

Building Administrator Roundtable
October 20, 2010
11:30 – 1:00 pm
University Union – Mandela Room

Minutes

1. **Welcome** – JoAnn Navarro
2. **Transportation Program Update**

Peter Napolitano reported on the following programs which contribute to the University's sustainability efforts:

- a. Hertz Rental Car: Offers students, faculty, staff, and community the opportunity to rent a Prius or Mazda 3 by the hour or day (sign up at www.connectbyhertz.com). At this time, the University has almost 200 members with the heaviest demand coming from students Thursday through Saturday. Looking at possibility of increasing the fleet by another two vehicles.
- b. Broome County Transit: The University entered into a new contract agreement allowing students, faculty, and staff, with a current University ID, to ride the bus without charge.
- c. OCCT: Electronic card readers have been installed. Two new buses in operation with two more to be added by the end of October.

Dining Services Update

Library Tower Jazzman's Café: Target completion date of the Library Tower kiosk conversion is December 2010. Renovated site will offer expanded seating, etc. in an effort to increase traffic flow and decrease wait time.

3. **Emergency Preparedness Updates**

Dave Hubeny reported on the following issues:

- a. Emergency Alert Notification: Register to receive text messages at the BU Brain Self Service at <http://www2.binghamton.edu/self-service/>. Click "PERSONAL INFORMATION" and follow link to "EMERGENCY ALERT NOTIFICATION". Each account is allowed to register multiple text and email accounts - three (3) text and three (3) email.
- b. Outdoor Siren: Designed to be heard from outdoor spaces only. Default action is to immediately take shelter indoors and seek information from official sources as to what to do. Testing of the system will be conducted regularly and has been conducted twice already this semester
- c. Portable Radios: Intended to improve Building Administrator communication during critical incidents. If you do not have one, contact Dave Hubeny at 7-2049. Please be cognizant to keep radio charged and set to Channel 1. If you believe an emergency is occurring on university property, turn on the radio and listen for information, University Police will provide updates whenever possible.
- d. AEDs: Placement of AED's complete. It is important to check the unit(s) frequently to ensure the green indicator is showing green in the upper right hand corner of the unit. Inspections are conducted regularly but if you notice a red indicator or if unit begins to beep, notify Dave Hubeny at 7-2049.

4. **Physical Facilities Updates**

- a. **Customer Service / Central Receiving** – Dave Stone emphasized the importance of providing the sender/supplier a PO number, contact name/phone number, building name, floor/room number and instruct them to include this information on their labeling. It is also a good idea to include alternate contact information. When a package is processed through Central Receiving, it is re-labeled for delivery and an email notification is sent to the recipient for whom the package is intended. When you receive email notification that your package has arrived, contact Central Receiving at 7-4004 to arrange for delivery. It is important to consider your specific delivery situation when providing an address to vendors. Guidelines can be found for Central Receiving/ Warehouse at <http://www2.binghamton.edu/physical-facilities/core-services/central-receiving.html> or Campus Mail Services <http://www2.binghamton.edu/physical-facilities/campus-mail-services.html>
- b. **Snow Removal Process** – Wayne Schneider presented an update on the University Snow Removal process. A PowerPoint Presentation & Facts is available at: <http://www2.binghamton.edu/physical-facilities/procedures/Snow%20Removal%20Procedures.pdf>. Challenges presented each year include timing of a storm (between 7am and 5pm causes the most difficulty) and balancing safety & environmental impact.

Facilities can involve over 200 people for snow removal efforts. Facilities begin plowing (brooming) efforts at ½” of snow while surrounding town begins at 3”. Utilize a priority system for areas, all of which takes 2-4 hours for one complete pass.

- Main roads (for fire and emergency access), access to electrical switchgear, coal
- Snow lots
- Priority pedestrian walks
- Parking areas for students/staff with disabilities
- Police, Health Services, Harpur’s Ferry
- Commuter lots, remaining pedestrian walks & service drives.
- Resident lots

Everyone can play a part in helping maximize safety by wearing proper footwear, keeping to paths; etc. To report dangerous conditions, please call Customer Service at 777-2226 (business hours) or Emergency Customer Service (3:30pm-7:00am) at 777-2341 or University Police at 777-2393.

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

- a. Cindy Altmansberger (SON) brought up an issue of card access that was being installed in a computer pod in their area. It is unclear whether or not it was installed and not working or not completely installed yet. (Telecommunications was subsequently contacted and will be calling Cindy with more info.)
- b. Jill Dixon (Science Library) shared a concern about the lack of notice received regarding motion sensors being installed within certain areas of the building. This concern was noted by Physical Facilities.

6. **Next Meeting – Wednesday, March 30, 2011 (Location: Mandela Room)**

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