Members Present:
Roy Coons, Chair            Karen Murray
Mark Bohling                 Joanna Mott
Mary Canales                 Brien Nicolau
Steve Dial                   Cindy Roper
Ed Eiland                    J.R. Sanders
Jesse M. Gonzalez (for Mark Nash) Jill Underbrink
Alan Gutierrez               Michael S. Williamson
Jan Haswell

Members Absent:
Art Bayarena, Valrie Chambers, Amanda Drum, Lindsey Keller, Ralph McFarland, Jody Nelsen

Non Voting Members/Guests:
Oscar Mora, David Nuckels, Fran Trevino

I. Call to Order:
Roy D. Coons, Chair called the Meeting to order at 3:05 pm. Introductions were made.

II. Approve Minutes:
Coons requested a motion to approve the Minutes from the May 12, 2010 meeting. Karen Murray motioned and seconded by Ed Eiland. Unanimously approved.

III. Old Business
   a. Sand Dollar Blvd./ Wavecrest Drive Intersection –

   Roy Coons stated that Physical Plant and University Police Department have made noticeable improvements to the intersection.

   b. Cart Safety Sub-Committee Report

   Physical Plant has implemented a rule for Cart operators not to use cell phone or radios while driving. Coons stated that the Committee may want to recommend that the University Cart Rule be amended to include all departments that operate carts. Gutierrez would request an exemption for UPD on the use of cell phones while driving. Coons stated that the Cart Sub-committee can look into the pros/cons using radios/cell phones while operating a cart.

   Eiland stated that some cart paths are on the streets and state institutions should follow all rules. Gutierrez replied that UPD applies the same rule to carts and vehicles. Coons stated that all carts should be retrofitted to include lights, directional lights, stop lights at a cost of about $500. There are over 75 carts on campus the majority of those have stop lights, etc.

   Gutierrez suggests replacing some cart with bicycles.

   Eiland suggested annual cart driving privilege renewals to be endorsed on the Sanddollar card. Possibly set up an RTA type route for internal transportation.
IV. New Business
   a. System Internal Audit – Potential Audit Areas
      Environmental, Health & Safety is preparing for the System Internal Audit in November.

   c. Evac-u-trac
      Gutierrez informed the Committee of Evac-U-Trac issues at ECDC. Currently, UPD procedure is for
dispatched officers to go to the kiosk to pick up the Evac-U-Trac when needed in buildings such as ECDC
that are not equipped with a “chair”. The officer must carry the “chair” up several flights of stairs when
responding to a fire alarm. Bay Hall is equipped with 4 Evac-U-Chairs which are lighter than the Evac-U-
Trac.

      The recommendation/request to the Executive VP for F&A is as follows:
      Authorize the relocation of two Evac-U-Chairs from Bay Hall to replace the Evac-U-Tracs currently
located at the Kiosk. A motion was made by Steve Dial and seconded by Brien Nicolau that this
recommendation be made. Note: The motion has been approved by the Executive VP for F&A.

V. Announcements
   Gutierrez – this semester implemented a more aggressive parking plan by creating a parking permit for
contractors and vendors to identify them on campus. Do not park vehicle on sidewalk and notify 4444 of
any vehicle blocking fire lane or sidewalk. Vehicles parked in the loading dock area must have a
contractor hang tag.
   Add Active Shooter to Train Traq – call 4444 or Lt Wright for Active Shooter training.
   Underbrink – the outdoor communication system was not audible during the last announcement.
   Gutierrez stated that the speaker on top of Dugan (which should reach Camden) was out and has been
repaired.
   Williamson stated that DCC notify is only as good as the data in it. Update your phone information on
Banner and HR.
   Mott – requested a review of where disabled parking should be placed to keep from having to get across
the street to your building.
   Eiland – S&T stairwell lighting is off and concerned with student safety. Delivery trucks making deliveries
at Glasscock and S&T are blocking the fire lanes. Possibly paint curbs red to alert drivers to the fire lanes.
   Bohling asked if a bollard would be placed on fire lane in back of Island Hall. Gutierrez answered “yes”.

VI. Adjournment
   Coons asked for a motion to adjourn. Sanders moved to adjourn and seconded by Steve Dial.
   Meeting adjourned at 4:15 pm. The next meeting is scheduled for December 1, 2011.

Submitted by: Fran Trevino, Secretary, ex-officio – October 25, 2010.