

UNF Campus Safety Advisory Council
MINUTES
September 19, 2005
1:30 p.m.
President's Conference Room

MEMBERS PRESENT: Richard Crosby, Jim Edwards, Dan Endicott, Marc Foxworth, Anne Hoover, Robert Lee, Cynthia Nyquist-Battie, Joe Noll for Zak Ovadia, Paul Riel, Elinor Scheirer, Vince Smyth, Ted Stumm, Matthew Taylor, Judy Vaesa, and Anita Vorreyer.

1. Approval of April 18th Minutes:

The April 18th minutes were unanimously approved on May 12th.

2. Member Introductions:

- *Introductions were made by the new Chair, Cynthia Nyquist-Battie, and the Council members. She thanked Ted Stumm for chairing the Council for the past nine years.*
- *On behalf of Shari Shuman and himself, Richard Crosby welcomed Cynthia Nyquist-Battie as the new Chair and thanked Ted Stumm for chairing the Council.*

3. Review of Council Charge

• **Is the Council Successful? Benchmarks?**

Ted Stumm responded, yes. The Council has been successful over the years partially due to the members attending the meetings and addressing safety concerns on campus. The smoking policy is one example of a success story.

• **What should we keep? What needs to be changed? Size of Council? Other?**

Ted Stumm suggested that it is beneficial for the Council to have a large membership, because of the wide array of issues covered.

• **How to we ensure a university-wide agenda and focus on vital issues that can be changed?**

*Coordination with other Committees on Campus
Role in getting the safety message disseminated.*

4. Review/Revision of Bylaws

Cynthia-Nyquist-Battie noted that the Council is in a time of transition and it would be a good opportunity to review the Council's mission and its role as an advisory board to the President. Dan Endicott suggested that we examine other universities to determine the role of safety advisor committees.

5. Summer Meeting

The Council takes a hiatus during the Summer Term since there are 9-month Faculty serving as members and a number of members take vacation. This hiatus probably is not a problem for committee business.

6. Subcommittee Reports

a. Disabled Safety – Periodically, Robert Lee requests his students to tour campus to look for obstacles that may impede disabled persons or wheelchair users. Robert then works with Cal Walton to have the obstacles corrected or removed.

b. Safety Communications - Jim Edwards' understanding of the original Safety communication subcommittee's role was to be responsible for determining the need, location, and installations of new "Safety Type" phones on campus. Additional responsibilities include activation and maintenance of the Crisis Management Center, Phone Bank, and Media Center phones as well as updating the Campus Auto Attendant information during a campus emergency

Several departments are interested in installing Internet cameras. Jim is meeting with UPD, Office of the General Counsel, and ITS departments to determine the guidelines for deployment of IP type cameras on the Campus.

c. Personal Safety – Anita Vorreyer reported that it took two years to develop the Tobacco Policy. In previous years, some of the Subcommittee's activities has included developing a Sexual Assault Notification Protocol, requested and received a Victim's Advocate position for domestic violence, and worked on health issues.

d. Traffic Issues – Dan Endicott reported that the Traffic Subcommittee has worked on the Wheeled Vehicle policy. The policy covers various topics such as parking, carts, skateboards, and bicycles.

e. What is the charge for each of these Subcommittees?

- The Subcommittees do not have a charge and meet on an as needed basis.
- Cynthia Nquist-Battie will contact our sister institutions with regards to whether or not they have safety councils/committees. If so, she will inquire of their function and structure.
- Each Subcommittee will write a charge statement for the Council to review.

7. Old Business

a. Tobacco Policy (posted on UNF website)

The Tobacco Policy is now on the UNF website. There was discussion on how to globally communicate to the Faculty/Staff/Students the location of policies/rules. It was suggested to perhaps have a column in the Spinnaker periodically. Anita Vorreyer and Judy Vasea will contact the Spinnaker regarding a column for communicating policies/rules and safety Tips. They will also find how often the column can be used (monthly or bimonthly). They will report their findings at the next Council meeting.

b. Wheeled Vehicle Policy

- **6C0-10.001 Traffic and Vehicle Use Regulations**
- **Florida Administrative Rule/BOT**
- **Questions on implementation?**

The proposed Wheeled Vehicle Rule will be reviewed by the Board of Trustees (BOT) Finance & Audit Committee Meeting on September 22nd and then by the full BOT on October 20th. There is the same concern about how to communicate this rule to the University community.

Signage regarding “no skateboarding” areas is an issue and the signage needs to be consistent throughout campus. UPD will begin issuing warning citations to skateboard violators. Again, this type information could be a tip in the Spinnaker column.

Dan Endicott, Mark Foxworth, and Cynthia Nyquist-Battie will tour campus seeking appropriate locations for skateboarding signage. A work order will then be completed for ordering and installing the signage.

c. Status of

- **Parking Lot 3 – Update on Potholes** – *Matthew Taylor reported the potholes in Parking Lot 3 have been repaired, but keep resurfacing. Each time they resurface, Physical Facilities will repair them.*
- **Student Safety – Parking Lots** – *In the evening hours when classes are in session, Community Safety Rangers patrol the pathways between the main campus and Parking Lots 14 and 18. The Rangers are uniformed personnel who have direct contact with the University Police Communications Center. The Rangers patrol the area on foot or on a bicycle and remain alert for issues that involve the general safety of our University Community*
 - i. **Lighting Status Parking Lot 14C** – *A survey of the parking lot was conducted this past Spring Term because there was a perception the parking lot was unsafe. The survey result confirmed the perception was correct. Additional lighting was requested for the parking lot. Recommend the Library request a Safety Ranger Program too.*
 - ii. **Escort or Safe Ride Program** – *Mark Foxworth said there have been very few people requesting assistance to their vehicle, so it is unnecessary to re-instate the program.*
 - iii. **Is there a need to re-instate funded program by SC?** *There does not appear to be a need to re-instate at this time (see above)*
- **Safety/Security Walks**
 - i. **Results of walk of northern property**
 - ii. **Next Safety/Security Walk-** *November 2 at 5:00 p.m. and will take the place of November’s meeting.*
- **Lights near Building 42, Parking Lot 3** - *Ted Stumm noted that a contractor had backed over a lighting conduit in Parking Lot 14C and damaged the line. Matthew Taylor will have the conduit checked and repaired.*

- **Yellow lines on stairs** – *Some of the yellow lines need to be repainted on stairways and new additional lines painted where none exist.*

- d. **Pet Policy** – *The Pet Policy is another approved policy posted on the UNF website, but it has not been communicated to Faculty/Staff/Students that the policy exists.*

If we establish consistent locations for communicating policies, safety tips, such as CampusUpdate, StudentUpdate, and the Spinnaker, the University community will become accustomed to referring to those sites for information.

5. New Business

a. Focus areas for 05-06

- **Communication of policies and safety issues to the stakeholders**
 - **Spinnaker**
 - **Bulk email**
 - **UNF Webpage** – *It was suggested to have a Safety Council webpage with safety tips and minutes. Also, link it to the UNF main website.*
 - **Other** – *UPD Newsletter.*

b. Safety/Security Walk for October (need volunteers)

i. Should we substitute for October or November Meeting

A safety walk is planned for October after daylight savings time change. A daylight safety walk may be conducted too.

6. October Meeting

a. Status Reports

- **University Police Department (UPD)**
- **Environmental Health & Safety (EH&S)**
- **Physical Facilities**

For future Safety Council meetings, it was suggest that Mark Foxworth (UPD), Dan Endicott (EH&S) and Matthew Taylor (Physical Facilities) can provide status reports for their respective area if there are significant issue that they would like to bring to our attention. If council members have questions they should forward to UPD, EHS or Physical Facilities prior to the meeting in order for the appropriate individual to be prepared to answer the question

At a future Council meeting, Matthew Taylor will discuss FAMIS.

The next Safety Council Meeting will be held on October 17th at 1:30 p.m. in the President's Conference Room.