

## **Facilities Advisory Committee (OFSAC) Minutes – February 25, 2010**

**Members Present:** Larry Baker, Chair, Elizabeth Bird, Michael Dean, Alan George, Tom Morrison, Richard Smith, Sandy Sward

**Members Absent:** Heidi Gagnon, Rick Hixson, Chris Jenkins, Melanie Stocks,

**Others Present:** Jeff Butler, Dan Stevenson, Patti Yasbek

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1. **Approval of Minutes – 12-11-09**

Sward moved to approve Minutes of the meeting held on December 11, 2009. T. Morrison Seconded the Motion. Minutes were unanimously approved with no additions or corrections.

2. **Construction Activities Policy - Recommendation**

- Suggested revisions to the proposed policy from the 12/11/09 meeting have been made.
- Members suggested a link from the Facilities website to the MSU Policies and Procedures where the final policy will reside.
- The Committee recommended that the proposed revised policy move forward to the next step in the process (public comment) to becoming MSU policy.

3. **Report on Facilities Annual Retreat**

- Butler reported on the combined Facilities Services/Facilities Planning, Design & Construction Annual Retreat held in January.
- The 2010 Retreat focused on customer service and teamwork and was facilitated by Carmen McSpadden (MSU Leadership Institute) along with Butler and Walt Banziger.
- Approximately 45 Facilities staff members participated in the sessions.

4. **Budget Update**

- Current thought is that there will likely be a 5% budget reduction (~ \$3M) for the next fiscal year (second half of the current biennium) and for the future, whatever the legislature does to prepare for the loss of stimulus money in the next biennium.
- Facilities has been working to prepare for what may happen in the next biennium and the Administration & Finance division has started a program review. The first handout is an example of one piece of the Facilities portion of that review.
- The second handout further breaks down individual budgets to help make some informed decisions for budget reductions. Although cuts will be visible, Facilities would like to preserve certain core budget areas in order to maintain responsible campus operations and maintenance.
- As a member of UPBAC, Baker advised that all departments need to work together and be creative in the search for areas to reduce costs, rather than expect that the money will be available “someplace else”.

5. **Energy Management Presentation**

- Dan Stevenson (formerly with CTA) recently joined Facilities as the Assistant Director and manager of engineering and utilities. His current focus is on the utility and energy budgets and the systems that govern those budgets.
- Stevenson presented information regarding current strategic energy-saving initiatives on campus. Including:
  - Shutting down the heating plant in the summer;
  - Securing the (Western Area Power Administration) WAPA hydro-electric contract;
  - Participating in the behavioral medication contract (with IES);
  - Renegotiating natural gas contracts.
- This information, also presented to the PEC, describes how we believe energy conservation needs to work at MSU. With investments and reinvestments over the years, it is believed that we can manage our destiny and suppress increases in the utility budget in the future.
- Baker suggested a 1-page outreach information link on the website to further distribute information to campus.

6. **UPBAC Work Group RFI Package**

- The UPBAC Work Group is essentially finished with their process. Although the committee identified areas where there could be reductions, it was felt by the group, and it was their recommendation to the President, that since they did not have the information nor the expertise to make final recommendations, those decisions should be made at the unit level.
- The next step in the process will be an academic program review.

The meeting adjourned at 12:05 pm.

Respectfully submitted,  
Sharon Morrison  
Facilities Services