

***Building Administrator Roundtable  
Wednesday, October 10, 2007  
11:30 AM – 1:00 PM  
Old Union Hall-University Union***

**Minutes**

***1. Welcome - JoAnn Navarro***

- All building administrators introduced themselves.
- Introduction of two guests Sylvia Hall and Corinna Kruman from Human Resources.

***2. Introduction of BU Retiree Services Coordinator - Corinna Kruman***

- This position was created to assist all new retirees with their transition into retirement. A checklist of “BU Retiree Privileges” is given to all new retirees. The retiring employees are able to keep their email address. They also would have access to certain discount privileges at the Anderson Center, Music & Theater, Library, Telecommunications, Events Center, Athletics, Fit Space, etc. HR is also working on developing a pool of retirees which departments could tap into for part time needs. Volunteer opportunities will also be considered. Corinna is available Monday, Wednesday and every other Thursday and is located in the Human Resources offices in the Administration Building, 2<sup>nd</sup> Floor. She can be reached at ext.7-5959.

***3. Update of Emergency Preparedness & Improvement & Processes - John Schwartz***

- Text messaging is now in place. There are approximately 3,200 people currently signed up on this system. Also in place is the e-mail, television and other warning systems. During emergencies, there will be a command post set up in UPD. Individuals at the command post will call in emergency personnel as necessary and make an immediate assessment as to the situation and the information which will be shared with campus.

***4. Building Administrator – 2 Way Radio Program Update - Dave Hubeny***

- Two-way radios were issued to building administrators at this meeting. Radio protocol guidelines were also distributed. The guidelines will be posted on the building administrator website which is located on the Physical Facilities webpage. Every building will receive one radio. Exceptions may be made in buildings which have multiple building administrators. The radios are to be used as an additional method of communication during critical incidents. Channel 1 is the only active channel, so there is no need to change to other channels. The radios have access to UPD police dispatch and among other Building Administrators.

***5. Mustering Point Program - Dave Hubeny***

David will be working with each building administrator on mustering points in their buildings. This process will begin shortly.

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

- **University Union** – starting right after commencement in the Spring of 2008, half of the University Union (including where the Mandela Room is located) will be shut down. Construction duration is approximately 1 year. There is a group actively looking into other areas of campus where events can be relocated
- **Student Housing** – There are three phases of Phase I. Phase 1a may begin in approximately 6-12 months from now. The University prefers to have a new building up and open before we take old buildings off line. This will affect parking for the campus. They are looking into options for lost parking so it will not have a serious impact.
- **Science V** – will affect walking pathways and access to the Science buildings.

## **7. Introduction of Space Manager Ken Boston- Karren Bee-Donohoe**

- Ken thanked everyone for their assistance as he transitions into his new position. He plans on visiting many of the buildings. If anyone has any questions or concerns, please feel free to contact Ken at [kboston@binghamton.edu](mailto:kboston@binghamton.edu).

## **8. Campus Construction Staging Map and Notification Lists – Karen Feenie**

- Staging Maps were handed out for next spring/summer's projects
- The map will be posted on the Building Administrator web page: <http://facilities.binghamton.edu/BldAdmin.htm>
- If there are additional resources you would like on this page, please notify Karen at [kfenie@binghamton.edu](mailto:kfenie@binghamton.edu).
- Please review your building notification lists. Karen will be contacting you shortly for updates.

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

- Renee Sersen voiced her concern about the construction area between Science I and Science II. Safety for students and faculty is a concern. JoAnn stated that after the meeting that they would go back to the project coordinator and discuss the concerns with them.
- Dave Tuttle also voiced his concern about the same construction area. They need to have adequate flag people available to ensure safety of everyone.

## **10. Next Meeting - Wednesday, March 5, 2008 – Location TBD**

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