

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

### **Minutes – April 27, 2006**

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

**Members Absent:** Allen Bertelsen, Sandy Gagnon, Gary Griffith

**Others Present:** Jeff Davis, Jon Ford, Ed Sondeno for Gary Griffith, Steve Albert (WTI), Scott Keller (MDOT)

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#### **1. Approval of Minutes – March 30, 2006**

A Motion was made by Rimpau to accept the Minutes for the Meeting held March 30, 2006. Carson seconded the Motion and the Minutes were unanimously approved as submitted.

#### **2. OFSAC Charge**

- Outgoing Members – Butler directed attention to the OFSAC Charge. Several member terms will be ending in June. Of these members, Bertelsen has agreed to remain on the Committee and Griffith will be replaced by I. Edward Sondeno. Other vacancies are currently being addressed according to the OFSAC Charge.
- Frequency of Meetings – After discussion, the Committee determined that it may not always be necessary to continually meet on a monthly basis. Committee members agreed to meet on a bi-monthly basis, however to retain meetings on calendars in order to preserve the right to call a meeting on off-months, if necessary. The next OFSAC meeting is scheduled for May 25, 2006,

#### **3. Off-Campus Mail Service**

A question has arisen as to what the boundaries for campus mail delivery should be. Ford led discussion centered around recent requests for mail delivery by entities which have recently moved to the VLC building. At the current time, there is no consistent approach as to who should receive mail delivery by Campus Mail Services. Committee members recognized that the Campus is expanding and that these issues will need to be addressed. A suggestion was made to use a “contiguous boundary” rule for services provided and to address locations separated from the main campus on a “reimbursement of cost” charge basis. Committee members reached consensus that Ford should draft a policy to be reviewed by the Committee and ultimately recommended to the VPAF.

#### **4. Recycling Club**

Ford presented an update on the efforts of the Recycling Club. All Club members, except one, will be graduating this spring and the Club has requested that Facilities assume the recycling program for the summer. Ford had coached the Club members on devising a business plan, however advised

them that Facilities would not be able to take over the white paper recycling for the summer. If the Club is not able to come up with a plan, it will be necessary to advise Building Supervisors that there will be no white paper recycling for the summer.

5. **Summer Construction Map (Non-Agenda Item)**

Copies of the 2006 Summer Construction Map were distributed to Committee members and projects were discussed.

Respectfully submitted,

Sharon Morrison  
Office of Facilities Services