

Committee on Space, Facilities, and Physical Plant
Minutes
Monday, September 24, 2018
South Hall 207

Present (members): Robin Auchincloss, Laura Broughton, Shelley Liu, Tamar Rothenberg, David Taylor

- I. Meeting Called to Order at 2:05 PM
- II. Approved Agenda for 9/24/18 meeting by unanimous hand vote
- III. Approved amended Minutes of 4/9/18 by unanimous hand vote
- IV. Discussion: Committee Membership and Leadership
 - a. Still no student members – L. Broughton will contact the SGA president and Prof. Charmaine Aleong to see if we can find students who are willing to serve
 - b. Decided to wait for student representation then hold elections for vice-chair. Will forego electing a secretary. L. Broughton will continue to perform the duties of the secretary position by unanimous voice vote.
- V. Standing Items:
 - a. Facilities Update (Robin Auchincloss, Director of Campus Planning)
 - i. See attachment
 - ii. T. Rothenberg asked about the planning for AC in Brown Annex. D. Taylor said they have moved heavy duty fans into the rooms in Brown Annex.
 - b. Master Planning Process Update (Robin Auchincloss, Director of Campus Planning)
 - i. The next step is completion of the Academic Master Plan, which is currently in draft form.
 - ii. The comprehensive Master Plan for the campus is a very expensive process. The next step is enrollment projections.
 - iii. BCC has not put out a bid for external contract yet, since it has not yet been budgeted. The funds must come out of BCC's regular budget.
 - c. BCC and CUNY Policies:
 - i. New Business: Parking Policy (see the attachment)
 1. Areas of consideration:
 - a. Accessibility is particularly a problem in the Loew Hall parking lot as there are only two parking spaces designated as disability only. Loew Hall has a variety of services, include the Disability Services office.
 - b. The no parking zones are not always clearly marked, for example along the wall in the driveway entrance to Lower Colston Hall. This summer all parking spaces on campus were repainted. Perhaps, No Parking signs need to be added in particular areas.
 2. Some questions:

- a. How many cars are going in and coming in and leaving each day?
- b. Parking violations – what's this history of enforcement? Since construction, there has been no enforcement of parking violations, but they do call drivers and ask them to move their cars. The construction impacts are no longer as severe for roads and parking spaces. Public Safety is responsible for enforcement.
- c. Smoking outside entrance prevents some faculty and staff from parking in the Patterson lot.

3. Plan

- a. Invite Jim Verdicchio to the next meeting to discuss how he can assist in collecting data. (Laura)
 - b. Collect data on regulations and parking fees at other CUNY Schools and schools that have similar geography: Lehman, Staten Island, Kingsborough, Queensborough, Queens College, Brooklyn College. Map local geography, access to public transportation, types of safety considerations, shuttle services. (Tamar and Shelley)
 - c. Survey faculty and staff about frequency of having trouble finding parking spaces: days, times, number of times they park illegally, how frequently they park in Patterson vs. Main campus. Survey the drivers with the help of Institutional Research (Laura)
 - d. Contact Kay Ellis' office for any data or research they've already collected related to parking both at BCC and other institutions (Laura)
 - e. Look at availability of external parking in the area and the rates, *e.g.* lots on Sedgewick and street parking. In the area there are a lot of car break-ins. (David)
 - f. List the capital projects in the next few years that will impact parking and create a projection of available parking spaces when particular projects go online. (Robin)
 - g. Investigate building a parking structure across the street (see what other campuses are doing).
 - h. After we've gathered data, we will brainstorm potential solutions.
- ii. New Business: Lawn pesticide and herbicide applications (Tamar)
1. What is the process of deciding about the use of chemicals in maintaining the landscape? Last year was the first time using chemicals on the quad area. They used a continuation of the contractor who was already doing the spraying on the exterior of the campus.

2. This year we are using green pesticides: the cost has increased from \$11000 to \$26000 and they require more applications and are less effective.
 3. Sustainable CUNY does not address landscaping on campus.
 4. L. Broughton recommended using the boxes from receiving as a first layer under mulch to prevent germination of weed seeds once beds are weeded. Anthony Colon from PPS is the person to approach about using boxes (he's been working with Charmaine on a limited basis).
 5. A. Adebola, coordinator for the Horticulture program, has suggested students take ownership of a plot on campus to keep weeded, etc., as part of their 450-hour experiential learning internship requirement. This will require approval from Alex Ott.
 6. The committee thanked David Taylor for spearheading the switch from conventional to green chemicals.
- iii. Discussion of policies to review this semester
 1. Work order policy for facilities (D. Taylor) and service-level agreements: Service level agreements indicate what happens when on the campus: how frequently spaces are cleaned, how frequently high dusting occurs, how frequently waste bins are emptied. Then, look into changing behaviors (adjusting frequency based on usage). This should result in increasing understanding by faculty and staff of current maintenance schedules, adjusting schedules as necessary, and preventing people from putting in unnecessary work orders that would be covered by routine maintenance. D. Taylor is working on summarizing this and will bring it to the committee when ready.
 - d. Current Projects:
 - i. Greenhouse Update (D. Taylor) – They are taking another look at the existing greenhouse and seeing if we can fix it up enough for usage while we look at long-term solutions.
 - ii. Fire drill Update (L. Broughton)
 1. One fire drill is required for each building per semester. They try to get all of the fire drills done in the first three weeks of classes. L. Broughton will write up a summary for fire drills for committee and Public Safety approval prior to presentation at Senate.
- VI. Future meeting dates: 2 to 4 PM in SH 207
 - a. October 15 or 22 based on Jim Verdicchio's availability
 - b. November 12
 - c. December 3
 - VII. New Business
 - VIII. Meeting Adjourned 3:54 PM

Respectfully submitted,

A handwritten signature in black ink that reads "Laura C. Broughton". The signature is written in a cursive style with a long, sweeping underline.

Laura C. Broughton, Ph.D.
Chairperson, Committee on Space, Facilities, and Physical Plant

Attachments:

- Facilities Update
- Request for Analysis & Recommendations – Bronx Community College Parking & Enforcement
- Map of campus parking spaces and restrictions
- Proposal for BCC Parking Study 2018



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**CFP Update to Senate Facilities Committee
September 24, 2018**

Capital Projects in Construction

1. **Alumni Gym Pool** – Construction completed and permits received. Miscellaneous clean up, punch list items. Ribbon cutting to be scheduled.
2. **New Hall Roof Replacement** – Construction completed.
3. **Havemeyer Lab Roof Replacement** - Construction completed. scaffold to come down in October after completion of punch list items.
4. **Utility Upgrade Phase IV** – New service building under construction at 180th street.
5. **The Fire Alarm Upgrades at NH, CPH, GML** – Construction completed on New Hall and CPH. FDNY inspections being scheduled. GML installation in process.
6. **RBSC Roof and Exterior Masonry** – Scaffolding erected. Construction started at Brown Annex.
7. **The Dominican Memorial** dedicated to WWII veterans of Dominican descent. Under Construction.

Capital Projects Expected to start Construction Over the next Year

1. **Alumni Gym Bridge** – Construction kick-off scheduled for Friday 9/28.
2. **Utility Upgrade Phase V** – Electrical Infrastructure upgrades.
3. **GML Egress Stair**- Will allow rotunda to accommodate larger groups.
4. **Snow Hall Elevator** – Will allow for accessible use of all three floors.
5. **Colston /Community Local Law 11** – Exterior upgrades to bridges and Community Hall envelope.

Capital Projects in Design - Highlights

1. **Bronx Express** – Bursar, Admissions, Registrar and Financial Aid. Design kick-off this fall.
2. **2020 Project** – Upgrades include renovating Patterson Garage as an Automotive Training Space and Upgrading Meister Hall former Crosswalks TV spaces as a Lab. Bid documents being prepared.
3. **GML Dome and Cupola** – Bid documents being prepared.

REQUEST FOR ANALYSIS & RECOMMENDATIONS
BRONX COMMUNITY COLLEGE PARKING & ENFORCEMENT

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To: Members of the BCC Senate Committee on Space, Facilities & Physical Plant
David Taylor, Tamar Rothenberg, Shelley Liu, Robin Auchincloss, and Laura Broughton

From: Thomas A. Isekenegbe, President

Date: September 24, 2018

Re: Issues Surrounding Parking & Parking Enforcement at the College

On Wednesday, September 19, 2018, a BCC Broadcast was sent to the faculty and staff at the College (included below). This message stated an intention to refer questions surrounding parking to the BCC Senate Committee on Space, Facilities & Physical Plant for benchmarking, analysis, and recommendations. We are hoping to receive your recommendations during or before the Spring 2019 semester, so that they can be discussed and implemented in time for the Fall 2019-Spring 2020 academic year. This memorandum is being provided to help guide your discussion.

The Division of Administration & Finance has identified a number of areas for improvement with regards to parking. They include the following areas of consideration:

- Overall reduction of parking on the main BCC campus (i.e. parking within the gates, excluding the Patterson and Student parking lots outside of the gates);
- Encouraging staff and students with mobility and/or medical issues to request accommodations for parking permits and work, so that spaces can be better designated to meet their needs;
- Improved access for emergency vehicles and construction vehicles/equipment;
- Reduction of unlawful/unauthorized parking (i.e. parking in handicap spaces without tags, parking in areas that are not spaces, parking on “zebra” lines and no-parking zones, etc.); and
- Reduction of campus traffic and circling while looking for parking; etc.

Some suggestions provided to date include:

- Implementation of a tiered pricing system and/or incentive for parking outside of the gates;
- Limited times for parking access (i.e. all arrivals before XX:XX time and after YY:YY time can seek parking on campus, but all vehicles arriving in between those times would be guided to parking outside of the gates);
- Introduction of technology to count “one in-one out” and signal when the parking lot is full;
- Eliminating all parking within the gates entirely;
- Continuing with current practice of allowing all drivers on to campus to seek parking at any time; and/or
- Allocating parking based on tenure of service.

Safety is our first and foremost concern, but any policy will have to aid in the building and maintenance of a climate of respect and inclusion for all members of the campus community. Additionally, we seek to identify ways to enforce parking that do not involve the regular patrol and presence of NYPD on campus. Please keep that in mind while considering parking options and alternatives.

I am requesting this Committee do the following:

- Identify and consider the parking policies of the other CUNY institutions, as well as any other institutions that have a similar physical landscape to ours;
- Provide the pros and cons to different parking alternatives, along with the best ways in which parking can be enforced under those alternatives; and
- Provide a concrete recommendation for a parking system that can be implemented at BCC, along with recommendations for enforcement.

Thank you in advance for your diligence on this important matter. We look forward to hearing your ideas and suggestions, and allowing all who wish to provide feedback the opportunity to weigh in.

**REQUEST FOR ANALYSIS & RECOMMENDATIONS
BRONX COMMUNITY COLLEGE PARKING & ENFORCEMENT**

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BCC BROADCAST:

MEMORANDUM

To: Members of the Campus Community
From: Thomas A. Isekenegbe, President
Date: Wednesday, September 19, 2018
Re: Revisiting the Recent Parking Policy Changes

Over the past few weeks, you have received a number of BCC Broadcasts regarding changes to this year's parking policy. My office, the Division of Administration and Finance, and members of the Cabinet have received extensive feedback about those changes. It is clear that additional conversations were needed before changes were implemented that impact the campus community and deviate from past practices. Your voices are heard and the feedback provided was helpful. Effective immediately, the policies implemented for this academic year regarding parking are being rescinded. Any employee who has purchased a parking decal will be permitted to seek parking on campus at any time that the College is open for business. When all legal parking spaces on the campus are filled, drivers will be directed by members of Public Safety across Hall of Fame Terrace to the Patterson Parking lot.

It is important to note that the College sought to make changes to our past parking practices for some important reasons. As mentioned in an earlier broadcast, the campus is undergoing a number of capital improvements and there is an increased amount of construction equipment that needs access. We understand that this can sometimes obstruct traffic on campus and appreciate your patience while we continue to beautify and improve this amazing place where we work and learn. Additionally, we are attempting to identify ways to ensure that emergency vehicles can quickly, safely, and easily access the campus when needed. Over the years, drivers have left vehicles in places that are not designated for parking (i.e. obstructing hydrants, reducing the space available for emergency and construction vehicles to make turns, and on the "zebra" lines), which can create safety hazards. Lastly, we are hoping to decrease the number of vehicles that are actively circling the campus at any given time, in an effort to reduce the risk of any individual being struck while walking.

In order to find solutions that better suit the needs of drivers to and from BCC, I am referring the questions surrounding parking to the BCC Senate Committee on Space, Facilities, and Physical Plant. We hope that members of this Committee will provide recommendations on ways in which the College can meet all of its desired safety and access goals, while better considering your experience of drivers and valued members of the campus community. I am asking the Committee to benchmark, consider, and assess the ways in which other CUNY schools and similar institutions have addressed this issue. We are also seeking recommendations on how best to respond to illegal or unauthorized parking on campus. If you are interested in participating in this dialogue and process, please reach out to a member of the Committee or contact Franklin Moore, Senate Chairperson.

Thank you again for the feedback and I look forward to continuing to work with the campus community on ways to improve BCC.

Thomas A. Isekenegbe, Ph.D.

**Committee on Space, Facilities, and Physical
BCC Parking and Enforcement Study**

To: Members of the BCC Senate for distribution to the campus community
From: Laura Broughton, Chairperson, Committee on Space, Facilities, and Physical Plant
Date: September 25, 2018
Re: Request for Analysis & Recommendations on BCC Parking and Enforcement from President Isekenegbe

President Isekenegbe has asked the Committee on Space, Facilities, and Physical Plant to investigate parking policy on the BCC campus. Specifically, the committee is charged with the following:

- Identify and consider the parking policies of the other CUNY institutions, as well as any other institutions that have a similar physical landscape to ours; (*Gather Data*)
- Provide the pros and cons to different parking alternatives, along with the best ways in which parking can be enforced under those alternatives; and (*Analyze Data*)
- Provide a concrete recommendation for a parking system that can be implemented at BCC, along with recommendations for enforcement. (*Provide Recommendations Based on Analysis*)

The committee met on Monday, September 24, 2018, and have decided on the following strategy:

1. Investigate parking at BCC, other CUNY institutions, and other academic institutions
 - a. Coordinate with Public Safety and the Division of Administration & Finance on data gathering related to numbers of parking pass holders, historical parking and violation patterns, times of highest parking demand, etc.
 - b. Collect data on parking regulations and fees at other schools with similar parking needs and infrastructure. Additionally, gather information on additional factors like access to public transport, safety concerns, and shuttle services at those schools.
 - c. Conduct a survey of faculty and staff about their experiences with parking at BCC.
 - d. Investigate availability and usage of external parking options in around BCC, both street parking and parking lots.
 - e. Look at the impact of capital projects in the next few years on available parking.
2. Synthesize and analyze the data. Compare and contrast potential parking and enforcement policies.
3. Write and submit a written report summarizing the data, the analysis, and the committee's final recommendations for parking and enforcement on campus.

We welcome participation from the campus community in this process.

- All meetings of the Committee on Space, Facilities, and Physical Plant are open and will be posted on the College Calendar. The committee will meet the following times this semester: 2-4 PM on October 22, November 12, and December 3.
- We ask that all faculty and staff who drive to and from campus participate in the survey when it is distributed.
- Input may be submitted to any of the members of the committee: Robin Auchincloss, Laura Broughton, Shelley (Min) Liu, Tamar Rothenberg, David Taylor