

Valdosta State University – Environmental Issues Committee

Agenda – Friday, November 14th, 2014 at 12:00 pm in Bailey Science Center Room 2023

- A. Approve Minutes of the September 12, 2014 meeting
- B. Announcements:
 - a. Next meeting currently scheduled for December 5
 - b. Scheduling for Spring semester
 - c. Other?
- C. Reports
 - a. Campus Beautification
 - b. Energy Conservation
 - c. Recycling
 - d. Sustainability Committee
- D. Old Business
 - a. Update on policy regarding tying signs, hammocks, etc. trees.
- E. New Business
 - a. Fall Safety Walk (Attachment A)
 - b. Hiring of new Assistant Director to Landscape and Grounds (Attachment B)
 - c. Proposed change to EIC bylaws (Attachment C)
 - d. Other?
- F. Adjourn

Attachment A

Fall 2014 Safety Walk

Attendees:

Dr. Hudson Rogers
Dr. Kimberly Luse
Ms. Traycee Martin
Dr. Theresa Grove
Dr. Tricia Hale
Ms. Niki Turley
Mr. Othelious Cato

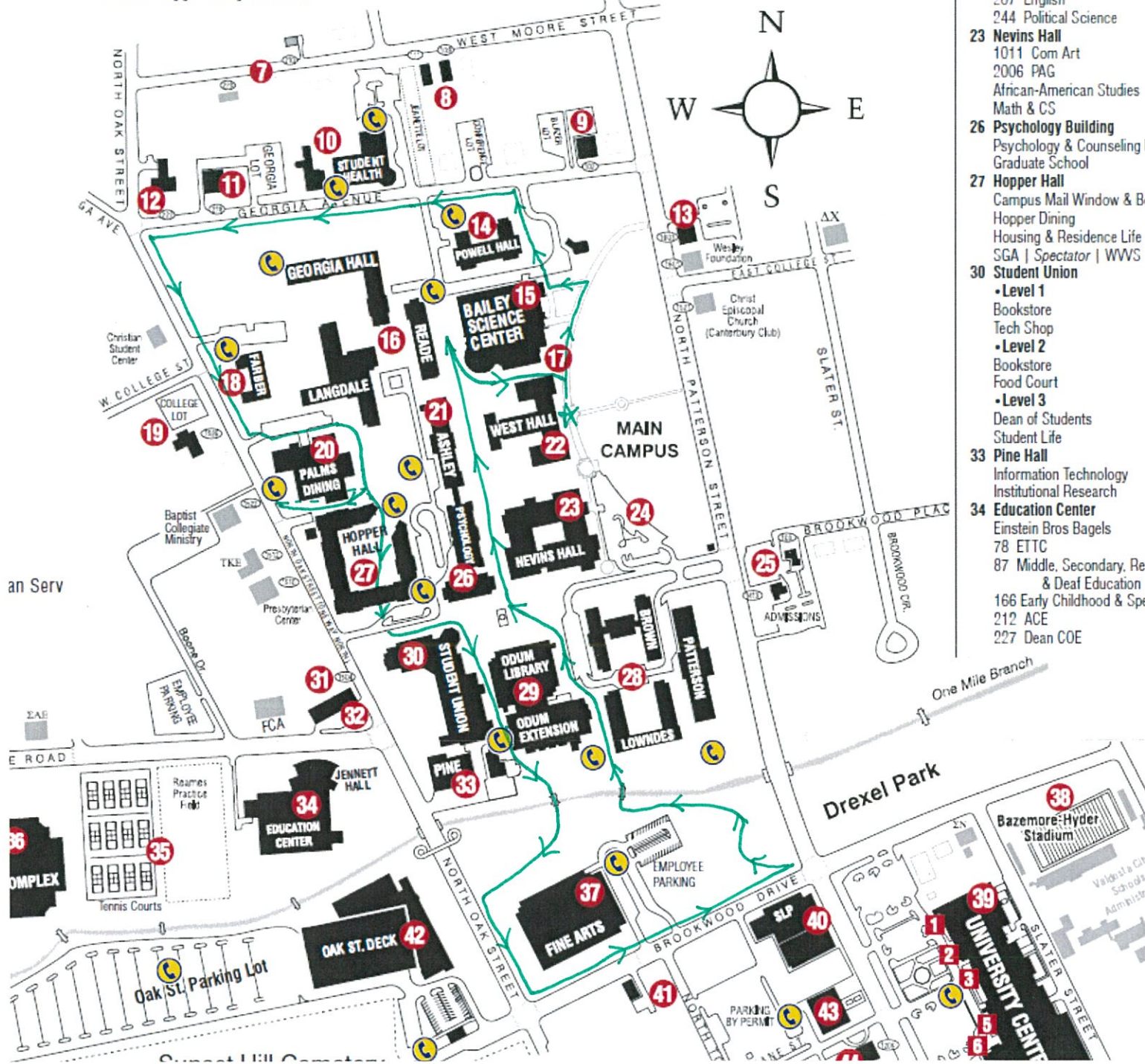
Ms. Holly Wright
Chief Scott Doner
Mr. Ray Sable
Mr. Gary Khulmann
Mr. Mike Hamm
Ms. Meredith Lancaster

At 6:35 pm on October 29, 2014, the Safety Walk began in front of West Hall. Please see the attached map for route information. The following issues were noted for either correction or additional consideration.

1. There are no lights in the parking lot at 106 Georgia Ave. (parking lot just added this year).
2. The bus has added a stop in front of Student Health. Additional lighting at that crosswalk and a shelter for the bus stop are needed.
3. At Carswell Hall, the light on the front of the building shines out instead of down.
4. At Palms Dining, the light mounted on the building on the right side of the doors to the retail area is out.
5. The light inside the south bus shelter on N. Oak St. is out.
6. At Odum Annex, the light over the double doors on the loading dock is out.
7. Fine Arts exit driveway is very dark.
 - a. NOTE: Lights were added at the Brookwood Dr. crosswalk after the Fall 2013 Safety Walk and the area is much better lit.
8. The area between the parking lot by Fine Arts and the Azalea Trail was very dark, but it was decided light in that area would attract people to an area that doesn't require use at night.
9. The Brookwood Dr. and Patterson St. corner of Drexel Park is generally dark, leading to concern for students coming from late afternoon and evening classes at the University Center. The City is responsible for any lighting in the park.
10. The northwest corner of the new University Center parking area at the southeast corner of the intersection of Patterson St. and Brookwood Dr. is dark.
11. The curve of the original Azalea Trail on the northwest corner of the intersection of Patterson St. and Brookwood Dr. is darker than most sidewalk areas on campus (there is an additional sidewalk that takes a straighter path that is well lit).
12. On the Azalea Trail near the picnic tables east of Fine Arts, the trash can is missing from the fixed structure next to the bench.
13. The fire escape from the Nevins Hall observatory was completely unlit.
14. At the northwest corner of Nevins Hall, there was a sheet tied to a pine tree in violation of university policy.
15. The lights on the front of the Converse Psychology Building were not on.
16. There were no lights at the front of Reade Hall outside of the building (an overhead light was over the entry, but nothing on the sidewalk to the door).
17. The following lights are turning on and off, probably due to the ballast overheating:
 - a. Between Palms and Hopper loading area (pole # 026-016)
 - b. Between the Student Union and Odum Library (pole # 029-045)
 - c. In front of Odum Library, Pedestrian Mall side (pole # 023-031)
 - d. At the NW corner of Nevins Hall (pole # 022-019)
 - e. At the SE corner of Nevins by the handicap curb access (pole # 023-016)
 - f. At the NW end of Bailey Science Center (pole # 022-002)
18. The vacant lots at the north end of the University Center were completely unlit.

Soccer Offices & Stadium
Jessie Tuggle Weight Room

to North Campus



- 124 Academic Projects
- 128 M&CL
- 207 English
- 244 Political Science
- 23 Nevins Hall**
 - 1011 Com Art
 - 2006 PAG
 - African-American Studies
 - Math & CS
- 26 Psychology Building**
 - Psychology & Counseling
 - Graduate School
- 27 Hopper Hall**
 - Campus Mail Window & B
 - Hopper Dining
 - Housing & Residence Life
 - SGA | Spectator | WWS
- 30 Student Union**
 - Level 1
 - Bookstore
 - Tech Shop
 - Level 2
 - Bookstore
 - Food Court
 - Level 3
 - Dean of Students
 - Student Life
- 33 Pine Hall**
 - Information Technology
 - Institutional Research
- 34 Education Center**
 - Einstein Bros Bagels
 - 78 ETTC
 - 87 Middle, Secondary, Re & Deaf Education
 - 166 Early Childhood & Spe
 - 212 ACE
 - 227 Dean COE

★ Starting point of Safety Walk

Attachment B

Position Description: Assistant Director Landscape and Grounds

General Summary of Responsibilities	<p>The Assistant Director for Landscape and Grounds provides administrative leadership and supervision of the Physical Plant Grounds Department. The Assistant Director works with area managers to design, construct, repair and maintain the VSU Campus landscapes, walkways, roads, natural systems and storm drainage network. Duties include overall direction in the coordination of personnel and staffing matters, shop operations, safety, training, department budgets, and related fiscal matters. The Assistant Director acts as liaison to local government agencies and VSU Faculty on matters concerning landscape and grounds. Effective coordination with the Facilities Planning unit is a critical requirement of the position.</p>
Required Qualifications	<p>Completion of bachelor's degree 5 Years related experience Progressively responsible experience in landscape management at a similar institution or high-end landscape company; proven supervisory and leadership experience. Valid driver's license and completion of defensive driver course. Lift more than 40 lbs Vision, Hearing, Speaking Position Requires a Criminal Background Check.</p>
Preferred Qualifications	<p>Degree in Landscape Architecture or a closely related field. (Horticulture, Biology, Turf Management) Previous experience managing Grounds in a University setting or institution of similar size and complexity</p>
Data Involvement	<p>Must be able to use computers to review and record employee work hours and manage work orders in the computerized work order management system Must be able to read and understand department budgets.</p>
Knowledge, Skills, and Abilities	<p>Understanding of Requirements for the management and maintenance of lawns, shrubs, trees, irrigation systems, outdoor amenities, and associated equipment. Knowledge of asphalt pavements, concrete construction, heavy equipment operation, underground utility installation, roadway marking and signage. Ability to read, analyze and interpret complex documents; ability to write reports and deliver presentations to University staff, student and public groups. Ability to address sensitive personnel issues and consistently apply University policies and procedures. Assess and complete formal performance reviews for direct reports that include determination of merit increases.</p> <p>Knowledge of the basic principles of stewardship of landscapes. Ability to identify, evaluates, and appropriately cares for plantings, ornamental features, walkways, athletic turf, and storm drain systems.</p>

	<p>Applicants should have knowledge of and be prepared to advocate for sustainability in the design, development, and care of the campus grounds. Knowledge of integrated pest management, compost production and utilization, native plants, recycling, arboretum management, storm water management, water conservation, invasive plant management, and xeriscaping must be sufficient in order to manage and promote these initiatives.</p>
<p>Supervisory and Leadership Responsibilities</p>	<p>Supervises crew of approximately 20 positions, including three supervisors.</p> <p>Responsible for the maintaining the first impression of all visitors and campus/community population. The appearance of the landscape and grounds are an important element of recruitment, retention, and campus and community pride.</p> <p>Responsible for managing departmental budget</p>
<p>Decision- Making</p>	<p>Decisions made daily on supervisory issues including, hiring, employee work loads, complaints, reallocation of duties, and other related supervisory tasks.</p> <p>Makes technical decisions on care and maintenance of existing plants and grounds. Oversees contract work on sports turf. Determines areas and planting materials for improvements.</p> <p>Works with the Facilities Planning section on all construction designs.</p>
<p>Financial Authority</p>	<p>Manages Departmental Budget.</p> <p>Oversees purchase card expenses for department.</p> <p>Oversees construction contracts initiated through the Landscape and Grounds Department</p>
<p>Involvement with Tools and Equipment</p>	<p>Knowledge and experience working with computers. Ability to use Word, Excel, and university systems for personnel management and work order management.</p> <p>Must have general knowledge of landscape and grounds tools and equipment and would have experience with those tools from previous employment.</p> <p>Needs to understand the safety rules involved with the tools and equipment used in landscape and grounds and be able to ensure training and enforcement are completed.</p>
<p>Education, Experience, and Certification/License Qualifications</p>	<p>Completion of bachelor's degree</p> <p>5 Years related experience</p> <p>Progressively responsible experience in landscape management at a similar institution or high-end landscape company; proven supervisory and leadership experience.</p> <p>Valid driver's license and completion of defensive driver course.</p> <p>Lift more than 40 lbs.</p> <p>Vision, Hearing, Speaking</p> <p>Position Requires a Criminal Background Check.</p> <p>Preferred: Degree in Landscape Architecture or a closely related field. (Horticulture, Biology, Turf Management)</p> <p>Preferred: Previous experience managing Grounds in a University setting or institution of similar size and complexity</p>
<p>Physical Requirements</p>	<p>Must be able to walk, climb stairs, read and occasionally work from a</p>

	<p>standard or extended ladder. Must be able to work at a desktop computer or laptop up to 8 hours during a business day. Must be able to perform oversight duties in adverse weather conditions (cold, heat, rain)</p>
Compliance Requirements	<p>Valid driver's license and completion of defensive driver course. Position Requires a Criminal Background Check. VSU is a drug free work place. Smoking and tobacco products may not be used on campus</p>
Information Technology	<p>Must be able to use computers to review and record employee work hours and manage work orders in the computerized work order management system Must be able to read and understand department budgets.</p>

Essential Duties of the Position

- 25% Provide day-to-day leadership and supervision of the Grounds Department and contractor oversight
 - Work with unit managers in the identification of design, landscape, and civil resource needs
 - Coordinate personnel and staffing matters, shop operations, and review operating budgets
 - Conduct facilities inspections and analysis related to short and long-term campus grounds needs
- 30% Technical landscape and grounds management functions
- 20% Assure compliance with health, safety and environmental codes
- 15% Develop, propose and negotiate L&G projects for implementation
- 5% Work to achieve and support quality improvements
- 5% Professional development opportunities

**BYLAWS
ENVIRONMENTAL ISSUES COMMITTEE**

Article I Name

The Environmental Issues is a Standing Committee of the Faculty Senate (Senate Bylaws, Art. II, Sec. 3 (i) 9) with the following charge:

Environmental Issues Committee: to review and recommend policies and procedures pertinent to environmental issues as they relate to recycling, facilities use, campus beautification and stewardship, and traffic planning.

Article II Members

Section 1: Selection

Members of the Environmental Issues Committee are appointed by the Committee on Committees. As possible, membership is assigned to properly represent each school of the University, the Odum Library and the Division of Social Work (Senate Bylaws, Art. II, Sec. 3 (a)).

Section 2: Membership

- a) Two of the members must be Senators, one of whom is the Chairperson (Senate Bylaws, Art II, Sec. 3 (c)) as voting members.
- b) One member is a student recommended by the President of the SGA (Senate Bylaws, Art. II, Sec 3 (b)) as a non-voting member.
- c) One member is a staff member elected by the Council on Staff Affairs as a voting member.
- d) The Past Chairman will remain on the Committee for one year as a voting member.
- e) Ex Officio members are appointed by the Committee on Committees. All ex officio members on the Environmental Issues Committee will be nonvoting members. The Committee may nominate ex officio members to the Committee by sending a request in writing to the Committee on Committees.
- f) Subcommittee members do not need to be faculty or Senators and are chosen solely by the Environmental Issues Committee. All Committee members will serve on a subcommittee.

Section 3: Terms

- a) All Committee members serve three-year terms. Terms are staggered by the Committee on Committees (Senate Bylaws, Art. II, Sec 5 (a, b, c)). Terms of Committee members and the Chairperson begin on August 1 and end on July 31.
- b) Attendance: each appointed member must attend at least one meeting per semester.
- c) Subcommittee terms are determined by the Committee.

Section 4: Resignations

Resigning members must submit to the Chairperson of the Committee a written resignation. A copy of all resignations must be submitted in writing to the Committee on Committees within a week of the resignation by the Committee Chairperson. The Committee on Committees appoints replacements (Senate Bylaws, Art. II, Sec. 5 (h)).

Article III Officers

- a) Chairperson: The Chairperson of the Committee must be a Senator, is appointed by the Committee on Committees, and serves a one-year, renewable term (Senate Bylaws, Art. II, Sec. 3 (g)).
- b) Subcommittee Chairperson: The chairperson of each subcommittee is determined by the Environmental Issues Committee.
- c) Secretary: The Chairperson-Elect should act as secretary, keeping written minutes of the Committee meetings, distributing the minutes in a timely manner, including placing a copy in the Odum Library within two weeks of each called meeting (Senate Bylaws, Art. II, Sec. 6).

Article IV Subcommittees

- a) The Environmental Issues Committee may create subcommittees, which may include non-committee personnel (Senate Bylaws, Art. II, Sec. 3 (h)).
- b) The Chairperson of the Environmental Issues Committee will inform the Committee on Committees of membership of each subcommittee in time to include them in the Fall listing of the Faculty Handbook.
- c) The specific standing subcommittees and their responsibilities.
 1. Campus Beautification and Stewardship is the body designated by the VSU Tree Preservation and Maintenance Policy that the administration is required to consult regarding any and all proposals for tree removals on campus. The subcommittee also works with Plant Operations (Grounds) to oversee, enforce and implement other aspects of the TPMP, including care, maintenance, and planning for new plantings and landscaping. The subcommittee is charged with approving expenditures from the Jewel Whitehead endowment for the purpose of campus beautification.
 2. ~~Resource Energy Conservation and Facilities~~ is responsible for evaluating energy and water usage on campus in both internal and external environments and making recommendations for ways in which resource energy conservation can be attained. ~~RC will implement an education program to increase participation in resource conservation on campus. ECF will also work with the VSU Administration in overseeing and implementing the VSU Campus Outdoor Lighting Policy~~
 3. Recycling is responsible for recommendations regarding institutional policies or improvements in the areas of recycling and pertinent maintenance practices. The subcommittee seeks to work closely with Plant Operations and other relevant administrative units to promote goals of recycling and waste reduction in support of a better environment.

4. Traffic and Parking Planning is responsible for recommendations regarding institutional policies and improvements in the areas of planning for traffic and parking, specifically with regard to the campus and community environment.
- d) The Environmental Issues Committee will approve the chairperson of each of its subcommittees. The chairperson of each subcommittee will be a faculty member of the Environmental Issues Committee.
- e) Reports from the subcommittees will be presented to the Chairperson of the Environmental Issues Committee prior to each of the Committee's two required semester meetings (Senate Bylaws, Art. II, Sec. 1).

Article V Procedures

- a) On or before October 1, the Committee will discharge the following responsibilities (Senate Bylaws, Art. II, Sec. 6 (a 1-3)):
 1. Set the schedule for regular meetings and so inform the Committee on Committees. The Committee on Committees will publish the schedule to be included in the Faculty Handbook.
 2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of the Committee's charge and its annual goals.
 3. Submit written rules governing procedures to the Executive Secretary of the Faculty Senate and place a copy of these rules on reserve in the Odum Library.
- b) All proposals, recommendations, reports, and any other material to be presented for consideration to the Environmental Issues Committee must be submitted to the Committee Chairperson.
- c) All Committee meetings are open.
- d) Guests of the Committee will be allowed to speak only by expressed permission of the Committee.
- e) Substantive minutes and/or records of deliberations of the Committee will be kept. Copies of the minutes, reports, proposals, recommendations, and all other documents will be placed on reserve in the Odum Library no later than two weeks after a Committee meeting. At the end of the year, these Committee records will be collected and placed in the University archives in the Odum Library.
- f) An annual report will be prepared and submitted to the Executive Secretary of the Faculty Senate by April 30.
- g) A quorum to carry on the business of the Committee will be one-half of the voting membership.
- h) Proxies will be allowed for Committee members who are unable to attend Committee meetings, but can only be given to other Committee members. The Chairperson of the Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.

- i) Voting will be by a show of hands, unless otherwise ordered by the Committee. A majority of votes will carry an issue. Any Committee member may request a written ballot on any issue.

Article VI Amendments

The Bylaws of the Environmental Issues Committee may be amended by a majority vote of the Committee. Proposed amendments to the Bylaws must be submitted by Committee members to the Chairperson in a timely manner for review, discussion and possible action.