

Facilities Services Advisory Committee (OFSAC)

Minutes – October 30, 2008

Members Present: Larry Baker, Chair, Elizabeth Bird, Michael Dean, Alan George, Rick Hixson, Ed Sondeno, Richard Smith, Melanie Stocks

Members Absent: Heidi Gagnon, Chris Jenkins, Tom Morrison, Sandy Sward

Others Present: Dale Huls for Sandy Sward, Jeff Butler, Jeff Davis, Jon Ford

1. **Approval of Minutes – 8/28/08 & 10/2/08**

Butler moved to approve the Minutes of the Meetings held on August 28, 2008 and October 2, 2008, as submitted. Sondeno Seconded the Motion and it was unanimously approved.

2. **Recycling Update**

Josh Jane from the Network of Environmentally Conscious Organizations (NECO) and Kim Anderson and Dave Leveritt from Full Circle Recycling joined the meeting to report on the status of the recycling program. The proposed \$3.50/semester fee was recently approved by the student body and will now go to the Board of Regents on November 20. Jane has begun the process to hire an individual to fill the approved position in order to roll the program over to ASMSU. The fee will be shared with the Sustainability Chair, with \$30,000 allocated for the recycling coordinator. The pilot program has allowed them to work out any kinks and currently includes an inventory of 54 bins in 17 buildings, to pick up paper, plastic and cans. There is also a large roll-off bin off-campus on 5th which collects all the commodities. They have refined the logistics of commodities pick up and are currently doing an early morning Monday, Wednesday, and late Friday pickup. Since the pilot program began, they have been seeing a collaborative effort on campus to expand the program. There is currently an effort in Roskie Hall to raise funding to increase commodities collection. Full Circle has underwritten quite a bit of the cost of the pilot program and President Gamble, who recently signed the American College and University Presidents Climate Commitment, also gave \$7,000 funding for the pilot project. Ford advised that the students, along with Full Circle, have handled the project excellently with very few hitches. Stocks suggested getting information out to building supervisors regarding pickup schedule. The new coordinator will also be looking at collecting commodities at athletic events and involvement of the athletes. Baker recommended a newsletter once the program and coordinator is in place.

3. **Website Status/Possible Meeting Times**

OFSAC has a place on the Facilities website. There is a location where only OFSAC members will be able to look at proposed minutes. Off-campus members will need to have an on campus ID. Morrison is also looking at a possible morning meeting time.

4. Accomplishments

Butler discussed Facilities FY08 Accomplishments (e-mailed to members prior to the meeting).

Facilities goes through a process each year to try to capture some of what has been accomplished in the past year. The accomplishments are the presented at the Facilities Annual meeting held in the fall. Some highlights include:

- Campus Outreach:
 - Employee participation in Campus Move-in Day
 - Maintenance of the “M”
 - Campus Cleanup prior to Graduation (May look to expand to include volunteers from outside facilities in the future).
- Facilities Condition Inventory (FCI) Program (received an Innovative and Effective Award from APPA)
- Filled ~ 40 positions (some difficult to fill in competition with the private sector)
- Accounting – processed over \$30M in vendor payments
- Reworked Uniform Allowance Stipend
- Moved Facilities website to allow for more flexibility
- Worked with the Registrars office on scheduling software for classrooms
- Developed a prototype for goals tracking computer program used to track our strategic and tactical goals and are expanding that program (A&F department will also begin to use).
- Moved the Chemistry department from Gaines to the new Chem/BioChem Building (a very large project using many Facilities resources)
- Sustainability programs
 - Signed a contract with a consultant to bring in a Resource Conservation Specialist
 - Helped establish and became a part of the Campus Sustainability Advisory Committee
 - Supported and assisted Campus recycling program
 - Continued campus projects (e.g. lighting retrofit)
- Landscape & Grounds
 - Finished the landscaping surrounding the Chem/Bio Chem Building
 - Provided assistance for the Wally Byum group over the summer.

Bird inquired regarding the activities at Roberts Hall which was phase one of the water/sewer project. A recent study of the water and sewer on campus showed where the campus is at risk of undersized systems and in some cases, failures. The work at 8th & Cleveland was also a large project to retire some deferred maintenance.

Stocks questioned when the key changeover from University Police is now scheduled to take place. Butler advised that Facilities is currently experimenting with the software and the plan is to take that over during Christmas break. Once Facilities takes over, it will not be possible to pick up keys 24/7, however the new software should provide better control and tracking. Facilities will inherit the system as-is and hopefully, over time, will be able to reconcile the records by contacting every individual having a key.

5. Linfield Air Quality Issues

Davis briefed the committee on a recent situation at 100-year old Linfield Hall. On May 12, a steam

leak occurred in the crawlspace below Linfield Hall. Shortly after the leak, some building occupants complained of unusual smells, which they believed were causing headaches, sore throats and upper respiratory problems. The Safety & Risk Department brought in industrial hygienists to address the issue of amines released by the steam. The testing determined that there were not sufficient amines to cause health problems. Complaints persisted, however, and a local industrial hygienist consultant was brought in to do a thorough inspection of the building. During the course of the investigation, workers comp claims were filed by some occupants. The industrial hygienist tested for amines, volatile organic compounds, mold spores, asbestos, radon, etc., however, the tests found no positive results from any hazardous materials. The hygienist recommended covering the dirt floor with plastic and inspecting for mold. In addition, a third representative from the state Department of Labor & Industry performed an independent investigation. The results of these inspections were presented to occupants with the notification that Facilities is planning to proceed with a deeper level of cleaning and a recommendation to the occupants that they do so also. To date, costs associated with the incident are \$30,000 to the consultant, and in-house costs could be \$70 – 75,000 to investigate an incident which did not reveal any hazardous materials. Facilities believes that prudent steps have been taken to insure a safe working environment but are wondering where this will end. The impetus was the steam leak, which has been 100% ruled out, however occupants are still not convinced that there is not something going on there. The current plan is to proceed with recommendations for deeper cleaning and a barrier on the dirt floor.

6. **Sustainability Update**

Davis advised that MSU has entered into a contract with a consultant to bring a resource conservation specialist (RCS) on campus. That person will work with all campus to initiate a cultural shift to save energy. The RCS is not an MSU employee and will be paid from proven energy savings from the baseline which is the previous year. Education will be a primary focus of the RCS's responsibilities and it is anticipated that most of the savings will be in the areas of electricity and natural gas. The program will likely be rolled out in November or December.

The new Campus Sustainability Advisory Committee (CSAC) has been formed and has a web site. CSAC has a broad representation from across campus including student, faculty, public affairs, City of Bozeman and HR. Cliff Montagne is the Chair and Jeff Davis and Walt Banziger are member representatives from Facilities. OFSAC members are encouraged to visit the website.

7. **Mountain Pine Bark Beetle Status**

Ford presented the action plan for addressing the Mountain pine Bark Beetle infestation on campus and advised that it has now been presented to the University Facilities Planning Board and will be presented to ASMSU at a meeting tonight. At the conclusion of the presentations, the information website will be launched. The next step will be to do a walk-around with a group of experts to determine which trees are healthy and which will need to be removed. Ford's group will also be working with the CSAC to determine a philosophy on how to recover and then will work with the Planning department on how to proceed. This will also impact how trees fit into the program as the campus moves west.

Bird moved to approve the plan as presented by Ford. Stocks seconded the Motion and it was unanimously approved.

Baker thanked Facilities for the cleanup of the shrubbery around Reid Hall.

Members discussed finding another time to meet in earlier December if necessary.

Respectfully submitted,
Sharon Morrison
Facilities Services