

**Facilities Advisory Committee (OFSAC)**  
**Minutes**  
**December 11, 2009**

**Members Present:** Larry Baker, Chair, Elizabeth Bird, Michael Dean, Chris Jenkins, Richard Smith, Ed Sondeno, Melanie Stocks, Sandy Sward

**Members Absent:** Heidi Gagnon, Alan George, Rick Hixson, Tom Morrison

**Others Present:** Jeff Butler

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1. Baker sent a word of thanks to Facilities for preparation and work during the recent cold weather.
2. **Approval of Minutes – 10/22/09**  
Smith moved to approve Minutes of the meeting held on October 22, 2009, as submitted. Comments regarding the Snow Removal Procedures handout were noted. Minutes were unanimously approved with no corrections or additions.
3. **Construction Activities Policy**  
The current version of the Construction Activities Policy, which is sponsored by the Facilities Advisory Committee, is up for review under the MSU Policies and Procedures system. This policy was rewritten and endorsed by OFSAC in March, 2004. A part of the purpose of this policy is to ensure that all activities involving campus facilities are done correctly and legally, including any activities which may infringe on the collective bargaining scope of work. Proposed changes to the policy are basically minor wordsmithing. The Information Technology Center (ITC) has indicated that the updated policy correctly reflects their areas involved. Members questioned whether there were any activities that could be performed by individuals other than Facilities Services or Facilities Planning, Design & Construction. Butler advised that work performed by trades without a scope of work (e.g. Laborers, Teamsters) could be done outside of Facilities. However, any work performed by trades covered by a collective bargaining scope of work (e.g. carpenters, electricians, plumbers, painters, etc.) or any work attached to a building needs to be done by Facilities. The \$200 customer Service Program instituted by Facilities, has encouraged customers to call Facilities for smaller jobs, rather than perform the unauthorized work. Members suggested additional ways to further inform campus of this policy:
  - Include the policy in new employee and new faculty orientations;
  - Include a link to the policy on the Facilities' website with an FAQ page.

Members also suggested including a statement in the policy indicating that Facilities is committed to performance work in an efficient and cost effective manner.

With the consideration of the suggestions discussed, the Committee recommended moving forward with the proposed Construction Activities Policy to the web posting for further review and comment.

4. **UPBAC Work Group RFI Package**

Butler reported on the status of the University Planning, Budget & Analysis Committee (UPBAC) work group, created (from UPBAC representatives) to address current budget deficit issues facing MSU. Several months ago, the work group sent out a campus-wide e-mail asking for cost-cutting or revenue-improving suggestions. Almost 180 responses were received, with approximately 60% of those having to do with Administration and Finance, and a large portion that number relating to Facilities. The work group then sent a request for information (RFI) on each suggestion to the department involved with that suggestion. Although the RFI's addressed to Facilities did not produce any great cost saving ideas, Facilities looked at this process as an opportunity to educate and inform regarding our operation. Results of the process revealed that Facilities is currently a lean operation and reactions to the RFI's have been positive. Committee members were provided copies of the Facilities RFI's and responses. Members commented that much of this information needs to get out to the campus community. Members also expressed concern over exposing the comparison of rates to outside companies. Discussion regarding the Facilities RFI's will continue at the next meeting.

Respectfully submitted,  
Sharon Morrison  
Facilities Services