

Facilities Advisory Committee (OFSAC)

Minutes – May 28, 2009

Members Present: Elizabeth Bird, Michael Dean, Heidi Gagnon, Tom Morrison, Richard Smith, Melanie Stocks, Sandy Sward, Acting Chair

Members Absent: Larry Baker, Chair, Chris Jenkins, Alan George, Rick Hixson, Ed Sondeno

Others Present: Jeff Butler

1. **Approval of Minutes – 03/26/09**

T. Morrison moved to approve Minutes of the meeting held on March 26, 2009, as submitted. Stocks Seconded the Motion and the Minutes were unanimously approved with no corrections or additions.

2. **New Key Distribution Process Update**

Butler advised that beginning June 1, Facilities would assume the responsibility for management of campus keys. New procedures for key issues and returns (available on the Facilities website) were distributed to Committee members. Facilities has taken the information from University Police key cards and entered that information into a new database. The biggest perceived effect will be that Facilities hours for keys will be 9 – 4, Monday through Friday, with appointments available outside those times. Members noted that, although the Campus Key Requisition form only asks for the last four GID numbers, it should be changed to only allow four numbers, for security reasons. Butler reported that response to the key change has generally been positive.

3. **Campus Security**

Butler, Bob Lashaway, and Robert Putzke recently met to discuss the various issues surrounding campus security. Campus security is a broad term covering many different areas on campus, including keys, building access, alarms, events and after hours situations (e.g. floods), and opening and closing buildings. There is currently no one entity that oversees all those issues. There is currently, however, a contract with a company that monitors the various alarms on campus. Lashaway, Butler and Putzke are discussing creating a strategic initiative with participants to include representatives from Facilities Services, Facilities Planning, Design & Construction, Safety & Risk, Auxiliaries, and University Police, with a purpose to examine all the issues surrounding campus security. Members suggested that the group include someone familiar with the research facilities such as the Animal Resources Center and the various labs.

4. **Motor Pool Changes**

Butler provided a handout describing proposed changes to the Motor Pool operations. The first step will be to relocate the Motor Pool (Transportation Services) dispatch from the center of the Facilities yard to the perimeter at Campus Stores, where there is less Facilities maintenance activity and traffic. The Campus Stores location will be paved and will provide a convenient area for customers to park and leave a personal vehicle while using a Motor Pool vehicle. The new system will allow

for a self service check-out or an assisted check-out for those unfamiliar with the procedures. It is anticipated that these changes will enhance Transportation Services' ability to serve customers.

5. **Budget**

Butler has had the opportunity to represent Professional Council on the University Planning and Budget Advisory Committee (UPBAC), the shared governance committee which addresses budget issues on campus and is now facing some challenging issues for the future. Butler distributed a packet of information provided by the VP Administration and Finance Department. The packet outlines an MUS gap summary as well as possible scenarios for addressing the shortfall. The Board of Regents is scheduled to meet in the next few days, and it is anticipated that the result of the meeting will be an approved budget which is a compromise of the various scenarios.

6. **Tour – Gaines Construction Tour**

Karen Hedglin led the Committee members on a tour of the Gaines construction site. Members will be offered another tour when the project is nearer completion.

Respectfully submitted,
Sharon Morrison
Facilities Services