

FACILITIES POLICIES REVIEW COMMITTEE
November 20, 2007

The Facilities Policies Review Committee (FPRC) held its eighth meeting on November 20, 2007 at Zeta Tau Alpha. Present were Seth Mollitt (Chair), Andy Batson, Pam Bourg, Stan Chastain, Ed Kellar, Shea Ferguson, Arthur Portnoy (IFC Greek Person of the Year – Buddy MacKay Award Winner) and Emma Winstead. Chris Bullins from the Office of Sorority and Fraternity Affairs was also present.

A tour of Zeta Tau Alpha was conducted.

Minutes of the November 13 meeting were approved.

Chris Bullins discussed with Committee members some of the comments that have been received concerning the House Director Policy. Some comments compared houses to residence halls. Chris noted that care needs to be taken when doing this. Alcohol is not allowed in individual rooms in the residence hall but is allowed in individual rooms in the fraternities. Comments were also received indicating a public university should not be able to mandate a private housing corporation. When a social sorority or fraternity is registered with the University of Florida, they agreed to abide by University rules and regulations. It is the choice of the organization to enter into the relationship with the University. One result of that relationship is the tax exempt status granted to houses by the Alachua County Tax Assessor. The letter the University sends to the tax assessor and Florida Prepaid there is a required statement that says the organization is “under the authority of the University of Florida, the UF has the right to discipline the organization.”

The section titled “Inspection Process” was renamed to “Appearance and Safety” which more accurately reflects the purpose of the section. In the first item in this section the word “improvements” was changed to “facilities”. The revised statement reads “It shall be the duty of each chapter at all times to keep and maintain the facilities, landscaping and general property in good and presentable condition.”

During discussion concerning an annual inspection the following was covered:

- Some felt the University (EH&S and/or Housing) should not do the inspection; it would very time consuming to inspect each house on an annual basis and write reports and then do the monitor that would be necessary since the University knew about the areas that did not pass inspection.. Committee members felt that there may not be staff trained to do the type of inspection really needed. With this in mind, the Committee members recommend an outside qualified inspector be hired by the individual housing corporations.
- Everyone agreed there needs to be an inspection on a regular basis – but annually is too often. Some suggested the inspection be done every five years but others felt that was not often enough given the age of some of the houses. It was agreed that an inspection at least every three years would be sufficient. This would give the housing corporations the ability to set up the inspections and make repairs within their time frame as far as budgeting is concerned.
- Once a housing corporation has had completed the inspection process, they will receive a written report from the inspector. The housing corporation must send a letter to the OSFA saying an inspection has been completed. Critical issues must be shared with the OSFA. It will be the responsibility of the individual housing corporations to do the right thing in terms of handling the issues brought up in the written inspection report they receive. It was noted that the housing corporations are responsible for the hiring of the inspector and for writing the letter to OSFA – not the students. The inspection should cover the following: Structural aspects; life/safety

aspects (fire safety, egress); building envelope (walls & roof); and mechanical, electrical, plumbing, and environmental.

The section on Compliance was reviewed and the first item was written to reflect the fact that someone on the University of Florida staff may see an item that needs attention and reports that to the OSFA. When this happens, Chris notified the house. It was agreed the housing corporations should be notified as well.

The section on Failure to Uphold Standards was reviewed. It was agreed that “Chapters that fail to comply with this policy are subject to temporary suspension of house activities including meetings, social functions, and meal plan.” The third item was condensed to read “Chapters that fail to comply with this policy on a consistent basis are subject to losing university registration.”

The section on Appearance and Safety will read as follows:

Safety & Appearance

1. It shall be the duty of each chapter at all times to keep and maintain the facilities, landscaping and general property in good and presentable condition.
2. Each chapter should be evaluated using a comprehensive inspection process in order to provide consistent, clear feedback.
 - Comprehensive Building Inspection: Every three years, housing corporations must conduct a comprehensive building inspection on their facility. House corporations must retain a qualified professional to conduct this inspection. The inspection should review at a minimum:
 - i. Structural aspects
 - ii. Life/Safety aspects (Fire Safety, Egress)
 - iii. Building Envelope (Walls & roof)
 - iv. Mechanical, Electrical, Plumbing, and Environmental

Compliance

1. Chapter officers and house corporations will be notified in writing if their facility’s appearance is not presentable.
2. The house corporation must provide to the Office of Sorority and Affairs a confirmation that the comprehensive building inspection has been completed.
 - a. Any issues identified as critical by the housing corporation must be shared with the Office of Sorority and Fraternity Affairs, and a plan/schedule of corrective action should be developed and shared with the Office of Sorority and Fraternity Affairs as well.

Failure to Uphold Standards

1. Chapters that fail to comply with this policy are subject to temporary suspension of house activities including meetings, social functions, and meal plan.
2. Chapters that do not comply with this policy may be referred to the Dean of Students Office for violating the Code of Student Conduct.
3. Chapters that fail to comply with this policy on a consistent basis are subject to losing university registration.

Utility & Service Billing was reviewed and the first two sections were accepted. Members felt the failure section should have the first sentence removed – it was a duplication of a previous statement. There a times when a chapter contests a bill and therefore it may not be paid within the 30 days indicated in the policy. If a chapter is contesting an invoice, they should tell OSFA. This would keep OSFA in the loop and help keep the house on the good standing list.

The Utility & Service Billing section will read as follows:

UTILITY & SERVICE BILLING

Customers must pay for all utilities or services in a timely manner. Bills are considered delinquent if unpaid 30 days after the invoice date.

Compliance

1. All utility and service bills must be paid by the invoice due date.

Failure to Uphold Standards

1. In the event the chapter fails to pay the University, the chapter is subject to losing its status as a “Chapter in Good Standing”

Committee members are to review the sections on Fire Safety and Administrative Operations for the next meeting on November 27. This will complete the facility policy. The completed policy will be forwarded to the house corporations for their review.

The December 4th meeting will be used to review the feedback received concerning the House Director Policy.

Respectfully submitted,

Pam Bourg, Secretary