

# COFFEE & CONVERSATION: PROGRESS REPORT

October 2016

## PUBLIC SAFETY

<b>Issue</b>	<b>Plan</b>	<b>Progress</b>	<b>Timeframe</b>
Safety issues: Lack of lighting between College Town Road and west side of stadium; pothole in area	N/A	Facilities-Operations will ensure trees are pruned and existing lights are changed; pothole will be filled	Winter break, January 2017
More warning signs for pedestrians and cyclists are needed around Hornet Crosswalks	Replace buttons with movement sensors; replace amber lights with LED lights	UTAPS working with Facilities-Operations to find power sources for camera sensors	Spring 2017 to get budget estimate; complete project: TBD
Lot 9 uneven and has numerous potholes	Pave Lot 9 when Ramona Ave cut-through is complete	Lot will be graded	Winter break, January 2017
Uncertainty of night patrol in Lot 9 and Lot 4; burnt out bulbs	Communicate with campus community regarding the regular patrol areas and schedule	Lots patrolled throughout the day and night; bulbs will be replaced	Ongoing; winter break, January 2017

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## UTAPS

<b>Issue</b>	<b>Plan</b>	<b>Progress</b>	<b>Timeframe</b>
Parallel parking on Moraga Way is not ADA compliant	Campus Master Plan: Close Moraga Way to vehicle traffic. Transition Moraga Way to pedestrian and bicycle traffic only.	The elimination of the non-compliant parking spots will occur with the PS V construction	PS V projected completion: Fall 2018
College Town and Stadium Drive (Eastbound): currently two left turn lanes; one center lane – causes backup	Convert second left turn lane to a center/through traffic lane	TAC Committee has completed a proposal for conversion	Waiting for 2017-2018 fiscal year to determine if funding is available to complete project
Signage for parking lots is not sufficient	Conduct a theme naming campaign for all campus parking structures and lots (i.e. Hornet Stadium Structure or Wellness Lot). Solicit the art department to commission student murals in the structures	Campus Master Plan Recommendation: Replace campus “way finding” signage with ADA compliant signage that have contrasting color schemes	TBD
Abandoned cars in parking lots	UTAPS follows existing policy for abandoned cars as well as CA Vehicle Code	Contact UTAPS directly if you notice an abandoned car (916) 278-PARK (7275) Or <a href="mailto:parking@csus.edu">parking@csus.edu</a>	N/A

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## FACILITIES MANAGEMENT

Issue	Plan	Progress	Timeframe
Custodians request all chalkboards be replaced to whiteboards for easier cleaning	An inventory of all classroom board types already exists;	Some departments (i.e. mathematics) request chalkboards to meet their program needs. Of the 183 university Lecture classrooms, the majority of them (155 or 85%) have whiteboards.	Smart classroom conversions have occurred every summer
Lack of clarification between grounds and custodial staff regarding separation of duties (i.e. ashtrays)	Improve communication between teams	Share with staff the delineation of duties	ASAP
Lack of resources to care for trees (i.e. tools, time, arborist)	Communicate with staff re: tree maintenance program (\$140k/year to care for trees on campus)	<b>Current:</b> contract with arborist who walks campus 3 to 4 times a year, prioritizes issues <b>Plan:</b> provide whiteboard space for staff to identify tree concerns for arborist	ASAP
Lack of project tracking system	Instill a culture of staff utilizing project management software (AIMS)	<b>Current:</b> AIMS is available to all staff to track projects; ongoing training available <b>Plan:</b> Management to print and post calendar once a month; install screen with PowerPoint loop of current projects and status in visible area	ASAP
Sequoia Hall – maintenance issues with airflow and labs	After Science II is built, the campus would like to remodel Sequoia Hall	N/A	Science II estimated to be completed in Fall 2019
Tunnel from Lot 1 to the arboretum is dark; safety issue. Staff suggestion: student art work	N/A	LED lighting already in place since early 2015; porous surface not conducive to paint	N/A
More ADA compliant wheelchair accessible restrooms are needed	ADA Transition Plan study conducted and priorities identified	Current priority with budget is to focus on pathways to buildings and access within buildings	TBD

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Custodians			
Issue	Plan	Progress	Timeframe
Lack of sufficient custodial staffing for special events	Improve communication between vendors and Facilities to better plan for event volume	Work with Sacramento Visitors Bureau for next Track and Field event	Summer 2017
Separation of duties (i.e. who is responsible for what) not clear for off-campus and auxiliary buildings (Del Norte, Folsom)	Improve communication between managers, staff and vendors	Create a spreadsheet to summarize MOUs with UEI that clearly states who is responsible for what	Spring 2017
Lack of sufficient custodial staffing for Parking Structure V	UTAPS to work with Facilities-Operations to design a service level agreement and assess staffing needs	N/A	Fall 2017
Current coverage policy for staff out sick or on vacation is not sufficient	Message from VP to management: be more flexible with staff who are covering once a week (i.e. give more time to complete tasks)	Facilities-Operations Director to communicate message to managers	ASAP
Rising student enrollment (even on weekends) should result in additional staff	Move to more data-driven decision making	CSU system has a standardization for staffing related to square footage and student density	Current staffing levels are reasonable

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## FACILITIES/RISK MANAGEMENT

<b>Issue</b>	<b>Plan</b>	<b>Progress</b>	<b>Timeframe</b>
Lack of clarity from Facilities staff regarding delegation of responsibility for chemical spills	Communicate with appropriate staff regarding delegation of responsibility	2016-2017 contract currently in place. If chemical spill takes place, call EH+S at: (916) 278-5165 or (916) 278-6456 and they will deploy contract vendor	Plan currently in place
Trip hazard procedures need improvement	Review procedures and improve, if necessary	<b>Current:</b> EH+S reviews trip hazards every semester, identifies top 20-30 and Facilities addresses them. If you notice hazard, contact EH+S at: <a href="http://www.csus.edu/aba/ehs/report-hazard.html">http://www.csus.edu/aba/ehs/report-hazard.html</a>	Ongoing, every semester

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## GENERAL CONCERNS

<b>Issue</b>	<b>Plan</b>	<b>Progress</b>	<b>Timeframe</b>
Lack of follow up with Coffee and Conversation concerns	Post regular updates and progress on VP homepage; notify staff via email when updates are made	Ongoing	Updates will be made ASAP after each event, which is held once a semester
90-day employees having issues with parking permits	Currently working on onboarding program for all new ABA staff; provide better training for supervisors	Create a 90-day employee orientation	Spring semester 2017