



**Administration and Planning**

Borough of Manhattan Community College  
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## MEMORANDUM

**To:** College Council

**From:** G. Scott Anderson

**Date:** October 26, 2016

**Subject:** Facilities and Safety Committee Meeting October 5, 2016 Report

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Campus Facilities & Safety Committee Meeting  
Wednesday, October 5th at 2:00 p.m. in Room N699L

Attendees: Scott Anderson (chair), Louis Chan, Alexander Gossiau, Michael Korn, Adophina Koroch, Martin Levine, Janice Zumo and Thomas Ching (scribe).

VP Anderson welcomed the committee members and gave an overview of the role of the College Council Standing Committees and their increasing importance in the coming year as we get ready for the upcoming Middle States review process.

Superintendent Ching distributed a list of in-house and capital projects completed in 2015 and planned for 2016 (see Attachment). These included the renovations on One South with the new Computer Resource Center, Student Activities offices, Theatre Lab, costume and set-design labs, the Veteran Affairs, International Students, Financial Aid and Student Government Association and Health Services offices which all now feature the new energy-efficient LED lighting and glass-and-steel partitions and furnishings. Other noteworthy projects were the newly renovated Fitness Center, ASAP office relocation and creation of three centralized open access/multi-purpose computer labs on One South. The One South projects all have the new elevated electrical outlets design to mitigate flood damage.

Capital Projects in 2015 include:

- The BMCC Express located at 275 Greenwich Street which serves as a 'one-stop' and proposed call center for students.
- The construction phase of the Pool Renovation project is in high gear and will incorporate an innovative and more energy efficient pool filtration system that will use less chemicals and save water through micro-purification. Additionally, the new pool will have two motorized pool covers to prevent water evaporation, retain heat, reduce chemical use and prolong the

life of the HVAC system. The committee learned that this was funded through a successful BMCC grant application to the NYC Department of Citywide Administrative Services of \$130,000 to fund the pool covers.

- In April 2017, the College will start the installation of 916 photovoltaic panels capable of generating 325 kWh of electricity at the main building. It will be the largest solar panel system in Manhattan. Dr. Gosslau inquired whether this will be sufficient for the college's needs. Anderson informed the committee that it would be used to reduce peak load demand and during emergencies it could power VOIP systems, limited corridor and perimeter lighting. BMCC is seeking approval to install a zinc-magnesium battery storage system to further supplement emergency electricity and reduce peak load demand. Dr. Levine noted that the byproduct was water and an improvement of lead acid battery usage.
- The first phase of the ADA Bathroom Renovation project started on September 19 and will include new ventilation, fixtures and energy-efficient lighting and hand dryers for the 12 North-side public bathrooms. Once completed, the 14 bathrooms in the South-side will be renovated.
- The Comprehensive HVAC Replacement is expected to be finished in 22 months and will result in improved temperature control, new chillers, air handlers, pumps and fume hoods and direct monitoring through BMCC's Building Management System. It was noted that the overall project is a major effort to address the under-designed heating, ventilation and air conditioning system at Chambers Street which was engineered before the advent of PCs and local printers, photocopiers and display monitors.

Public Safety Director Korn provided a report on the safety training initiatives for the past three years in CPR/AED and First Aid which are free classes open to the entire BMCC community (see Attachment). Enrollment has tripled for student to 147 trained in 2016 to date and an additional 93 faculty and staff members. Dr. Koroch inquired when trainings were held and Korn responded that they are offered year round to increase participation. Multimedia Designer Chan offered to do training announcements to support and further publicize the effort using various media. Dr. Levine noted this was an excellent opportunity to learn these life-savings skills, applicable anywhere.

- Currently, 148 persons are trained as fire wardens. In 2016, Korn reported that 21 additional wardens were trained. The next training is scheduled for October 11-12. Additional training for new volunteers and refresher courses will be announced shortly.
- Public Safety conducted 3 tabletop exercises that involved 64 officers. Five Hostile Intruder exercise drills have been conducted involving Public Safety officers on all tours at Chambers and Fiterman Hall. Additional Intruder exercises will be performed throughout the semester. To date, BMCC has hosted four Active Shooter presentations in conjunction with the NYPD and the US Department of Homeland Security and will offer additional presentations and training open to the college community each semester.
- Public Safety has instituted practice drills on lockdown procedures on the overnight shifts to ensure that the system is in proper working order and that the officers are familiar with procedures for activation/deactivation of all doors and locks. Dean Zumo asked whether students hired as tutors would be able to access locked unoccupied classrooms. Korn responded that the rooms are programmed only for faculty and staff.

- Gossiau, Koroch and Levine inquired about the locking of science laboratories and classrooms. Korn responded that classrooms are programmed to remain open for the duration of class. Since the doors are unlocked during class time, Anderson requested that garbage cans not be used to prop doors open as they damage the hinges and the electronic locking mechanisms of the doors with repeated slamming. Each new door with electronic locks costs \$3600 to replace. All agreed that the labs should be locked and have restricted access given the equipment and chemicals stored and used in these rooms.

Dr. Levine reported that the college's water testing for quality and Legionnaires disease was an on-going program. The third-party accredited labs yielded excellent results for drinking quality with no lead present. All cooling tower tests reported negative readings for Legionnaires both with the weekly in-house tests and the monthly ones performed by a DOH-approved contractor. Dr. Levine also monitors the safety in food service with a monthly inspection by an external inspector and all have received an 'A' rating.

- Dr. Levine also recently compiled BMCC's annual sustainability and energy conservation report required under NYS Executive Order 4 documenting BMCC's progress in these areas. Parameters include tonnage of paper, glass, plastic and metal collected and recycled in addition to purchasing patterns, alternative forms of transportation and fuels, green products used and new initiatives.
- Levine encouraged all to participate in the flu vaccination.

Meeting adjourned.

Attachments



**Public Safety**

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199 Chambers Street  
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TO: Campus Facilities and Security Committee  
FROM: Michael Korn, Director of Public Safety  
SUBJECT: TRAINING  
DATE: October 5, 2016

Over the past three years the Department of Public Safety has trained and will continue to train members of the department and members of the college community.

**CPR/AED & First Aid**

<u>2014</u>	<u>2015</u>	<u>2016</u>
64 staff and 38 students	35 staff and 96 students	Students-147 Staff -89 Faculty-4

**Fire Warden Training**

There are currently 148 persons trained as fire wardens. We have trained 21 new fire wardens during the past year. We will continue to provide training for new volunteers and refresher training and are continuing to request volunteers. Training is currently scheduled for October 11 and 12 2016.

**Hostile Intruder**

Public Safety has conducted 3 table top exercises that involved 64 officers. A total of 5 Hostile Intruder exercise drills have been conducted involving Public Safety officers on all tours both in the main building and Fiterman Hall. Hostile Intruders Drills will continue to be performed throughout the semester. The college has hosted four Active Shooter presentations in conjunction with the NYPD and the Department of Homeland Security.

In addition practice drills on lockdown procedures are down on the overnight shifts to ensure that the system is in proper working order and that the officers are familiar with procedures for activation/deactivation of doors and locks.

The goals of the drill are to prepare the officers to respond to the situation and to apply current operational procedures, but also in information gathering in a timely manner and disseminate that information to responding personnel: tactical response to a scene to ensure responding members are not exposed to imminent danger; deployment of personnel to the area for real time assessment of situation; requesting additional resources, i.e. NYPD, FDNY, EMS via 911. Also to ensure that staff are prepared to properly secure an area by various means, lockdowns and evacuation, shelter in place or assignment of additional personnel above /below affected area.



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During the Spring Recess members of the Public Safety Safe Team participated in an active shooter drill utilizing firearms in active shooter scenarios .

### **C-CERT - CAMPUS- Community Emergency Response Team**

**26 -Recertification**

**12\_ New CERT**

**70 Total C\_-CERT Members**

The primary purpose of Campus CERT is to apply the established CERT model to the college environment. This is a three (3) course conducted by Public Safety instructors and will be held every other week in June and July. Exact dates will be posted shortly to the events calendar and the Public Safety webpage.

Public Safety also provides additional training to newly hired Peace officers and Campus Security Assistants. Training for the Peace Officers is in addition to the training provided by the Academy, while CSAs receive a special training created by the Public Safety Department to address the needs of the college. Over the coming months Public Safety will be receiving additional training in the areas of

- **Sexual Harassment**
- **Title IX**
- **EEO**

Public Safety is also called upon to ensure the safety of the college community in domestic violence situations where an active order of protections has been issued. Coordination between the Public Safety Department, Student Affairs, Registrar and Human Resources is required to ensure the safety of a complainant.

Public Safety will be hosting a Domestic Violence Seminar on October 17, 2016 in conjunction with the NYPD to increase awareness of domestic violence.



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Access control is provided as follows:

- **Daily classroom schedule 6:30 am to 11:59 pm on all the three buildings.**
- **Lab access (toggle mode) card access to open and close.**
- **Limited access set timer for entry to lab**

For your information.



## Borough of Manhattan College In-House Projects

### 2015

Computer Center	S140
Student Activities	S136
Theatre Lab, Tech Shops	S130-132, 144
Bookstore	S215
Fitness Center	S275
Financial Aid	N365
Media Arts	S604
ASAP	S642, N782
Teacher Education	N790, 791
Institutional Research	S735

### 2016

Open Computer Labs	S114-115
Office of Accessibility	N360
International Students	S115N
Veterans Affairs	S115M
Richard Harris Terrace	S226
Student Government	S242
Health Services	N380
Media Center	S530
Finance and Purchasing	S711, 712

## Capital Projects

### 2015

- Pool Restoration: State of the art filtration system, new deck and tiling, pool covers
- BMCC Express: 'One Stop' location for admissions, registrar, financial aid, counseling

### 2016

- Whole System HVAC Upgrade: Air handlers, chillers, dunnage, pumps and ventilation
- Chambers Ramp and Plazas: Embedded pavers, masonry, stairs and drainage
- ADA Restroom Upgrade: Ventilation, new fixtures, lighting, plumbing and accessories
- Photovoltaic 325kWh Array: 916 solar panels, inverters, steel dunnage