

## **Facilities Services Advisory Committee (OFSAC)**

### **Minutes – April 24, 2008**

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

**Members Absent:** Allen Bertelsen, Sandy Gagnon

**Others Present:** Sue Becker, Jeff Butler, Robert Lashaway

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**1. Approval of Minutes – February 28, 2008**

Carson moved to approve the Minutes of the Meeting held on February 28, 2008, as submitted. Rimpau Seconded the Motion and it was unanimously approved.

**2. Members Term Expirations**

Committee members discussed member terms ending in June, 2008. Rimpau proposed that after serving as Chair, and subsequently as an At-Large member, a representative from the Information Technology Center (ITC) replace him as a member representing a significant customer. Rimpau nominated Tom Morrison of ITC for that position. Committee members agreed to the additional customer representative from ITC to the Advisory Committee. Baker will request a nomination from the Provost's office for Department Head representative, a customer representative from VP-Research and a representative from Faculty Council. Staff Senate is currently in the process of appointing a representative. The Committee will also approach the remaining entities requesting designated representatives by fall.

**3. Postage Increase**

As an informational item, Butler reminded Committee members that postage rates will be going up. This increase will impact departments doing large mailings. Campus has been notified of the increase.

**4. Sustainability**

**a. Resource Conservation Contract**

At the February Advisory Committee meeting, Jeff Davis presented a proposal for a potential resource conservation contract. The proposal has been endorsed by the PEC and has also recently been presented to UPBAC. The savings generated by the contract would be used first, to pay the fee for the contract, second, to fund a sustainability position at Facilities and third, toward major maintenance projects with an energy savings focus. Facilities is moving forward with the proposal and hopes to have a contract in place and a resource specialist on campus by fall of 2008.

**b. Campus Sustainability Committee (CSC)**

Lashaway provided an outline containing points to consider regarding what direction MSU

might take to address the sustainability issues. President Gamble has asked Cliff Montagne to be an MSU liaison with the various community groups. We are proposing an advisory committee to the President. It is important that the committee be comprised of members who are passionate for the issues but who also understand the realities of the university's budget constraints. Three main considerations for the committee to keep in mind will be the Presidents Climate Council, the Governor's 2010 Initiative, and community commitment. As a next step, Lashaway has asked a small group, including Cliff Montagne, to meet as a task force to develop a proposal for President Gamble. The committee will then be a clearing house for campus efforts.

c. **LRBP List**

Lashaway and Davis met with the Commissioner's office to discuss changing the focus of the Long Range Building Program (LRBP) to include specific energy projects. We are now going back to look at some projects that we will be able to propose as specific energy savings projects for the next LRBP. The Governor's budget office is also pushing to find some energy savings projects that are already underway. We are hoping that the resource conservation contract will produce some identifiable savings as well as some energy savings projects we currently have underway. Members noted that it is important to define what sustainability means since it is a very broad topic and means different things to different people. Lashaway invited members to e-mail he or Davis with any ideas or comments.

**5. Professional Council Rep to UPBAC**

Butler has been a member of Professional Council for two years and reported that the Professional Council seat on UPBAC has become open. He is now seeking that position as Professional Council representative on UPBAC.

**6. MSU Leadership Program**

Butler provided an update on the MSU Leadership program. During this first year, the program will be accepting 25 participants. Facilities supports the program and will be nominating employees from Facilities Services and from Facilities Planning, Design & Construction. The MSU Leadership program is open to everyone and applicants can be nominated or apply. President Gamble has agreed to pay expenses for the first year to help kick off the program.

**7. Employee Recognition**

Three employees from Facilities were nominated this year for the Employee Recognition program, two from the Operations and Maintenance side, Carolyn Koontz, manager of IT, and Gary Stuart, an electrician, and one from Planning, Design and Construction, Karen Hedglin, a project manager.

**8. Construction Projects Map**

Butler discussed the various projects on the summer construction projects map. The map has been revised to include staging areas, project managers for each project, and timeframes. The map will be updated as changes occur and can be accessed on the Facilities web site.

At the Chair's request, Facilities project managers will be presenting additional information regarding certain projects to the Committee on a regular basis. The first project to be discussed at a future meeting will be the Gaines renovation. Karen Hedglin is the project manager.

Stocks provided information regarding the Wally Byum event. The Wally Byums are a travel trailer (silver Airstream) club scheduled to arrive in Bozeman for their annual rally on June 6. Bozeman is the only location that they have returned to five times. We have parking spaces on campus for approximately 1500 trailers and will also be providing water and some electrical service. The rally will last until July 6 and historically has provided good business support for the community.

**9. “Blue-Lite” Phones**

Butler advised that Facilities is looking at installing approximately a dozen “blue-lite” phones across campus for safety and security issues. Facilities had looked at them in the past but technology has improved and they are now solar powered. We are working on estimates for cost.

**10. APPA FCI Award**

The FCI (Facilities Condition Inventory) program (originally designed by Butler beginning in 1992), has received the 2008 Effective and Innovative Practice Award from APPA (Association of Physical Plant Administrators). This program is unique in that it is a system to evaluate a building from top to bottom and assess the condition of that building using our in-house expertise. Now the State K-12 schools would like to use the system to evaluate their buildings and Butler has trained all the engineers and professionals who will use the system to assess the condition of some 33,000,000 sq. ft. of K-12 buildings. Butler will receive the award at the APPA meeting in July.

**11. Clean-Up Day**

The third Annual Facilities Campus Cleanup Day will be the Thursday before Commencement. Facilities employees as well as volunteers from Administration and Finance will line up on College and sweep across campus to Kagy picking up garbage. This event shows support for our grounds crew who work hard to make the campus beautiful, especially for Commencement. Anyone interested in participating should contact Butler.

There being no further items for discussion, the meeting adjourned at 5:00 pm.

Respectfully submitted,  
Sharon Morrison  
Facilities Services