid having them wander off.
- David Tuttle congratulated the campus for reducing traffic on walkways. He has noticed a marked improvement.
- Dave Tuttle also noted that better communication regarding service requests would be helpful. He notes that on occasion he is not aware that PF is coming to address his work request and it would be helpful to improve that process. JoAnn noted that she can appreciate Dave's concerns and will continue to work with all PF managers to improve upon the process.

**8. *Next Meeting - Wednesday, October 15, 2008 – Appalachian G17***

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