Binghamton University
Building Administrators

Location: Via Zoom
Date: March 19, 2026
Time: 1:00 pm

Meeting Minutes
Agenda items

1. ***Welcome to New Building Administrators*** **– JoAnn Navarro**
    - New Building Administrators
        - Kevin Heard – Old Johnson
        - Mindy Wu – Science III
        - Timothy Hillis – Science IV
        - Elizabeth Bagley - Research & Development Building & Science V
        - Elizabeth McGovern - Lane-Starke Tennis Center

2. ***Campus Construction Updates*** **–** Lisa Sklener & Diana Jaramillo Keane

    - **Refer to** Campus Construction Map

3. ***Facilities Related Updates*** **-** Sacha Sigelman-Schwartz

    - **Service Requests -** Urgent matters should be called in to the Facilities Operations Center at 7-2226 (24/7/365). Do not email the FOC for urgent matters. All non-urgent requests should be submitted via Maximo Service Request.
    - **Event Service Requests -** Campus customers must submit a service request for support of a scheduled event a minimum of ten working days prior to the event. For more complex events, or if an estimate is needed, the request must be submitted at least 20 working days prior to the even
    - Reminder about the **Building Access Policy**, specifically:
        - Lost Key Procedure (requirement to report to UPD & FM and rekeying of affected spaces)
        - Requirement for employees separating from employment or changing job functions/departments to return keys to FM. Unreturned keys will be treated as lost keys.

4. **Next Meeting – Thursday, October 29, 2026 (Via zoom)**

5. **Comments/Concerns to: JoAnn Navarro at** jnavarro@binghamton.edu