

Building Administrator Roundtable
March 25, 2009
11:30 – 1:00 pm
Susquehanna Room

Minutes

1. ***Welcome*** – JoAnn Navarro

2. ***Spring / Summer Campus Construction*** – Karen Fennie
 - Newing Dining Hall, Old Bingham and Broome – Will be demolished
 - Electrical Shutdown – Currently scheduled for May 23rd. Additional notifications will be sent out.
 - Asbestos abatement in CIW Oneida, Phase III
 - Fire Alarm Upgrades throughout residence halls
 - Health Services - Work will be done in phases to allow it to remain on-line
 - Lecture Hall Racetrack will begin in Summer 2010
 - Engineering & Science Building – Work is progressing. The new building will connect to the Biotechnology Building. The completion date for this project is August 2011.
 - University Union Renovation – The project will be complete in August 2009.
 - Electrical Upgrades – The work is occurring along West Drive near Science III and IV. The project will proceed up West Drive toward the Academic Complex.
 - Science I/II Courtyard Landscaping
 - Fine Arts Building New Cafe
 - Bike Shelter at the Lecture Hall
 - Susquehanna Room will reopen on Wednesday, May 20th

3. ***Upcoming Capital Projects*** – Karren Bee-Donohoe
 - Science V Construction – Notification of anticipated impacts will be sent out on regular basis to warn the building occupants of noise, vibration and dust as a result of the construction that is scheduled for that upcoming two weeks.

 - East Campus Housing – The exterior walls are going up on Bingham Hall. The project is on schedule for opening this fall. The remainder of the Newing complex is going to bid within a few weeks. Work will start after commencement with the demolition of Newing Dining Hall, Old Bingham and Broome. Design for the Dickinson community will begin shortly and construction is scheduled for 2011-2013.

 - Facilities Master Plan – Look at the current conditions of our facilities and weigh those against our needs to develop projects for the next Capital Plan which will begin in 2013. I anticipate each of you meeting with the Master planners in the information gathering portion of the project. Please make notes of problems in your building which are beyond simple maintenance that would be important in making your facility more functional.

 - DOT Project – Delta Engineers was hired to design the replacement of the 201 bridges.

- Bunn Hill Exit – a revised configuration will provide for free flowing access onto Route 201, bypassing the traffic light
- Bunn Hill Road and 434 – Two left turn lanes from Bunn Hill on 434 will accelerate the flow of West Bound Traffic, particularly after major events.
- A traffic light at Bunn hill and Vestal road will make left turns much safer
- Pedestrian/bicycle paths will make it safer for those groups coming to or from the campus
- Improvements to the west bound exit from 201 onto 434 will include a through lane to replace the yield currently in place.
- Coming to Campus from the west there will be separate lanes for right turn lane onto Bunn Hill and those going straight onto the 201 ramp.
- Leaving the Main entrance of campus there will be a continuous lane going to ITC.
- Schedule for the work is dependent on making this a single phase of multi-phase project.
- Detours are being worked out with multiple options. Work on the Campus portion of Bunn Hill and creation of a new coal truck traffic pattern and scale location.

4. *Campus Ride Share Program* – Dan Chambers

- Carpool Pilot Program will be offered to anyone that has been a customer of Parking Services for at least one year prior to their entrance into the High Occupancy Vehicle Program.
- University members will be able to sign up for the program and agree that in exchange for the hanging HOV permit and a reserved space in the Paid Lot or Garage they will receive one hanging permit for their group of three or more. The designated prime parking space will be reserved solely for this permit. Members agree not to register another vehicle on campus and will receive five coupons per issue year. These coupons could be used when they cannot ride in the carpool. If a person exhausted their passes, they would have to pay the \$5.00 / day rate for a hanging permit. The price of the HOV permit would be \$120 * per calendar year (September through August). A member wishing to leave the group would be required to find a person to replace them.

5. *Laboratory Safety and Hazardous Waste Update* – Vlad Gouin

- **Lab Close Out, Transfer, or Temporary Shutdown Procedures** – When faculty members leave or labs where regulated waste may be present are relocated, the Lab Close-Out Form must be completed. This is important to maintain a safe working environment, reduce hazardous waste generation and to comply with all regulations. The person in charge of the lab is the best person to complete the form. Please contact EH&S if you have any questions.
- **OFPC** - On April 23 and 27th the fire inspector will re-inspect areas where violations were found. If the violation has been corrected when the inspector makes the second inspection, the situation is finished. However, if it has not been corrected another violation is issued

and a fine is imposed. The department that incurs the violation must pay the fines from departmental funds.

EH&S website: <http://ehs.binghamton.edu/>

6. ***Internal Controls – Information Security*** – Terry Dylewski

We must all protect assets and resources.

- Some examples of Internal Controls are distribution and accounting of building keys, reviewing building related crime and incident reports, development and posting of building hours and locking office doors each evening.
- Information Security - Protect sensitive information and protect related systems for storage, retrieval, processing, transmission and security
- The locked blue containers for confidential shredding have been removed because the confidential material could be accessed through the wide opening and the containers have wheels that would allow them to be easily moved to another area. Campus departments need to follow policies for proper disposal of sensitive information and have a heightened sense of awareness of the need to protect confidential information. Sensitive information may include any information that connects with a particular person such as a name and social security number, driver's license, credit card, financial documents, loans, date of birth that could allow someone to do harm. ***When in doubt, shred.***

7. ***In House Estimating*** - Robert Markes, Director of Construction

Bob is chairing a committee working on establishing estimates for in-house work to reflect industry standards, while accounting for the realities of executing construction in the university atmosphere. We want to provide project costs that are fair to the campus customer and to Physical Facilities. Please email any suggestions or questions to rmarkes@binghamton.edu.

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

- David Stone – FAMIS upgrade coming soon. There will be changes in the self serve Service Request and information will be sent out before the upgrade.
- Sue Crane inquired if the new FAMIS upgrade will allow her to submit SR# and email Service Requests copies to colleagues. David Stone said the current system is capable of that and offered to assist her.
- Physical Facilities is sending out a Customer Survey for Operations and Construction. Please fill out the survey if you are sent one.
- Karren Bee-Donohoe is working on signage improvements. Specific signage problems should be emailed to Karren with "Signage Issues – Building Name" in the subject. Be specific when explaining the problem so the information can be used in the justification for funding.

- Clyde Robinson asked when the tennis courts will be resealed. Karren Bee-Donohoe said it is on the current project listing. She could not confirm when the project was scheduled.
- A question was raised about the University's retention records. JoAnn indicated that Yvonne Deligato was the University archivist. The current retention guidelines are over 30 years old and a project is underway to update the guidelines. JoAnn will get a copy of the current guidelines and send them out to the Building Administrators. Any questions regarding retention issues should be directed to Yvonne at Deligato@binghamton.edu. We will ask Yvonne to speak at one of our upcoming meetings.
- **Confidential Blue Recycling Bins** – A subcommittee met earlier this week to brainstorm some ideas to assure the confidential recycling bins were secure. The issues are primarily related to the size of the opening and the portability of the bins themselves. A number of suggestions were made which included a centralized location in each building with a secure enclosure around the bins. JoAnn requested that each building administrator go to the departments in their building which currently use the bins to discuss what their needs are – how many bins are needed in their building, how often do they need to be picked up, etc. This information should be sent to Terry Dylewski at Dylewski@binghamton.edu. Terry will compile all the information and schedule a meeting to determine what our permanent resolution will be.
 - A question was raised as to whether or not smaller confidential bins were available for use in offices. Our preliminary investigation shows that there are two additional options: 1) wheeled locking shred bins that can fit into offices at \$200 each, and 2) stationary confidential consoles for office use at a cost of \$340 each. We are unsure as to the size of these models and will get further information to share with you.
 - Users may also want to consider purchasing cross cut shredders. When ordering a paper shredder for the office, one of the recommended criteria for secure disposal of sensitive information via shredding is to destroy paper using cross cut shredders which produce particles that are 1 x 5 millimeters in size. Here's a link to an product listing evaluation that you may find interesting: <http://www.monomachines.com/blog/wp-content/uploads/2009/02/nsa-css-epl-02-01.pdf>
 - If the temporary removal of the blue bins is causing you any problems, please e-mail Terry and we will work with you to assure that your material can be disposed of in a proper manner. We can work through any immediate needs that you have.

9. *Next Meeting – Wednesday, October 21, 2009 (Location: Appalachian – G17)*

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