

Notes from Council on Community Building  
January 25, 2005

**In attendance: Robert Baker, Dru Bookout, Roy Bond, Ron Clark, Bobbie Harrison, Eddie Huston, Peter Irwin, Bill Neal, Fred Newbury, Jerry Owens, Pablo Pascal, Chuck Sheffield, Tony Summers, Susan Barkley**

**Introductions and Community Building Activity**

**Campus Cleanliness/ Campus Issues** – Ron Clark, Eddie Huston and Jerry Owens addressed issues of class room and campus cleanliness.

- Peter Irwin expressed concern about offices, halls and classrooms not being vacuumed.
- **Reporting Incidents** - Ron will work with evening supervisors. Jerry Owens reminded us that facilities may not be aware that there is an issue. We need to take our concerns to them and then follow up.
  - 1) Staff and faculty should send an e-mail to Eddie, Jerry, Lee Ann or Rosie.
  - 2) When you report something give the time of day
  - 3) If you do not hear back in a reasonable amount of time follow-up and copy RonWork requests assist in tracking job requests. For moving furniture staff/faculty must send a work order, but if there is a hazard you may phone or send an e-mail. Facilities prefers a phone call - x6170- since they always have a tracking procedure for phone calls.
- **Automated Clocks** -The district is looking into colleges going together for automated clocks since many complaints are received about clocks that do not display the correct time. This issue will be decided by the Thunder Team.
- **Carillon** - The bells need to be reset – they are 3 minutes fast. We should contact Sam Showman about this issue.
- **Inspecting Classrooms** -Because of the work being done between semesters the usual sweep teams were not able to remove posters, tests, papers, etc. left in the classrooms. Academic Deans have been asked to inspect classrooms assigned to their division and either remove materials or ask the instructors to collect them.
- **No food or drink signs** are missing from several classrooms. Several members asked for clarification of this policy. It is our understanding that the instructor can add a statement in the syllabus stating conditions for allowing food and drink in the classroom.
- **Impressions of the new furniture** – The rooms seems more crowded, students like the new chars, it is more difficult to move into small groups, the new chairs are better for students with disabilities, the new teacher stations make the room seem more crowded.
- **Restrooms** will be upgraded. Materials, fixtures used in the restrooms will discourage vandalism and help with cleanliness. Mention was made of Irene Swindle and her beautification of the women's restroom on the second floor of Crockett.

- **Hallway Hazards** - Jerry reminded us that faculty and staff often put discarded materials in the hallways. These items can be hazardous to blind students.
- **Respectful conversations** - Robert, Tom, Tony and Bobbie were commended for posting signs about respectful conversation in public areas.
- **East Side Circle Speed Bumps**- The committee asked Robert Baker to revisit the hazard of two-way traffic exiting the east circle. We should have signage or speed bumps. This will probably occur when the east parking lots are remodeled.
- **Signage Committee** – The committee questioned when permanent signs will be made for directing students. We will contact Whitney Rosenbalm.
- **Carpeting for campus buildings**- Eddie will give a presentation on the maintenance tax notes. Money from this will enable us to recarpet a large amount of the campus. The work will be done one building or floor at a time.
- **Planetarium will receive a major clean up**

The committee thanked Eddie, Jerry and Ron for their presentation which heightened our awareness of the excellent job Facilities performs on our campus.

**Action Plans:** Contact Sam Showman about the carillon  
 Contact Whitney Rosenbalm to ask about signage for each building

**Membership- We need to post members of the Council on Community Building on our Website. This is a list of our current membership:**

<b>Robert Baker</b>	<b>Campus Police</b>
<b>Susan Barkley</b>	<b>World Languages</b>
<b>Roy Bond</b>	<b>Professional Development</b>
<b>Dru Bookout</b>	<b>Humanities</b>
<b>Bobbie Harrison</b>	<b>SPAR</b>
<b>Peter Irwin</b>	<b>Business &amp; Professions</b>
<b>Carolyn Lindeman</b>	<b>PSSA</b>
<b>Bill Neal</b>	<b>Physical Education/Health.</b>
<b>Jerry Owens</b>	<b>Facilities</b>
<b>Paul Pascal</b>	<b>Advising/ Student Services Specialist</b>
<b>Chuck Sheffield</b>	<b>Humanities</b>
<b>Jenni Smith</b>	<b>Information Services</b>
<b>Tony Summers</b>	<b>VP for Student Development</b>
<b>Mita Tripathi</b>	<b>Multicultural Center</b>
<b>Finney Varghese</b>	<b>Financial Services</b>
<b>Joyce Williams</b>	<b>Program Development &amp; Technical Education</b>
<b>Deb Yoder</b>	<b>Disabilities</b>

### **Wall Of Honor**

- Marquee beside the wall of honor should announce the spring event and give the names of the new inductees. We should contact Sam Showman about the marquee.
- A call for nominations is now being done on a monthly basis. The next e-mail will go out on February 1.
- February 22 we will meet to select the spring Wall of Honor recipients.
- We need to contact John Pollack to arrange for photographs.

### **Action Plans:**

1. Pablo will put the nomination form on the Website.
2. Photos to Bobbie by March 11
3. Nominees must have pictures done Feb. 23-March 11
4. March 1 – Bobbie will order refreshments and send facilities set-up requests.
5. Dru will see that the essays are completed & edited by Mary Frances by March 21.
6. Mita will notify former recipients about time and date of the ceremony.
7. Bobbie will complete framing of the pictures by March 21.
8. Honor Rolls will be updated by March 21
9. Dru Bookout will request video taping of the ceremony and copies for each awardee by March 8.
10. Susan will contact John about the photo schedule.
11. Susan will contact Sam Showman about the marquee.