

Office of Facilities Services Advisory Committee (OFSAC)

Minutes – June 29, 2006

Members Present: Carina Beck, Allen Bertelsen, Jeff Butler, Sandy Gagnon, Rick Hixson, Carol Shannon, Ed Sondeno, Sandy Sward, Jim Rimpau,

Members Absent: Robert Carson

Others Present: Jeff Davis, Jon Ford, Patti Yasbek

1. Approval of Minutes – April 27, 2006

Bertelsen moved to accept the Minutes as submitted for the Meeting held April 27, 2006. The Motion was seconded and the Committee unanimously approved the Minutes with no corrections or additions.

2. Introduction of New Members

Carol Shannon, of ITC, was introduced as the new member representing CEPAC. Butler also reported that Bruce Morton, Dean of The Libraries has been nominated and approved as the new OFSAC Chair. Chris Jenkins, Mechanical & Industrial Engineering will be joining the Committee as the Department Head representative.

3. Annual OFS Major Maintenance List

Butler discussed the various projects identified on the first page of the FY07 Year End Plant Fund handout. The total for these projects is \$387,000. The next three pages of the handout reflect the preliminary Major Maintenance list, totaling \$1.48M. There are also some non-committed funds for projects that come up during the year. Pages 5-10 show the list of projects by priority. As funds are used, this is the working list. Page 11 shows the Plant Fund to maintain the infrastructure on campus. The top portion reflects how it was funded over the years. The last page of the report shows energy conservation rebates.

4. Annual OFS Equipment Replacement Plan Review

Butler and Yasbek discussed the list of equipment to be purchased this year. Included in the list are the mini-trucks (details presented at the 3/30/06 meeting), an aerial lift (Facilities currently spends approximately \$8-10,000 a year to rent) and a miniature trash truck and miniature van with cargo boxes which will be useful for events at the Stadium and on move-out day at the dorms.

5. Mail Services

Several months ago Administration and Finance retained the PAPPAS group for an administrative business process review. The subsequent report raised some questions, one of which was related to costs associated with the Mail Services contract station on campus. Although the operation is lean and efficient, and there are many benefits provided to the campus by having a contract station on

campus, there are still costs associated with the Federal side of the operation. Every few years the Federal Government allows the University to request additional funds however, the last request, in 2003, was denied. This item is brought before the Committee as an informational item only at this time. Facilities will do further research and bring this item before the Committee in the future for review.

6. Mandeville Creek Restoration Project

Ford reported that a group had been formed to look into a restoration effort on Mandeville Creek. The Mandeville Creek Restoration Work Group consists of representatives from the MSU scientific community, Facilities, and members of community organizations. The group's objective is to restore the Creek to an aesthetically pleasing and healthy stream through an urban setting. Facilities is currently looking at the impact of the project on the future Campus Plan as well as maintenance costs. Funding is an issue for the group however they are looking for grant support. Facilities will keep OFSAC informed as this project further develops.

7. Chemistry Research Building Maintenance Plan

Butler advised the Committee that Facilities is currently developing a plan to propose to the Research department for maintenance of the new Chemistry Research Building. It is Facilities' responsibility to inform the Research Department what needs to be done and then the groups need to work together to insure that the proper maintenance is accomplished. Facilities will keep OFSAC advised as the plan is developed.

8. Key Distribution/Management

Butler advised the Committee that Facilities will be assuming the responsibility for issuance of campus keys. At this time, Facilities Operations & Maintenance performs all functions associated with the keys except distribution. One major change will be that there will not be 24 hr. access to keys, however our research into other university policies shows that this is more often the case. Auxiliary Services would like to be included in setting up the new procedure and Butler has advised that the planning process will include other entities.

Respectfully submitted,

Sharon Morrison
Office of Facilities Services