

UNF Campus Safety Advisory Council
MINUTES
December 12, 2005
11:00 a.m.
President's Conference Room

MEMBERS PRESENT: Dan Endicott, Mark Foxworth, Anne Hoover, Cynthia Nyquist-Battie, Robin Rutledge, Elinor Scheirer, Shari Shuman, Vince Smyth, Matthew Taylor, Anita Vorreyer and Julie Williams.

1. Approval of Minutes

The October 17, 2005, minutes were electronically approved on November 7, 2005.

2. Proposed Revision of By-Laws: Suggested Changes in Council Membership will be Voted on at the at the January 2006 meeting

Cynthia Nyquist-Battie reviewed the proposed amendments for Article III - Members:

Remove the following memberships: Benefits Coordinator, Directors or designee for Auxiliary Services, Information Technology Services, Facilities Planning, Media Relations & Events, Disability Resource Center, Medical Services, Student Affairs and Student Medical Compliance.

Add the following memberships: Marketing & Publications, ADA Compliance Officer, and Laboratory Manager for Biology.

The above appointments are subject to the University President's approval.

3. Final Version of "Traffic and Vehicle Regulations"

Mark Foxworth addressed the regulations. The regulations were approved at the Board of Trustees' October, 2005, meeting. The new regulations cleared up some repetitive language and included skate boarding regulations, driving on nature trails and dirt or gravel service roads. (Only university service and emergency vehicles are authorized to drive in these areas, when necessary.)

Robin Rutledge noted that on a few occasions their Biology professors have been detained by police officers while driving on dirt or gravel roads to access to their field research. Mark suggested the professors use state vehicles when driving to their field research and to carry their UNF identification card with them. If they are unable to utilize a state vehicle, at least ensure they have their UNF identification card.

Mark will contact Melonie Henderson with the President's Office about posting the new regulations on President's webpage.

After the first of the year, publicize the new regulations through Campus Update and Student Update.

4. Status Reports

a. Dan Endicott, Director Environmental Health and Safety

i. Update: Signage for Tobacco and Skate Board Policies

Dan Endicott reported that the tobacco and skate boarding signage should arrive tomorrow. Physical Facilities is scheduled to install the signage during the holiday break in 30 locations throughout campus.

With regards to the Tobacco Policy, the ash cans need to be relocated to strategic sites at least twenty five feet away from buildings and heavily traveled walkways. Chuck Hubbuch, Coordinator with Landscape and Grounds, is researching different styles urn that will withstand the weather and be resistant to being moved around.

ii. The Safety and Security Walk – The Safety and Security Walk was conducted on the evening of November 2, 2005, and took the place of the Safety Council’s regular November meeting. A list of the corrective items identified during the walk was distributed to the Council. Matthew Taylor with Physical Facilities, Neal Fisher with Parking Services, and Kathy Hughes and Jim Edwards with Information Technology Services are ensuring the items related to their respective departments will be corrected.

Item 11 on the Safety/Security Walk list should refer to Building 38.

Dan Endicott indicated that the next Safety and Security Walk should be held before daylight saving time changes in April, so the walk should occur in March. Once again, the Safety and Security Walk will take the place of the Council’s March meeting.

It was reported that some lights were out in Building 9 for several weeks due to a circuit problem.

It was suggested that the process for reporting Physical Facilities Work Orders could be a Tip of the Week in Campus Update. Dan suggested that this information can also be discussed at a future Building Supervisors’ Training Class.

Science & Engineering fume hoods were scheduled for inspections to obtain certification.

b. Mark Foxworth, Chief, UPD

i. Update: Intersection of UNF Drive and Alumni Drive-Safety Concern of Vehicles turning left from right hand lane

Mark Foxworth reported that a number of years ago, orange cones had been placed where the solid painted line is now located. The officers would then direct traffic

allowing traffic in the right lane to turn left onto Alumni Drive. Overtime, the solid line was painted. Mark will get with Matthew to have the solid line removed.

Although the crime rate is lower than last year, there have been reports of laptops being stolen in Housing due to unlocked doors.

The University Police Department (UPD) is trying to engage people to lock their vehicles' doors. UPD bought parking envelopes (similar to the parking citation envelopes), so safety reminders can be issued and not bring attention to the vehicle(s).

c. Physical Facilities

i. Update: UNF Drive – Street Markings, Yellow Lines

Matthew Taylor reported that resurfacing is on hold due to timing and he is awaiting on quotes to have the lines repainted.

The sidewalks on campus are repaired once or twice a year. Cynthia NyQuist-Battie reported that the surface layer of the concrete sidewalk around Building 39 is crumbling in various locations.

- ii. Matthew Taylor will discuss with Dr. Lucy Croft about the plastic signs being taped to the sidewalks and the problem with them becoming slippery when wet. Matthew mentioned that Physical Facilities staff has been instructed to remove the plastic signs from the sidewalks. A couple of alternative ways to advertise events would be to use colored chalk on the sidewalks in lieu of the plastic signs or use a kiosk.

5. Subcommittee Reports

- a. Disabled Safety – With regards to No. 25 on the corrective items memo, Rocelia Gonzalez agreed that a bollard should be installed in the corner of the yellow-painted step area outside the first floor, west entrance, of the Fine Arts Center.
- b. Traffic Issues – Dan Endicott reported that the traffic at the entrance of St. Johns Bluff Road is very congested. He noted that there had been some discussion about having a middle lane created from UNF Drive straight across to the Towne Center. By the end of February, 9A should open and there will be a new traffic pattern at this entrance.

During the completion of the Library Addition, the road between Parking Lot 1 and the Parking Garage 44 was changed so that left turns are no longer allowed. This has resulted in drivers making illegal U-turns on UNF Drive. In an effort to prevent this, the road will be converted to one-way-in. Neal Fisher is obtaining prices for signage and Joe Noll is seeking a written recommendation from a traffic engineer to facilitate this conversion.

6. Old Business

- a. Publicity of new Traffic and Vehicle Regulations and Tobacco Regulations – It was suggested to have new policies and regulations posted only on the President’s webpage and then other webpages refer to the link. By doing this, the most recent policy/regulations are located in one place.
- b. Outreach to community: website line, posting minutes of meetings, Spinnaker, Campus Update
- c. Update: Parking Lot 3 – Markings - Vince Smyth reported that there were two concerns about Parking Lot 3. One issue was a parking space on the east side of the parking lot. The parking space was too small to accommodate vehicles, so the parking space has been removed. The other concern was there are only arrows on the newly paved portions of the drive. Neal Fisher, Parking Services Coordinator, has completed a purchase order for a contractor to paint the arrows on the rest of the drive.

7. New Business

- a. Results of Campus Update Postings – Cynthia Nyquist-Battie had sent a notice to Campus Update requesting input from the university community on safety concerns. The responses she received were mainly about lights out, but there other comments too. One comment was about trash and leaves on stairs in the parking garages. The leaves become slippery when wet. Matthew reported that Physical Facilities has been checking these areas more frequently. Cynthia will send another notice to Campus Update in January, 2006.

The next Safety Council Meeting will be held on January 9, 2006, at 1:30 p.m. in the President’s Conference Room