

Building Administrator Roundtable
March 30, 2011
11:30 – 1:00 pm
University Union – Mandela Room

Minutes

1. **Welcome** – JoAnn Navarro

2. **Central Receiving**

David Stone requests that you contact Central Receiving if a package is delivered to your department in error. Central Receiving will pick it up and deliver it to the correct address. Central Receiving will then have an electronic record of the delivery.

3. **Sci. III / IV Flood – Lessons Learned**

Mike Kukawa reported on the lessons learned:

- A. Catastrophic events can happen
- B. Look to develop contingency plans to protect:
 1. Critical data such as research and records
 2. Critical items – computers, printed materials, fragile items, equipment
 3. Personal items
- C. The event or the restoration process afterwards will have destructive aspects. Help minimize the damages and allow for quicker restoration by:
 1. Keep things off the floor
 2. Reduce clutter
 3. Keep things labeled or identified in some manner. Label chemicals.
- D. Have a contingency plan to address departmental operations
- E. Resources to help with planning:
 1. Physical Facilities
 2. Incident Management Team (headed by Dave Hubeny dhubeny@binghamton.edu)
 3. Environmental Health and Safety

4. **Summer / Fall 2011 Construction Impacts and Summer Projects**

Sally Oaks and Jesenko Muftic reported on the following issues:

- East Campus Housing Phase 2
- Center of Excellence
- East Gym Renovation
- Demolition on balance of Newing
- Health Service Phase 2
- Science 2 Laboratory Renovations

- Couper Administration, University Police, restroom refurbishments, stairwell painting and lighting upgrade
- Fine Arts Cooling Tower, A/C classrooms
- Library entrance
- Library handicap parking
- Central Quad water project
- Chenango Room
- Lecture Halls 1 and 2

Leslie Levene asked how many additional beds will be gained in the East Campus Housing project and Sally Oaks answered approximately 1,100.

Open Forum on Binghamton University's Facilities Master Plan will be held from 3 p.m. to 5 p.m. on Wednesday, April 13 in University Union Room 252. To learn more about the Facilities Master Plan process, view a Facilities Master Plan presentation, visit <http://www2.binghamton.edu/physical-facilities/facilities-master-plan.html>

Karen Fennie said that information on the Route 201 is available on the Department of Transportation website: <https://www.nysdot.gov/201BridgesVestal>

For further information on construction projects, please see: <http://www2.binghamton.edu/physical-facilities/>. This webpage will be continually updated in the upcoming months.

5. ***Building Access – Draft Policy Discussion***

Tim Faughnan thanked everyone for sending comments to the recently distributed draft Building Access Policy. He indicated that Dave Martin will be chairing a committee that will work on revising and presenting a final draft to the group. The goal is to create a policy that recognizes a process, however, recognizes the unique needs of the various buildings/departments and allows for flexibility in adhering to the policy. Ultimately the Management Procedure will need to be approved by Senior Staff.

Dave reported on the general theme of the comments:

- A. Should we create Department Access Managers or continue to utilize the Building Administrator or is the ultimate recommendation a combination of both?
- B. Who is the primary record keeper ... the Physical Facilities Lockshop / Card Access Office or the individual departments?
- C. Recommendation to reduce detail and length of policy and create a procedure document that would support it and outline the process.
- D. General consensus is that the paperwork is too cumbersome.
- E. There is currently no standardization across buildings. For example, some departments collect deposits, some ID cards, and most nothing at all. Should there be standardization?

Cindy Altmansberger expressed a need for flexibility in granting keys to professors who have not begun the semester but need access to prepare. Dave Martin said there are key access cards with just a number that might be temporarily used in some cases. Building Administrators interested in participating on the committee that will be working on this policy should e-mail Dave at dmartin@binghamton.edu.

6. ***Miscellaneous***

- Building Administrators website is in development. A draft will be sent out shortly for comments and suggestions.
- The Payroll Distribution Center is moving from UU to Couper Administration in June 2011. Student checks, department checks, and faculty/staff ID cards will now all be issued from the new location on the second floor.

7. ***Next Meeting – Wednesday, October 12, 2011 (Location: UU – Old Union Hall)***

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