

Building Administrator Roundtable
October 10, 2012
11:30 – 1:00 pm
University Union – Mandela Room

Minutes

1. **Welcome** – JoAnn Navarro
2. **Building Administrator’s Role-Communicating Changes** JoAnn Navarro requested that projects be shared with the building occupants.
3. **Campus Dining Options**-Peter Napolitano gave insight as to the dining services available on Campus.
 - The **Chenango Room** has a regular menu and a buffet with serving stations for your dining experience. It also has 3 meeting rooms for private meetings that can accommodate up to 15 people.
 - **Einstein Brothers Bagels** is now open with their famous bagels, bagel sandwiches, salads, and baked goods.
 - **Tillman Café** is a convenient coffee kiosk located in the center of the University Union. You can grab a quick coffee, sandwich, salad, or a snack to go.
 - **Jazzman’s Café & Bakery** has 5 locations. You will be able to find quality products featuring terrific gourmet hot and cold beverages, Jazzman's sandwiches, salads and oh, those baked goods!
 - **Library Tower Café**
 - **Academic B**
 - **Downtown Center**
 - **Events Center Snack Bar**
 - **ITC Coffee Kiosk**

Maria Roberts handed out Text & Tell cards. They are looking for your feedback to improve the dining experiences here on Campus. She is also very excited about the Heath & Wellness menus at the Appalachian Dining Hall.

4. **Lab Safety Audit Software**-Bret Pearsal spoke about the new safety software that is being put in use called “Lab Click”. There are over 500 lab audits done in a year. After an audit has been done the building administrator/s along with the professor will receive an e-mail from “Lab Click”. Violations are to be corrected within 10 days. Be sure to send back the audit to EH&S. Also, make sure that you get your e-mail and phone number to EH&S.
5. **Campus/Building Evacuation Plans**- Dave Hubney and Kate VanLoke made presentations.

Kate VanLoke sent out Binghamton University Emergency Action Plan form to the Building Administrators and also handed them out at the meeting. She requests that you get the information back to her promptly. Also, attach a list of gathering spots.

When an alarm goes off everyone is to leave the building. JoAnn Navarro stated that the Building Administrators are to leave the building and they can start sending out messages at that time. They are not to stay in the building and call people.

Dave Hubney spoke about the different ways of communicating:

- Texting
- Outdoor Siren
- Dateline
- Two-Way Radios
- Building Administrators

Be sure that you share communications with your building.

6. **Open Forum**-There was a request to let the Building Administrators know earlier when projects are going to be done in their buildings. Example used was the restrooms. Karen Fennie said that she would speak to the higher ups in Physical Facilities regarding their concern.

There was a question regarding the AED's in the buildings. The batteries are good for 4-5 years. The pads are good for 1 year. NYS law requires that they be accessible in all building within a 3 minute radius. There is AED training available on campus at the following locations:

- EH&S
- Harpurs Ferry
- Campus Rec

Anyone is able to use the AED's. **Be sure to call 911 when using an AED.**

There was a request to centralize all Building Administrator information in 1 place such as Telecommunications to alleviate all the different lists that we have.

7. **Next Meeting – Wednesday, March 20, 2013 (Location: UU – Old Union Hall)**

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