

Office of Facilities Services Advisory Committee (OFSAC)

Minutes – January 25, 2007

Members Present: Bruce Morton, Chair, Allen Bertelsen, Jeff Butler, Robert Carson, Heidi Gagnon, Rick Hixson, Jim Rimpau, Ed Sondeno, Melanie Stocks,

Members Absent: Sandy Gagnon, Chris Jenkins, Carol Shannon, Sandy Sward

Others Present: Sue Becker, Jeff Davis, Jon Ford, Carmen Fike for Sandy Sward

1. **Approval of Minutes – November 30, 2006**

The following corrections were noted to the Minutes:

- Item #3, bullet #3 should read: “Long Range Building Program (LRBP) – We are always asking for \$400-600k. If the University or State does not fund something (e.g. wage increase), it can impact major maintenance.”
- Rick Hixson should be shown as “Present”.

Rimpau moved to approve the Minutes of the Meeting held November 30, 2006, with the corrections as noted. The Motion unanimously carried.

2. **Introduction of New Facilities Budget/Fiscal Manager**

Butler introduced Sue Becker as the new Facilities Budget/Fiscal Manager. Becker joined Facilities in November, 2006.

3. **2008-09 LRBP**

Butler distributed and discussed a handout showing MSU State funded appropriations that have the “go-ahead” as of 1/19/07.

4. **White Paper & Cardboard Recycling**

Since the core members of the Recycling Club have graduated and the club now appears to be defunct, the Grounds crew has taken over the collection of white paper for recycling. Ford is currently gathering information on the costs associated with this collection and will be returning to OFSAC members for ideas on how to proceed in the future.

Ford has purchased 3-6 yd. Containers for cardboard recycling. A company located in Four Corners will pay \$40/ton delivered and we can use our backup garbage truck for compacting. Ford will also track costs associated with this program for future reporting to OFSAC.

5. **ASMSU Auto Shop**

Facilities staff recently held a “Brainstorming” session to discuss possible options for use of the (former) ASMSU Auto Shop building. Many suggestions were brought forward and options

were narrowed down to two or three. Facilities senior staff will now make the determination on the best possible use for the building based on what makes the most sense and the cost involved.

6. Key Distribution/Management

Facilities is seeking a recommendation from OFSAC regarding management of key distribution. Currently, Facilities manages security and provides keys to University Police, where keys are tracked and distributed. Facilities proposes assuming the full operation and creating a “check-out” station. The biggest concern is availability. Although the bulk of the keys are handed out from 8 am to 5 pm, keys can be checked out 24/7 at University Police. Facilities cannot provide that time service although it may be possible to set up special expanded hours at the beginning of school.

Carson moved to recommend that the management of key distribution be moved to Facilities Operations & Maintenance. OFSAC members unanimously approved the recommendation.

7. Custodial Issues

Ford provided a handout outlining the proposed changes in the custodial service levels. With the current custodial staff vacancies at 25 to 30%, Facilities is planning to expand custodial work areas. Custodians will be expected to complete core tasks of their entire work area on a daily basis. Once these tasks are accomplished, they are expected to rotate back through the expanded area assignments, taking care of non-core duties. As a result of covering more ground, there will be a reduction in frequencies of non-core tasks. As vacancies are filled, expanded work area assignments will retract to their original sizes.

8. Major Maintenance List

Butler advised that the year end major maintenance functions will be started soon (usually in April). More information will be forthcoming.

9. New Maintenance Vehicles

Butler reported that Facilities is in the process of rejecting the new (smaller) maintenance vehicles due to a problem with the brakes. Facilities is not rejecting the idea of the smaller vehicles for the future. The Committee adjourned to inspect one of the vehicles.

The meeting adjourned at 4:50 pm.

Respectfully submitted,

Sharon Morrison
Office of Facilities Services