

Facilities Services Advisory Committee (OFSAC)

Minutes – March 26, 2009

Members Present: Elizabeth Bird, Michael Dean, Heidi Gagnon, Alan George, Tom Morrison, Richard Smith, Melanie Stocks

Members Absent: Larry Baker, Chair, Chris Jenkins, Rick Hixson, Ed Sondeno, Sandy Sward

Others Present: Jeff Butler, Jeff Davis

1. **Approval of Minutes – 01/29/2009**

Minutes of the meeting held on January 29, 2009, were unanimously approved with no corrections or additions.

2. **Fitness Center Use Benefit Analysis**

Butler provided presentation material and background information regarding the Fitness Center Use Benefit Analysis. The Fitness Center is a student-owned facility and as such, the State Architecture & Engineering Division and the Legislative Audit Division have advised that state funds cannot be used to maintain or improve that space. Since the state (university) also uses the facility, a committee was formed to develop a process under which the building could be managed and maintained and costs could be distributed according to use. The ultimate result was a use agreement whereby the university will pay rent to the students. The model that was created contained three components:

- a. Debt Service;
- b. Operations (custodial services, purchased utilities, facility management);
- c. Maintenance:
 - i. Annual Maintenance (scheduled & major maintenance);
 - ii. Short Term Maintenance (things that need to be fixed);
 - iii. Long Term Maintenance (major building system upgrades).

The biggest challenge to the committee was to determine the use calculations of the building. Catcard readers were instrumental in making the percentage determinations (reflected on the allocation table). 28.6% of the building use was determined to be state-related activities. The committee also determined that a portion of the renovation was deferred maintenance, which was necessary to be addressed before the actual renovation could begin. That amount was split with the students. The students have established a fee for the debt, however are still facing a \$750,000/yr. shortfall. The committee worked with the students to help guide them through various options to cover the shortfall and the students are currently deciding which option to follow.

The process has now created the model to use for future projects and has additionally been an educational tool for the students. These students have had the opportunity to see comparisons of a building not properly maintained to what it has now become, and to realize its importance to future

students and as a valuable recruitment tool for the university.

3. **New Key Distribution Process Update**

Butler advised that Facilities will be assuming key responsibilities effective June 1st. Jeff has been meeting with the Deans and is planning a meeting with building supervisors to explain the new process. Members suggested that the lunch hour be covered for issues and returns. Facilities administrative staff is currently in the process of inputting the current information from University Police into the new database. Butler will discuss the new process at the next OFSAC meeting.

4. **Major Maintenance – Update on Process**

Facilities is currently in the process of budgeting for our major maintenance accounts and looking at how we are finishing the fiscal year, the status of projects and what will carry into the next year. From this process we will have a dollar amount at the end of the fiscal year to address prioritized projects for next year's list. Members are invited to join a meeting next Tuesday where this information will be discussed.

5. **Getting to Know Facilities – Tour Campus Stores**

Butler led Committee members on a tour of Campus Stores.

Respectfully submitted,

Sharon Morrison

Facilities Services