

COFFEE & CONVERSATION: PROGRESS REPORT

October 2016 – January 2017 Update

PUBLIC SAFETY

Issue	Plan	Progress	Timeframe
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 Repairs and pruning underway. Pothole repair scheduled (pending weather).	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 ViMoc was contacted as potential vendor to provide better lighting at the Hornet Crossing. The actual road would light up, as opposed to the existing amber lights. The cost would be around \$35,000, which UTAPs will sponsor. UTAPs will need to work with Facilities to identify electrical needs.	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	Completed winter break 2016-2017
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 Light bulbs have been changed, we are working on replacing the fixtures in Lot 9 that have other issues.	Ongoing; winter break, January 2017

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UTAPS

Issue	Plan	Progress	Timeframe
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 will have about 50 ADA spaces, which will help alleviate the loss of ADA parking with Moraga closing. Lot B could still be made an ADA lot; could be easier to access, especially during inclement weather. UTAPs and Facilities will be coming up with a plan for the closure by the time PS V opens. Communication with the community will be vital.	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 Faculty Senate has identified this as an issue as well. Funding continues to be a question. This could be an ABA budget request; the study which identifies the cost will need to be pulled up (TAC).	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

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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 parking@csus.edu	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 Specific to ashtrays: Since smoking is not allowed within 20 feet of campus buildings all ashtrays should be moving 20+ feet from buildings. Otherwise, working on details for custodial/grounds areas of responsibilities (i.e. library ramps, etc.)	Mid-February
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)	Current: contract with arborist who walks campus 3 to 4 times a year, prioritizes issues Plan: provide whiteboard space for staff to identify tree concerns for arborist Grounds management will instruct grounds crew where to note tree issues on the grounds whiteboard for follow up with campus arborist contractor.	Complete
Lack of project tracking system	Instill a culture of staff utilizing project management software (AIMS)	Current: AIMS is available to all staff to track projects; ongoing training available Plan: Management to print and post calendar once a month; install screen with PowerPoint loop of current projects and status in visible area Operations managers have been instructed to post the project notification updates in common	Partially complete – balance March 1, 2017.

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		areas for their employees to review. Investigating the process to right-size PowerPoint information on the FM display screen.	
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
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 During the 2016 Track & Field event, custodial learned how to improve efficiency/effectiveness of its operation to better serve the future summer T&F events. Future events will rely on our expertise, along with the event planner to avoid staff shortages.	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 MOU's under review and work in process to compile a quick-reference spreadsheet for MOU's.	Spring 2017
Lack of sufficient custodial staffing for Parking Structure V	UTAPS to work with Facilities-Operations to design a service	Staffing for PS V will be determined by APPA standards for parking structures.	Fall 2017

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	level agreement and assess staffing needs		
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 Managers advised to remain flexible when faced with staffing challenges.	Complete
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 Custodial staffing appears to be adequate. Grounds staffing is adequate until the new manager is hired and can provide their feedback. Trades staffing is challenged by charge-back work that impacts our ability to complete necessary preventative maintenance work.	Complete

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FACILITIES/RISK MANAGEMENT

Issue	Plan	Progress	Timeframe
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 This procedure will be reviewed by Operations managers with their staff.	Plan currently in place
Trip hazard procedures need improvement	Review procedures and improve, if necessary	Current: EH+S reviews trip hazards every semester, identifies top 20-30 and Facilities addresses them. If you notice hazard, contact EH+S at: http://www.csus.edu/aba/ehs/report-hazard.html	Ongoing, every semester

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GENERAL CONCERNS

Issue	Plan	Progress	Timeframe
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 Seeking input from managers to determine if there is sufficient demand for a 90-day orientation before proceeding	Spring semester 2017