

## **Office of Facilities Services Advisory Committee (OFSAC)**

### **Minutes – March 30, 2006**

**Members Present:** Sara Jayne Steen, Chair, Carina Beck, Allen Bertelsen, Jeff Butler, Robert Carson, Kerry Evans, Rick Hixson, Robert Lashaway, Jim Rimpau,

**Members Absent:** Sandy Gagnon, Gary Griffith, Sandy Sward

**Others Present:** Jeff Davis, Jon Ford, Rob Hebert, Dale Huls for Sandy Sward

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**1. Approval of Minutes – January 26, 2006**

A Motion was made by Rimpau to accept the Minutes for the Meeting held January 26, 2006. Bertelsen seconded the Motion and the Minutes were unanimously approved as submitted.

**2. Facilities Reorganization/Active Recruitments**

Butler and Banziger reported on the completed and active personnel recruitments. Under the restructured Facilities organization, Butler is the Director, and Davis the Assistant Director of Facilities Operations & Maintenance. Loras O'Toole will replace Davis as the University Engineer and a search will begin soon to replace O'Toole as the Facilities Engineer. Banziger is the new Director, Facilities Planning, Design & Construction. Searches are currently underway in that group to fill two Associate Planner positions and a Data Information Specialist position.

**3. Annual Building Supervisors Meeting**

The annual Building Supervisors Informational Meeting is scheduled for April 12. Butler will discuss current pertinent information including building supervisor responsibilities, recycling, campus policy alerts, 2006 campus construction projects, and the Facilities Customer Service Program. Any OFSAC members who would like to attend are invited to do so.

**4. Recycling Club Meeting**

Butler and Ford reported on the current situation with the Recycling Club. The Recycling Club is a student volunteer organization established initially to gather white paper. The club has struggled due to a lack of funds and trouble recruiting volunteers. With the help of Facilities, club members drew up a business plan to include a full time coordinator and approached ASMSU with a proposal for a \$1 tuition fee (U of M has a \$4 fee). ASMSU agreed to support the recycling effort, however without financial support. The Club has now asked Facilities to assist them in going back to the Senate with their proposal.

**5. Custodial Wage Issues**

Ford provided background information and discussed hiring difficulties facing Facilities (and other campus organizations), partially due to the rapid growth and escalating cost of housing in this area. The unemployment rate is low and it is particularly difficult to compete with the local market in

hiring custodial positions. As a first step in addressing the problem, meetings have been held with Auxiliaries and all other entities maintaining custodial crews. Unfortunately, any increase would have a ripple effect to many other positions and a huge effect on budgets. Human Resources is looking at various alternatives and solutions to the problem. As this issue develops further, updates will be brought to the Committee.

**6. Campus Mail Service to VLC**

Under the new University Services organization, Mail Services has recently become a part of Facilities Operations & Maintenance. With the expansion of several University entities to off-campus locations, the question has arisen how to address mail deliver to those locations. This situation has grown over time and has been dealt with inconsistently. Issues that will need to be addressed include:

- How far off-campus should mail be delivered?
- Who should pay for the service?

Facilities will be asking the Committee for suggestions to address this issue in the near future.

**7. Light Utility Vehicles**

Rob Hebert, Facilities Fleet Equipment Manager, presented information regarding a new design for campus maintenance vehicles. Since many of the types of services vehicles currently used are no longer manufactured, and since campus has become more congested, Facilities O&M has investigated moving to a smaller, more maneuverable vehicle. These new “mini” vehicles will be more environmentally friendly and will allow easier access to tight service areas. It is anticipated that Facilities will try some different configurations of these vehicles to see what works the best. Facilities would appreciate Committee member’s impressions of these vehicles as they appear on campus over time.

**8. OFSAC Terms (Non-Agenda Item)**

Butler advised that several positions on the Committee are vacant or will become vacant in June. We will be contacting members and addressing those vacancies in the next month.

Respectfully submitted,

Sharon Morrison  
Office of Facilities Services