

Building Administrator Roundtable
March 17, 2010
11:30 – 1:00 pm
University Union – Old Union Hall

Minutes

1. **Welcome** – JoAnn Navarro

2. **Workplace Violence Program / Risk Assessment Process** – Joe Schultz and Bill Dunn reported on the current status of the program. Throughout January and February, representatives from the Workplace Violence Prevention Advisory Committee and representatives of all the bargaining units visited over 175 departments across campus to conduct a worksite risk assessment. The results of all the site assessments were analyzed and it was determined that there were five “high risk factors” across some departments on campus. These include:
 - a. Offices which handle the exchange of money, including cash, checks and credit cards;
 - b. Offices which handle issues which are stressful to students, such as the Health and Counseling Services, Registrar, Student Accounts, Office of Residential Life, Academic Advising Offices, Services for Students with Disabilities, and Deans’ Offices;
 - c. Offices which handle issues which are stressful to faculty and staff, such as the Office of Human Resources and EAP;
 - d. Working alone or in small groups; and
 - e. Working late at night or early in the morning

University Police will begin developing a document which will provide guidance and recommendations to help departments which could be impacted by any of the high risk factors. Departments will also then be able to request a second site visit by a more specialized security team that will be available to provide additional recommendations for issues specific to that department. The general guidance document will be distributed to the Building Administrators and all departments on campus. Additional questions or concerns regarding the process can be directed to Joe Schultz at jschultz@binghamton.edu or Bill Dunn at wdunn@binghamton.edu.

3. **Summer 2010 Construction Projects & Impacts** – Jesenko Muftic and Sally Oaks reported on the numerous construction projects scheduled for the summer. Please visit the Physical Facilities website at <http://www2.binghamton.edu/physical-facilities/> for detailed information. Request for further information or additional questions may be directed to Sally Oaks soaks@binghamton.edu or Jesenko Muftic jmuftic@binghamton.edu.

4. **New Transportation Programs** –
 - a. **Car Sharing Program** - Peter Napolitano and JoAnn Navarro reported on the Connect by Hertz Program which offers students, faculty, staff, and community the opportunity to rent a Prius or Mazda 3 by the hour or day. Cars are equipped with GPS navigation, telephone and 24-hour roadside assistance. You can sign up at www.connectbyhertz.com. The cars can be picked up in the reserved parking area across from the Lecture Hall. Many other universities across the country are using Connect by Hertz or similar programs with great success. This program contributes positively to the University’s sustainability efforts as well.

Peter will contact Connect by Hertz to see if vans would be available for student field trips.

b. **Ride Share Program** - The Broome-Tioga Greenride Program will allow people to submit a profile if they would like to offer a ride or get ride to work. The program is open to everyone and it was suggested that meeting a potential carpool member in a public places allows you to assess if you would be comfortable sharing a ride.

A reminder that Binghamton University students, faculty and staff are permitted to ride the OCCT buses without charge. Riders are required to show their Binghamton University Identification when boarding the buses.

5. ***Open Form – Exchange of Questions, Ideas & Issues – All***

Dave Tuttle (Science I Building Administrator) shared a concern about the timeliness of requests for access to rooms by contractors. This concern was noted by Physical Facilities and they will be reviewing it.

Dave also shared that he has received complaints from his building occupants regarding the ongoing fire inspection. Apparently individuals involved with the inspection are accessing rooms and offices without knocking or informing the room occupant that they are entering. Connie Corey will be speaking with team members and requesting that they be more courteous to room occupants when entering rooms.

6. ***Next Meeting – Wednesday, October 20, 2010 (Location: Mandela Room)***

7. ***Comments to: JoAnn Navarro (jnavarro@binghamton.edu)***