

Office of Facilities Services Advisory Committee (OFSAC)

Minutes – September 28, 2006

Members Present: Allen Bertelsen, Jeff Butler, Rick Hixson, Ed Sondeno, Jim Rimpau,

Members Absent: Bruce Morton, Chair, Carina Beck, Robert Carson, Heidi Gagnon, Sandy Gagnon, Chris Jenkins, Carol Shannon, Sandy Sward

Others Present: Jeff Davis, Kerry Evans, Carmen Fike for Sandy Sward, Jon Ford, Robert Lashaway

1. In the absence of the Chair and Vice Chair, the meeting was conducted by Butler.
2. [Approval of Minutes – August 31, 2006](#)
Bertelsen moved that Minutes from the Meeting held August 31, 2006, be accepted with no corrections or additions. Rimpau Seconded the Motion and the Minutes were unanimously approved as submitted.
3. **Energy & Telecommunications Interim Committee (ETIC) Status**
Davis reported on a recent ETIC meeting he attended in Helena. The ETIC is a legislative committee that meets between legislative sessions to provide input and draft legislation. While at Facilities, Sondeno was able to negotiate a Western Area Power Administration (WAPA) allocation for 25 – 30% of our electricity supply (at about ½ of the NorthWestern Energy rate). This results in a savings of approximately \$.5 Million a year. This savings is shared amongst all campus entities. There is presently a movement to re-regulate utilities since the deregulation effort has largely not been successful in the State. We should see updates as the bill goes forward and will keep OFSAC updated.
4. **Telecommuting Guidelines for Facilities**
Evans presented a proposed policy to address a request for telecommuting at Facilities. At this time there are no real guidelines on the MSU campus to address telecommuting. Evans looked at several policies from other entities across the State and pulled the best from those to develop the proposed Facilities' policy. The proposed policy has been sent to HR/Personnel & Payroll, Legal Counsel, and Internal Audit for comments. Committee members noted that telecommuting will likely only work for positions where responsibilities are measurable and that there is some benefit to having the employee spend some days in the office. Some advantages to telecommuting include:
 - Provides additional opportunity when pay is not competitive;
 - Can save from adding additional office space;
 - Can be used as a valuable retention tool.

Rimpau suggested that Adam Edelman at ITC would be able to help with any questions regarding security issues. Facilities has requested the ability to go forward with this pilot policy and will continue to run the first few requests through the Legal Counsel office as they are received.

5. **Campus Film Policy**

Lashaway reported on a recent concern involving the Campus Film Policy. A recent political commercial for a candidate (during the elections) was shown in front of the Chemistry Research Building, which gave the impression that the candidate was responsible for that building. In discussions with University Administration, it was determined that it is not a good idea to film political commercials on campus. Currently the Campus film Policy resides under Facilities and Cathy Conover has asked that we take a look at the current policy. Lashaway compared other university film and commercial photography policies which have a tight rein over uses of the campus and require a fee for those uses. Our current policy covers areas to be checked and does not allow disruption of the education process or obstruction of traffic. The policy will be looked at when it comes up for review to determine if changes should be made. OFSAC will be kept advised.

6. **Campus Antenna Policy**

Butler reported that with Pat Simmons (ITC) retiring at the end of the year, it has been determined that the Antenna Policy should reside back under Facilities Planning, Design & Construction. Scott Stroh, University Architect, will process applications and will keep basically the same procedures in place that Simmons had established. Most applications will be from new customers and will be addressed by the University Facilities Planning Board.

7. **“M” Maintenance Plan**

Ford advised that Facilities will be taking a more active role in maintaining the “M”. Over the years volunteerism has ebbed and flowed and it has now become a goal to create a program that will provide a safety net when volunteerism lags or vandalism occurs. The trails to the “M” are heavily used and Facilities expects to design a work and volunteer plan for twice a year. Hixson commented that the “M” is not only a university icon but an important landmark to the community.

Respectfully submitted,

Sharon Morrison
Office of Facilities Services