

Facilities Services Advisory Committee (OFSAC)

Minutes – August 28, 2008

Members Present: Larry Baker, Chair, Robert Carson, Michael Dean, Alan George, Tom Morrison, Ed Sondeno, Richard Smith, Melanie Stocks

Members Absent: Heidi Gagnon, Rick Hixson, Chris Jenkins, Sandy Sward

Others Present: Sue Becker, Jeff Butler, Jon Ford

1. Approval of Minutes – April 24, 2008

Butler moved to approve the Minutes of the Meeting held on April 24, 2008, as submitted. T. Morrison Seconded the Motion and it was unanimously approved.

2. Introduction of Members

All attendees introduced themselves to the Committee. New members include: Michael Dean, representing Staff Senate; George Alan, representing Faculty; Richard Smith representing Department Heads; and Tom Morrison, representing ITC (customer).

3. How we are going to approach this year

Baker discussed the purpose of the Committee including how we promote, represent, and improve things that we do collectively.

- **OFSAC – Who do we serve (and for what purpose)?**

Butler advised that Facilities looks to OFSAC for:

- Recommendations and support on issues that need to be taken to the next level;
- Input from the Committee with feedback from across-campus representation; and
- Assistance in educating the campus community – who we are, what we do, and how we have to do it.

- **List of past OFSAC recommendations**

Members reviewed a list of recommendations from past meetings. One of the most recent items was a recommendation to move ahead with hiring an energy conservation consultant (Energy Solutions). Committee members offered the following suggestions:

- Keep a running list of items brought before the Committee with updates as to the status and a contact or project lead.

- **Agendas – Items/Issues for Discussion/Recommendation**

- Baker requested that agendas and background material be sent out no later than 3 days prior to the meeting. Committee members will also be asked for input of agenda items. T. Morrison requested that the issue of the drainage system south of Renne Library be

addressed at some point. Baker requested an update on Hamilton Hall and a tour of the new Fitness Center.

- Feedback – Members noted that issues where feedback is requested, may need more than 3 days prior to the meeting in order to accommodate constituents meetings.
- Over the next few months, the OFSAC website will be expanded to include a closed link for “members only” to view information, including proposed minutes, agendas, and list of items brought before the Committee.

- **Input from Facilities**

Baker feels it is important to get to know the people that the Advisory Committee is serving. Future meetings are planned to include brief presentations from various work groups in Facilities, as well as tours of such areas as Mail Services, Work Control, and the tunnel.

- **Meeting time – Should we change?**

Members expressed an interest in changing to a morning meeting time. S. Morrison will explore possibilities. Butler advised that the Committee originally met on a monthly basis, however, when meetings were changed to bi-monthly, members retained the “off month” on calendars in order to accommodate more urgent matters.

4. What we did this summer

- Personnel - Butler advised that over the past year, Facilities has hired 18 new employees. Since the Operations & Maintenance side of Facilities has approximately 190 employees, the biggest portion of that number came from custodians. Kerry Evens, Facilities’ Personnel Officer also provides her services to University Police and Safety and Risk Management. We are seeing an increase in applications across the board for all positions.
- Major Maintenance – In the past, Butler has invited Committee members to sit in on the Major Maintenance process. Facilities gathers projects from various lists and prioritizes those projects to be addressed. Some of the projects from this summer included:
 - Mechanical & electrical projects (done every summer in buildings)
 - AJM Johnson windows
 - AJM Johnson interior corridor design – bring more current
 - Campus Stores renovation – currently reconfiguring the old ASMSU Auto Shop for Campus Stores; will open space in Plew Building
 - Cobleigh Penthouse brick repair
 - Replacing windows in Culbertson
 - Chemical storage building at the nursery (Ford’s group looking into)
 - Vacating the Potato Lab Long Barn to remove from Campus
 - Installing nine emergency (blue light) phones – solar powered with cell phone technology
 - North Campus landscape development plan – designers are looking at
 - Campus outdoor light study – currently in design
 - Replaced roof on President’s house
 - Hamilton Hall structural upgrades
 - Cogeneration plant in the Heating Plant rebuilt

- Heat Plant stack cap replaced (failing structurally)
- Painting eaves & refurbishing Sherrick windows
- Masonry repointing in Lewis
- Linfield corridor – tore out drop ceiling and replacing with period ceiling & light fixtures
- Design & estimate to install elevator in Linfield
- Renovated unisex restroom in Montana hall
- Storm drain work at Museum of the Rockies.
- Renovating Renne second floor restrooms
- Duck Pond renovation
- Service Drive work at Hoseaus Fitness Center
- Street maintenance – chip sealed all Campus
- Grounds crew installed sod and landscaping at Chem/Biochem Building
- Since April, with our own people, Facilities completed ~1000 scheduled projects for \$1.4 million. (Each year 20,000 – 25,000 work orders are completed.)
- Butler and Walt Banziger are looking at beginning a comprehensive building use study program which they believe will help develop the Major Maintenance list and the Long Range Building Program list. Reid Hall has been selected as the first building to help develop the model. This program should help with a grand plan for each building for the next decade. Butler also invited OFSAC members to join a monthly Facilities Condition Inventory (FCI) audit.
- Roundabout at 11th & College – The City approached MSU and worked with the University Facilities Planning Board (UFPB) on this proposal. The center will be shifted to the east and space will be taken from the Rocky Mountain park and from the Kinkos parking lot.
- Chemistry/Biochemistry Building vent & hood noise – Butler advised that this issue is currently being addressed with the installation of frequency drives so the vents and hoods will run as needed and will only be running at full speed in the middle of the day. Baffling the sound is another option but very expensive.

5. **October Meeting**

The October meeting will include a description of a Facilities department and a tour.

Respectfully submitted,
 Sharon Morrison
 Facilities Services