

ROUNDTABLE
ADMINISTRATION, OPERATIONS AND ITS
October 28, 2009

Emergency Preparedness

Participants in the October 5, 2009 Emergency Preparedness meeting raised the subject of providing CPR training for security guards at all higher education centers. This idea targeted the need to have the guards available as first responders at moments of crisis. Dean Maris Lown offered at the Table Top Exercise last semester to provide CPR training for everyone at the college. At a minimum, it would be good to have everyone on our police force schooled in CPR. At that same meeting a discussion ensued about first aid and the need for defibrillators throughout the college community. There is one portable defibrillator that our police can use at various scenes. There is a need for them to have alacrity in case anyone at the college is in need of defibrillation. The Christmas break may be a time for training, possibly on the Friday after Thanksgiving.

Facilities

Hydrant Float Test

There will be a hydrant float test on the Lincroft campus on Saturday, October 24th. We will start the test at 7:30AM on one end of the campus and end by the Collins Arena at 8:30AM, the entire campus will be complete by 11:00AM. During this test hoses will be attached to the arena east hydrant to ensure that the entrances are not flooded and that the water will pass over the crest and flow to Arena Drive. We are grateful for everyone's cooperation with this effort.

Big Four

There was no job meeting last week (week of the 14th.) Torcon is now going to shift to weekly meetings on Thursdays. Auto Tech will meet every other week on Tuesdays which is a fluid arrangement. Right now they will see how it works and stabilize at a later date. At Western Monmouth we are concerned about the front entrance to the building particularly with respect to the staff and the exposure they have to the wind and elements based on where they sit in that lobby. The welcome center desk is only about 20 feet in front of the door and our architects, Clark Caton Hintz, have consulted with Anita Voogt about ways to possibly break the wind and they have not solidified the design yet. The sliders for the doors are somewhat problematic so we are working with the manufacturer on that. The parking situation is largely under control we can get by with the spaces available at Western Monmouth now but we definitely want to expand that. The completion of the temporary parking lot is about 6 to 8 weeks down the line and we are working with the Freehold Soil Conservation District to ensure that happens sooner rather than later. Finally, there are no meetings scheduled for or plans for the Building and Grounds Committee at this time. We will continue working on the Big Four and other projects and see if in the near future if there is a need to have the committee meet.

Facilities Planning and Construction Management Update:

MAS 138

Selective demolition of the south wall and north wall, in which construction drawings indicated vent and waste pipes, occurred on October 14th. The drain pipe behind the sheetrock of the south wall was discovered to be uncapped and drain flies were found in this pipe. (This pipe was scheduled to be capped during the last model 5 years ago) The flies were able to migrate up the furred space behind the drywall and enter into the space above the ceiling and then make their way into the room via the air return slot surrounding the light fixture.

Bids were received on October 14th and demolition will commence on October 23rd. at 10PM. All work will be done on the third shift to minimize disruption to students, faculty and staff. This project is on schedule. Next steps will be determined from the results of the inspection of the site after demolition. This is a very fluid process and Facilities is equipped to make strategic decisions based on information gathered.

MAS 120

This room was sanitized over the past weekend of October 16-18 by hiring the services of a professional commercial building sanitizer. The work included the removal of all office effects and the replacement of these work place items in time for the start of work on Monday, October 19.

Information Technology

Single Sign On

We are off and running! The final contract has been signed and delivered. An official kick off meeting is in the process of being scheduled for the week of November 9th. An email will be sent to key individuals regarding attendance (i.e. Marketing, Advising, Registrar, etc.)

Preliminary meetings regarding integration with Brookdale's applications have occurred with Central Wyoming University, who is a Datatel school. Because of the EAI consortium, they will be sharing their scripts with us that will be used to program the integration between our Colleague application and the active directory server.

Computer Inventory/Roll out

We are ready to go live with the new centralized process for work order requests for Ed Services and currently waiting for the blurb and link to be posted on the Ed Services website. Once available, an email will be sent to the department heads and Deans notifying them of the new process.