

## SUB STEERING COMMITTEE MEETING

September 14, 2016- 2:30PM

Abbotsford S3103

*In attendance: Jackie Hogan, Mark Goudsblom, Jody Gordon, Sukhi Brar and  
Ashmeet Saran*

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### MINUTES (revised Nov. 1/16)

#### 1. Welcome

#### 2. Approval Items

2.1 Agenda: September 14, 2016. Addition of Agenda Item: 3.7 Flag Installation

2.2 Minutes: April 11, 2016 & May 10, 2016

#### 3. Items

3.1 SUB Atrium Staircase Hazard- Mark contacted Tony regarding a design for the staircase atrium. **Action Item:** Mark will contact the contractor for a timeline regarding the installation of the staircase railing.

3.2/3.3 SUB Committee Composition- The SUB Committee has always been composed of UFV and SUS to ensure the building is well maintained. **Action Item:** Jody will communicate to CiVL that a SUB Tenancy Committee has been proposed for all the tenants of the building (these tenants would include CiVL, Cascade, Advising, ISC).

3.4 CiVL's access to the SUB- CiVL requested to have access to the SUB after hours via tap/swipe cards. **Action Item:** Jody will communicate with CiVL the security/safety risk when multiple people having access to the SUB- apart from Security.

3.5 Signage on Campus- In order to make it easier to find offices and location of buildings from different points on the campus, it was proposed that signage be put up within buildings and other points on campus. **Action Item:** Mark will find out ideal places for signage on campus and communicate feedback and recommendations of the items for follow up he receives.

3.6 Contractors and Contracted Work- Contracted work is a regular activity in the SUB (repairs, floor polishing, staircase, exhaust hoods, etc). It is preferred if external contractors check in with UFV Facilities before working on projects within the SUB. **Action Item:** SUS will go ahead with approaching UFV for contract related work.

3.7 Flag Installation- The composition of the flags has changed to include more groups. It would be preferable if there were a placard to describe the purpose of the flag display. **Action Item:** SUS work on the designing and material of the placard.

#### 4. Discussion Items

4.1 SUB Committee Meetings will be held in these months: Nov. 2016, Feb. 2017 and May 2017

4.2 All Tenants Committee Meetings are proposed to be in December 2016 and April 2017

#### 5. Adjournment