

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

### **Minutes – August 31, 2006**

**Members Present:** Allen Bertelsen, Jeff Butler, Robert Carson, Heidi Gagnon, Chris Jenkins, Carol Shannon, Ed Sondeno, Sandy Sward, Jim Rimpau,

**Members Absent:** Bruce Morton, Chair, Carina Beck, Rick Hixson, Sandy Gagnon,

**Others Present:** Jeff Davis, Jon Ford, Leslie Schmidt, Robert Lashaway

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1. In the absence of the Chair and Vice Chair, it was suggested and agreed upon that Butler conduct the meeting.
2. [Approval of Minutes – June 29, 2006](#)  
Bertelsen moved that Minutes from the Meeting held June 29, 2006 be accepted with no corrections or additions. The Motion was unanimously approved.
3. **Introduction of New Members**  
Heidi Gagnon, office of the VP, Administration & Finance was introduced as the new member representing that department. Chris Jenkins of Mechanical & Industrial Engineering was also welcomed as the department head representative.
4. **Election of Vice Chair**  
Carson nominated Sward to the position of Vice Chair, replacing Kerry Evens. Bertelsen seconded the nomination and Sward was unanimously elected as Vice Chair.
5. **Off Campus Mail Service Update**  
At the April OFSAC meeting, the Committee discussed the matter of mail services to off-Campus locations. The issue was the request by departments located in the VLC Building for campus mail delivery. That request was granted, however it raised the question of how far campus mail delivery should be extended to off-campus sites.

Ford presented a handout outlining considerations and a recommendation for language to be inserted into the Mail Services Guidelines. In principle, the suggested language recommends that “mail is delivered within the University to other departments and the residence halls (not including married student housing) without additional postage costs. Delivery to programs that reside in facilities off University property and outside the contiguous central campus property line will not receive Mail Services delivery and pick-up. However, any program that operates out of a facility located outside of the contiguous central campus property line but immediately adjacent to the contiguous campus may request consideration for normalized campus mail delivery services on a case-by-case basis.”

Bertelsen moved to endorse the recommended language to be added to Mail Services Guidelines. Carson seconded the Motion and it was unanimously approved by the Committee.

Ford also provided an update to the discussion pertaining to the Mail Services Contract Station (June 29, 2006 OFSAC Minutes). Facilities continues to work out detailed operating costs for the Contract Station. Ford will pursue a request for additional support from the Federal side.

**6. Facilities Campus Customer Service Program**

Butler provided results from the Facilities Campus Customer Service Program. In FY06, with the endorsement of OFSAC, Facilities began an experimental program to provide free-of-cost service to state-funded entities for work requests under \$200. The program began with an \$80,000 budget. During the first year \$50,431 was spent, which will allow some room to grow the program. Butler provided a handout showing a summary of jobs per department and indicated that there were only a couple of departments where several calls were made to complete one big job.

**7. Request by VMB to Obtain State Custodial Services in the Tech Park**

Ford reported on a recent request by VMB to obtain campus custodial services. VMB (located at MMEC), had a contract with Service Master in which Service Master opted not to renew. A request for bids resulted in only one with prohibitive cost. Unfortunately, Facilities Custodial Services has never raised staff levels from the 1987 and 1992 cutbacks and now is currently operating at a 25% vacancy rate. If it were possible to maintain staff even at the “cutback” levels, Facilities would consider providing services to VMB, however higher paying competition has resulted in the inability to bring in applicants for the custodial positions. These shortages are being experienced all across campus.

**8. Billing Rates**

Butler distributed a handout showing Facilities’ current billing rates. Although some rates have risen slightly, they are still lower than “downtown” rates. The Campus Stores markup has been reduced to 23% (it has been as high as 31% in the past), and the cap has been reduced from \$1500 to \$500. These reductions are due to changes in the business plan as well as increased volume at Campus Stores. There has been a considerable amount of feedback regarding the reductions.

**9. Facilities O&M/Auxiliaries/OFSAC “Billing Discussion”**

Butler advised that Facilities is putting together a presentation and discussion session with Auxiliaries to explain the Facilities business and billing process. It is anticipated that this will be a valuable learning process for both entities. OFSAC members will be advised when the presentation is to take place and are invited to attend.

**10. Scheduled Maintenance**

Butler provided a handout showing the Scheduled Maintenance budget. This year’s budgeted amount is \$546,000. Although these numbers are guidelines and are adjusted during the year, we do not overspend the budget. A considerable amount of thought and energy goes into this budget but of course, there are always more requests than money.

Respectfully submitted,

Sharon Morrison  
Office of Facilities Services