

FACILITIES POLICIES REVIEW COMMITTEE
November 6, 2007

The Facilities Policies Review Committee (FPRC) held its sixth meeting on October 30, 2007 at 6pm in Rom 287 of the Reitz Union. Present were Seth Mollitt (Chair), Andy Batson, Pam Bourg, Stan Chastain, Caroline Etter, Shae Ferguson, Ed Kellar, Lisa Kenna, Kevin Reilly, Emma Winstead and staff member Chris Bullins.

The minutes of the October 30 meeting were approved with the first sentence of the last paragraph amended to read: "Background checks are to be done for all HD's at their first contract renewal; this includes those currently employed as well as new ones."

All house corporation presidents are to receive a copy of the revised House Director Policy. They are to respond in writing that they received the email even if they have no comments.

Stan noted that a lot of what the committee is doing is contrary to what is being done at other universities and to the NIC policies.

The committee members began work on the Facility Policy. The following is the agreed upon rewording of the Overview section:

The University of Florida is committed to providing an aesthetically pleasing, safe and educationally conducive environment for its community. The sorority and fraternity residential environment should meet or exceed expectations for the entire University community. Safe and clean houses promote an environment that is conducive to learning. In addition, chapter houses serve an important role in promoting community and leadership development, because they allow students to live together and function as a cohesive unit to effectively and efficiently achieve organizational goals.

This policy has been prepared in response to a perceived need for more consistent and better management of facilities that are open to the public, subject to high volume event traffic, may have frequent staff and tenant turnover, and are often managed by absentee landlords with limited feedback, funding, or day to day control. An objective of this policy is to help all the affected parties enjoy a highly successful Greek experience through proper planning and communication and to avoid crisis management.

The section on University Expectations had minor corrections made referencing the House Director's Policy and national headquarters. The section now reads:

All sororities and fraternities are required to abide by the University of Florida Social Sorority and Fraternity Facility Policy and the House Director's Policy. Each chapter's House Director shall be responsible for coordinating the maintenance of its facility under the direction of the House Corporation and/or National Headquarters and with assistance from the House Manager when applicable.

The Chapter Facilities section was also amended. After much discussion it was agreed to eliminate the reference to "ten or more active members..." There is a trend to have fewer members living in the house but have large common areas. Committee members recognize there is a difference in the way sororities and fraternities operate and that there may be a need to create some policies applicable to one group only. With this in mind, the Committee members agreed that open houses should be defined by the

individual housing corporations and that OSFA should be informed when the houses are open or closed. The section on Chapter Facilities as amended is:

A sorority or fraternity chapter house is defined as a single residential unit. For this facility to be utilized as a Chapter House, the following requirements must be met:

1. The facility must be owned and operated by a House Corporation incorporated within the State of Florida or by a division of the (inter)national office;
2. The property must be zoned appropriately for sorority/fraternity housing as specified by the City government;
3. The facility must have a live-in House Director (see House Director Policy);
4. The facility must be made accessible for inspections as outlined in this policy;
5. Events at the house are subject to the Social Events Guidelines and require appropriate review and approval by the University;
6. Open houses are defined by the individual House Corporations.

The sections on Property Use and Facility Renovation were moved to follow Chapter Facilities. Committee members felt that OSFA should approve any subleasing but that they should be notified. The Housing Corporations are responsible for their facilities and should be able to determine who they would lease their property to. Permits must be on file with the Office of Environmental Health and Safety as well as the appropriate governing agency... In regards to #5, it was agreed to strike the word "small". It was also agreed that the agreement between the Housing Corporation and House Director did not need to be on file with OSFA. The section of Property Use is amended to:

1. All properties, rented or owned, shall be used only for University of Florida student residential purposes. Except for the House Director, all residents of any fraternity or sorority facility must be enrolled, degree-seeking University of Florida students who are active members of the organization. The OSFA must be notified of any subleasing of the facility to any entity other than members of the chapter affiliated with the House Corporation which owns the property.
2. No permanent buildings, structures, or fences shall be erected, placed or altered on any lot until the building plans and specifications are on file with the Office of Environmental Health and Safety and the appropriate governing agency. No work may be commenced until permits have been obtained.
3. No illegal, obnoxious or offensive trade or activity shall occur on any lot, nor shall anything be done thereon which may be or become an annoyance or nuisance to the community.
4. No trailer, tent, shack, garage, barn or other outbuildings erected on these properties may be used for habitation, temporarily or permanently, nor shall any structure of a temporary character be used for habitation.
5. No animals, livestock or poultry other than fish in an aquarium shall be kept or maintained on any part of the property. House Directors may have cats, dogs, and/or birds if written approval is given to the house director by the House Corporation.

The section on Facility Renovation was renamed to Facility Improvements. There was general agreement that parts of this section are procedures and should not be part of the policy. This specifically applied to the second sentence of the first item "Compliance with Facilities policies on Sorority and Fraternity Rows shall be closely coordinated and monitored by EH&S" as well as the last item under this section: "The Facility Management Department at UF shall assign a project manager from staff for major projects..." No one disagreed with the statements but felt they were informational statements and procedures. The section as amended will read:

1. Construction and renovation projects beyond the scope of routine maintenance must be properly reviewed and approved by the Codes Enforcement Officer for the property. Projects exceeding

\$25,000 require a building permit. In addition, EH&S shall serve as an additional reviewer of plans for facilities not on Sorority or Fraternity Row, as future inspections will be conducted by staff from that department; Facilities off campus on land governed by the City of Gainesville shall utilize the City of Gainesville Codes Enforcement Office.

2. Communication with the OSFA must occur prior to construction or renovation work beginning to ensure any impact of the project on residents or that sorority and fraternity events like Recruitment have been considered. Contingency plans must be developed as necessary to avoid disrupting the tenant educational process. Documentation provided OFSA before construction begins must include, at a minimum:
 - a. The name of all contractors working on the project;
 - b. A timeline for the commencement and completion of the project as well as any contract clauses to finish the project earlier or penalties for late completion;
 - c. Permits from the appropriate governing agency,
 - d. Contact information for the on-site Construction Manager overseeing the project.

The section on Exterior Maintenance will be reviewed next week. The possibility of doing tours of some of the houses was discussed. Chris will work on this.

Respectfully submitted,

Pam Bourg, Secretary