

Office of Facilities Services Advisory Committee (OFSAC)

Minutes – August 30, 2007

Members Present: Larry Baker, Chair, Jeff Butler, Robert Carson, Rick Hixson, Jim Rimpau, Ed Sondeno

Members Absent: Allen Bertelsen, Heidi Gagnon, Sandy Gagnon, Chris Jenkins, Carol Shannon, Melanie Stocks, Sandy Sward

Members Represented: Dale Huls for Sandy Sward

Others Present: Walt Banziger, Sue Becker, Jeff Davis

1. **[Approval of Minutes – May 31, 2007](#)**

Rimpau moved to approve the Minutes as submitted for the Meeting held May 31, 2007. Carson Seconded the Motion and it was unanimously approved by the Committee.

2. **Introduction of New Chair**

The Committee welcomed Larry Baker as the new Chair of OFSAC. Baker is the Dean of the College of Education, Health and Human Development.

3. **Custodial Hires Update**

Butler provided a recap and update of the custodial vacancy situation. Recently the Commissioner's office and the unions approved a salary rate increase request from \$8.87/hr to \$11.13/hr. Since the increase has gone into effect, there are currently four new full-time temporary employees, three applicants in the reference check stage, and five applicants set for interviews. If all interviews are successful, the current vacancy rate will be at 16. In addition, four custodial positions will be added for the new Chemistry Building. Applications are continuing to arrive and Butler and Ford will be proposing a plan to gradually return to the number of custodians on staff before the 1992 cutbacks. They will also be taking into consideration the Association of Physical Plant Administrators (APPA) standard for cleanliness when looking at staffing needs for the campus.

4. **LRBP**

Banziger provided a packet of preliminary information regarding the Long Range Building Program (LRBP). This on-going cycle began again in June with instruction packets being sent to the MSU Campuses. Over the next few months, the LRBP Team will meet with the affiliated campuses to combine the list of projects into one comprehensive list. Sometime after January, the State A&E will take over to combine the MSU list with projects from the U of M. In October (2008), the Governor's office will become involved to further consolidate the list to submit to the Legislature in 2009.

Page 2 of the handout shows how projects are prioritized, and page 3 is the preliminary prioritized list of MSU-Bozeman projects. Pages 5-12 describe why Montana Hall is the #1 project and pages 13-16 provide more specific explanations of the top 25 to 26 projects. Projects below that level are usually given little consideration.

Committee members discussed the process for developing and prioritizing the list of projects. It was suggested that an executive summary page may be helpful.

5. Equipment Replacement Summary

Yasbek provided information showing the Facilities Equipment Replacement Summary for FY07. Each year Facilities reviews the list (\$1,000 & above) to determine which equipment has outlived its life cycle. Before the current replacement plan was developed, equipment was replaced as it broke down, however with the current program, it is possible to plan ahead to insure that equipment replacement is correctly funded. During FY07, it was planned to purchase small utility vehicles, however due to a manufacturers defect in the brakes, the vehicles were returned. Facilities is continuing to investigate the small utility vehicles for the future. Motor Pool is not included in this list since it has separate funding.

6. Major Maintenance

Yasbek discussed the Facilities Major Projects list for FY08. Beginning in April and May, Facilities Operations & Maintenance and Facilities Planning, Design & Construction work together to prioritize this list of major maintenance projects. The list is constantly changing during the year as projects are completed and added, however an amount is always set aside for emergency projects that come up during the year.

Committee members commented that information regarding upcoming projects is not always reaching building occupants in a timely manner. Banziger advised that project managers should be sending out advisory letters to the building supervisors when the project is in the design process and again before construction begins. It appears, however, that building supervisors are not disseminating information to the building occupants. Members suggested that perhaps information could be sent out to a building listserv, or to a faculty listserv, sorted by building. It was also suggested that custodians may be able to help inform office staff of upcoming projects.

7. FY07 Customer Service Results

Butler reported that the Facilities Customer Service Program which was approved and recommended by OFSAC is now in its third year. In this program, Facilities picks up the cost of work requested through Work Control that is less than \$200. The program has actually cost less than anticipated and complaints about the cost of work have almost stopped. Although some departments are making decisions based on the program, it does not appear to be abused. Facilities believes this program to be very successful.

There being no further comments, the meeting adjourned at 4:35 pm.

Respectfully submitted,
Sharon Morrison
Facilities Services