

**Minutes of the Valdosta State University – Environmental Issues Committee Meeting  
Friday, November 14th, 2014 at 12:00 pm in Bailey Science Center Room 2023  
(approved January 30, 2015)**

**Appointed Members in Attendance:** Theresa Grove (Chair), Arsalan Wares (Chair-elect), Tommy Crane, Brad Bergstrom, Bobby Flowers, Rebecca Green, Tanya Lee, Steven Schueler

**Ex Officio:** Ray Sable, Meredith Lancaster

Proxies: B. Bergstrom for L. Most, R. Green for Lois Ann Belflowers

A. Approve Minutes of the October 17, 2014 meeting

The meeting started at 12:07 pm. Names of members and ex officios need to be fixed in the minutes of last meeting. Minutes from the last meeting were approved.

B. Announcements

- a. Next meeting is currently scheduled for December 5, 2014. This is tentative and may be cancelled.
- b. Jason Allard or Arsalan Wares will be in charge when Theresa Grove is out of the country April-June 2015.

C. Reports

Campus Beautification: The committee is trying to schedule a meeting. B. Bergstrom has been working with Brett Ganas and Richard Hammond to remove dead pine trees on campus. After trees have been removed, this will make more area available for planting. “No Hammock” signs have been disappearing. Some pine trees have been attacked by beetles. Brad Bergstrom is working on these issues.

Energy Conservation: The committee met on the 7<sup>th</sup> of November 2014. The committee members talked about the following issues: marketing campaign across conserving energy, caught you caring, SAVE documentaries, student/faculty educational videos, websites development, university TV stations to spread the message, computer shut down to save power, and change of name in bylaws from “energy conservation” to “resource conservation”

Recycling: A meeting is scheduled for next week, other than that there were no other reports.

Sustainability Committee: Jason Allard was on this committee. The committee met three times. The following issues were discussed during the past meetings: transportation cost, use of natural gas to reduce the transportation cost, and water conservation.

D. Old Business

- a. Update on policy regarding tying signs, hammocks, etc. trees: The Faculty Senate was reminded that signs could not be tied on pine trees. Palm and other types of trees are fine to hang signs. SAVE announced to the students about not tying the hammocks in designated areas. We need more “No hammock” signs because some have disappeared.

E. New Business

- a. Fall Safety Walk (Attachment A): Theresa Grove should have reminded all EIC members about the safety walk. In the future, the entire EIC should be invited. The results of the Safety walk are in the attachment. New issues are identified every year during the safety walk. B. Bergstrom asked whether the idea of an annual walk in itself didn't tend to result in ever-increasing lights on campus, and he cautioned against the haphazard addition of single lights here and there; some of these last year were placed in the middle of areas that already had designed lighting sets, and some new poles may be too high for the site. Do we need an expert opinion? Do we need to invite professionals in the area of lighting and safety? We need to think about it.
- b. Hiring of new Assistant Director to Landscape and Grounds (Attachment B): We are hiring new Assistant Director to Landscape and Grounds.
- c. Proposed change to EIC bylaws (Attachment C): "Energy conservation" is to be replaced with "resource conservation" (Item 2 on the draft). Because of some other suggested changes, voting will take place during the next meeting. Other suggested changes: moving the lighting policy to description, include "conservation" in the EIC description under article, and check to see if references to faculty senate bylaws are correct.
- d. Do we need to let go of EIC parking subcommittee? Some discussion, but no consensus.

The meeting was adjourn at 12:55pm

## 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.

## Attachment B

### Position Description: Assistant Director Landscape and Grounds

<b>General Summary of Responsibilities</b>	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.
<b>Required Qualifications</b>	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.
<b>Preferred Qualifications</b>	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
<b>Data Involvement</b>	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.
<b>Knowledge, Skills, and Abilities</b>	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

	<p>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>
<b>Supervisory and Leadership Responsibilities</b>	<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>
<b>Decision- Making</b>	<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>
<b>Financial Authority</b>	<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>
<b>Involvement with Tools and Equipment</b>	<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>
<b>Education, Experience, and Certification/License Qualifications</b>	<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</p>

	<p>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.  Preferred: Degree in Landscape Architecture or a closely related field. (Horticulture, Biology, Turf Management)  Preferred: Previous experience managing Grounds in a University setting or institution of similar size and complexity</p>
<b>Physical Requirements</b>	<p>Must be able to walk, climb stairs, read and occasionally work from a 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>
<b>Compliance Requirements</b>	<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>
<b>Information Technology</b>	<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

Attachment C:

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 (RC) 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. ~~RCF~~ **will also work with the VSU Administration in overseeing and implementing the VSU Campus Outdoor Lighting Policy**