

Facilities Services Advisory Committee (OFSAC)

Minutes – September 27, 2007

Members Present: Larry Baker, Chair, Allen Bertelsen, Robert Carson, Heidi Gagnon, Sandy Gagnon, Rick Hixson, Chris Jenkins, Jennifer Joyce, Jim Rimpau, Ed Sondeno, Melanie Stocks, Sandy Sward

Members Absent: No Members were Absent

Others Present: Jeff Butler, Sue Becker, Jon Ford

1. Approval of Minutes – August 30, 2007

Minutes of the Meeting held August 30, 2007 were unanimously approved as submitted with no corrections or additions.

2. Introduction of New Member

Jennifer Joyce, representing CEPAC, was introduced as a new member to the Committee.

3. Changes to OFSAC Charge

Committee members agreed to a correction in the OFSAC Charge. This correction removed the Facilities Directors as members of the Committee, since the directors cannot serve on the Committee which acts as advisory to the directors.

4. Facilities Equipment Replacement Funds-FY08 Purchase Plan

Butler provided copies of the Facilities FY08 Equipment Replacement Plan. Before the plan was established, equipment was simply replaced as it broke. In the current plan, an estimated life cycle and replacement value is determined for all maintenance, IT and office equipment. Projections have been relatively accurate, however, in any given year, there is the flexibility to make adjustments to the plan. Approximately 60% of the budget is spent each year in order to allow some cushion for emergencies. During this discussion, Members questioned whether FY08 General Operating Fund budget cuts would impact Facilities. Butler advised that the VP Administration & Finance Office would contact Facilities with the actual dollar amount of any budget cut. It is not known at this time how these cuts would affect Facilities.

5. Mail Services – Value vs. Cost of USPS Contract Station

In their report regarding the Office of Administration and Finance review, the Pappas Consulting Group questioned whether the University should be allocating resources to provide U.S. Postal services which could be used by the general public. In addressing this question, Ford provided background information on Mail Services and information surrounding the scenarios addressed in the Facilities cost analysis. In the process of performing the cost analysis, it was revealed that there is a shortfall in the State funding of the Central Mail services. Committee members discussed the benefits of the Contract Postal Unit (CPU) as well as how to address the shortfall.

Facilities believes that the service provided by the Contract Station is valuable to the University and would like to continue the service and to continue to ask the USPS for additional support.

Bertelsen moved to recommend continuing operation of the University Post Office, with ongoing attempts to increase the contract amount to offset future increased operational costs. Rimpau Seconded the Motion and it was unanimously approved by the Committee.

The Committee suggested that Facilities also seek additional funds through normal channels through the Office of the VP, Administration & Finance to cover the shortfall as well as plan for future needs.

6. Water Use and the MSU Landscape: Looking to the Future

Ford distributed a packet providing background information, current information, and points of discussion regarding MSU's campus irrigation program. Studies have shown that an aesthetically pleasing campus is an important factor influencing students in the choice of a university to attend. During this past summer, MSU was criticized for continuing to irrigate after the City of Bozeman had requested that the community curtail water use. MSU currently has a state-of-the-art irrigation system and is nearly off the municipal water system. However, the efficiency of the system is not readily apparent and it might appear that MSU is not projecting responsible water use. Committee members discussed issues surrounding campus water use and agreed on the importance of exposing the campus and the community to these points of education. A suggestion included posting the information on the website. Butler advised that this issue will be brought before the Committee again for further discussion.

There being no further comments, the meeting adjourned at 5:00 pm.

Respectfully submitted,
Sharon Morrison
Facilities Services