

COFFEE & CONVERSATION: PROGRESS REPORT

April 2017 – September 2017 Progress Report

Public Safety/Police Department

Issue	Plan	Progress	Timeframe
<p>Individuals are bounced back and forth between Facilities and Public safety when they are locked out of a classroom or office. Perception is that Police and Facilities have different policies, which are not in tandem with each other.</p>	<p>Police have a clear policy regarding the unlocking of office and buildings. Building safety is the number one priority. Police will unlock door and escort individual into room to retrieve keys and then out of building. If the individual forgot keys, police will not open door and leave.</p>	<p>This issue is still being discussed by Admin Council. It was determined that a team of appropriate decision makers will convene to establish an agreed-upon Frequently Asked Questions memo to be posted on ABA's website and an update send via Monday Briefing</p>	<p>By the end of September</p>
<p>Custodians and grounds workers have noticed an increase of bicycles and skateboards on campus.</p>	<p>CSO's used to hand out pamphlets on campus to individuals on bicycles or skateboards. A direction will be given to CSO's to continue with this outreach effort.</p>	<p>Since the concern was sent to the lead CSO, citations to repeat offenders have been issues. Bicyclists seem to be in compliance and skateboarders have become more compliant since the citation increase.</p>	<p>Resolved, but ongoing practice of education and citations, if necessary.</p>

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UTAPS

Issue	Plan	Progress	Timeframe
Staff would like to know the long-term plan for lot 9, in regards to paving.	Per the master plan, Lot 9 will eventually be paved. Also, the campus plan is to encourage Ramona Lot parking as a long term solution to campus parking.	This is an item on the master plan and is dependent on funding and priorities.	N/A
Staff suggested a shuttle service from Lot 9 and 10 be added.	This long-term master plan issue will be resolved contingent on multiple other factors.	N/A	N/A
The staff would like to know if the campus is working on any carpooling incentives for faculty, staff and students. Such as discount parking permits and other monetary incentives.	Currently, UTAPS offers several alternative transportation options and encourages staff to familiarize themselves with them.	Check out these resources: http://www.csus.edu/aba/utaps/commute-choices.html http://statehornet.com/2017/04/utaps-approves-ride-hailing-service-zimride/ http://www.csus.edu/aba/utaps/choices/carpooling.html	N/A

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Facilities

Issue	Plan	Progress	Timeframe
Areas on campus that need more lighting: lot 10; area between softball stadium and Parking Structure 1 – near the railroad; the Arboretum	Dr. Lee explained that when it comes to lighting projects, a priority list is made for the most trafficked areas. The Arboretum is on the list, but not necessarily a top priority.	N/A	N/A
Staff are curious about the progress of the Serna Fountain.	McCarthy (the University Union contractor) offered to look into it; the goal is to level the drop off to eliminate the hazard.	N/A	In tandem with the University Union project: estimated for completion fall 2018
Facilities staff have seen individual's drop-off unwanted chickens on campus. What can they do?	Facilities Management encourages staff to contact the city of Sacramento if they encounter issues with abandoned animals.	N/A	N/A

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PENDING ITEMS FROM OCTOBER 2016 COFFEE AND CONVERSATION: STATUS UPDATE

Issue	Plan	Progress	Timeframe	Status
UTAPS				
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.	Spring 2017 to get budget estimate; complete project: by the end of summer	Pending – Facilities has scheduled this project for winter break 2017.
Facilities - Operations				
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	Resolved – Kevin Brisco has worked to improve communication between the teams. Since Sac State is a tobacco free campus now, the facilitates team is in the process of removing all ashtrays.

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Lack of project tracking system	Instill a culture of staff utilizing project management software (AIMS)	<p>Current: AIMS is available to all staff to track projects; ongoing training available</p> <p>Plan: Management to print and post calendar once a month; install screen with PowerPoint loop of current projects and status in visible area</p> <p>Operations managers have been instructed to post the project notification updates in common areas for their employees to review. Investigating the process to right-size PowerPoint information on the FM display screen.</p>	Spring 2017	Pending – Working on confirming the completion of this project.
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	Pending – Working on developing a method to disseminate this information appropriately.