

Office of Facilities Services Advisory Committee (OFSAC)

Minutes – March 29, 2007

Members Present: Bruce Morton, Chair, Sandy Gagnon, Rick Hixson, Carol Shannon, Ed Sondeno, Sandy Sward

Members Absent: Allen Bertelsen, Jeff Butler, Robert Carson, Heidi Gagnon, Chris Jenkins, Jim Rimpau, Melanie Stocks,

Others Present: Sue Becker, Jeff Davis, Jon Ford, Robert Lashaway, Patti Yasbek

1. **Approval of Minutes – January 25, 2007**

Sandy Gagnon moved to approve the Minutes submitted for the Meeting held January 25, 2007. The Motion was unanimously approved by the Committee.

2. **2007 Building Supervisors Informational Meeting – 4/19/07**

Davis advised that the Annual Building Supervisors Meeting will be held on April 19. The building supervisors are Facilities' main point of contact for building issues. Items to be discussed include the 2007 summer campus construction projects, Heating Plant summer hours, and an update on area transportation projects. OFSAC members are invited to attend.

3. **Mail – Postage increase**

Ford advised that postal rates will see an increase on May 14. It is estimated that the increase will cost departments across campus 8 – 9%. At some point in the near future Facilities, will be requesting a recommendation from OFSAC regarding the contract USPS station on campus.

4. **Recycling Update**

Ford advised that since the recycling club was defunct, the grounds crew had been selectively collecting white paper. This service is going to discontinue. Ford will be sending out a notice advising that there will be white paper containers located at various sites across campus. It will be the responsibility of the departments to move the paper to those containers from which Full Circle Recycling company will pick up the paper from the bins.

Effective June 1, the City will no longer maintain binnie sites for recycling around Bozeman. They will be going to a curbside recycling program, however the County will provide some rolloff bin sites. There are three recycling sites located on campus which we hope to maintain. There are some issues regarding the recycling program that the University will need to address. Ford will be putting together an analysis with options for a recommendation by OFSAC.

5. **Custodial Update**

Ford advised that the custodial pay increase request is at the Commissioners office and we have not heard anything back on it as yet. The proposed plan attempts to outline a method that gets

away from the “one size fits all” system. The Facilities custodial crew lost two more employees this week and the “domino” effect could be a problem that we will have to deal with. Shannon questioned whether it created any problems if people opted to clean their own areas. Ford advised that Facilities would like to work with departments and requested that before that step was taken, the custodial crew be afforded the opportunity to do what it could.

6. Construction Updates

Banziger discussed the projects that are planned or are in the process of construction for campus this summer

7. Use Benefits

Yasbek advised that Facilities will be bringing a use benefit analysis before OFSAC over the next few months for Committee review. The issues are complicated, however at one time, a committee came close to a model, but things changed. Now we would like to establish a new model for H&PE when it opens and will request an endorsement from OFSAC.

8. Facilities Migration to West of 19th

As a part of the MSU Tomorrow plan, the land west of 19th has been identified as a future location for Facilities since the land where Facilities is presently located has potential for academic use. Facilities believes it makes sense to locate a new storage facility in the area where its future home would be. At this time, there are issues that will need to be addressed concerning the Ag department’s projected needs for that general area in the future. Although this small storage unit should not interfere with any needs for the Ag Department, this issue should be a good early test of the Master Plan philosophy.

Gagnon Moved that Facilities proceed with preliminary planning and explore implications of the move. The Motion was unanimously approved by the Committee.

9. Natural Gas Bids

Davis reported that the current contract for natural gas will end this fiscal year. We asked suppliers to give us a bid and then we lock in our two year contract price whenever we feel gas market conditions are favorable. Suppliers bid on March 8, and the current supplier was awarded the bid. Although many factors affect the price of gas (e.g. storage, economy, political events, prediction of hurricane season), we feel that the price will end up being higher than last year but not as high as we feared it would be.

10. Domain Name Change

Facilities will be turning over its server responsibilities to ITC. This means that the “@ facilities” part of the addresses will be going away. Although it is anticipated that there will be some glitches in the switch over, it is hoped that it will also be a simplification in the long run.

The meeting adjourned at 4:58 pm.

Respectfully submitted,
Sharon Morrison
Facilities Services