

## **Facilities Advisory Committee (OFSAC) Minutes – September 23, 2010**

**Members Present:** Kevin Barre, Elizabeth Bird, Sheila Bonnand, Heidi Gagnon, Tom Morrison, Richard Smith, Melanie Stocks, Sandy Sward, Acting Chair

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

**Others Present:** Jeff Butler, Chris Catlett

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1. **Approval of Minutes – 5/27/10**

Bird moved to approve Minutes of the meeting held on May 27, 2010. Minutes were unanimously approved with no additions or corrections.

2. **Introduction of Members**

New members to the Committee include Sheila Bonnand from the Library, representing Faculty, and Kevin Barre, from the Bozeman School District, representing the community.

3. **Building Supervisor Handbook**

Butler discussed the latest revisions to the Building Supervisors Handbook (previously e-mailed to Committee members). The Building Supervisor network and Handbook was established in the mid-80's to provide a single point of communication with building occupants. It has become apparent that it is also a useful tool for communication from the University Services group, including Facilities Services, Facilities Planning, Design & Construction, Safety & Risk Management, and University Police.

One addition to the Handbook involves first notification by University Police in the event of an after hours call-out situation. University Police now uses an emergency Call-Out list to contact Facilities personnel first and, if necessary, Facilities will contact the Building Supervisor to notify building occupants.

Members noted the following:

- In Item 2C, regarding Work Order notification to Building Supervisors, it may not always be necessary for the Building Supervisor to receive copies of Work Orders for individual areas. If it is a recurring problem or located in a public area, then the Building Supervisor should be notified.
- Some buildings and building complexes on campus are large enough that the Building Supervisor may not be aware of problem areas. Contact numbers have been posted on doors, although that is not generally a good idea.
- Item 5B, edit change to “require participation ‘by’ the Building Supervisor”.

Committee members approved of the changes to the Handbook. The finalized version will be sent to the Committee when complete.

4. **Recruitment**

Butler reported on the various open positions and recruitments at Facilities.

- Manager, Environmental Services – Currently screening applications;
- Groundskeepers – Three seasonal positions;
- Mail Clerk – Two positions;
- Custodians – Seven positions (will bring Facilities to the ‘91” cutback level);
- Budget Analyst I – On campus only recruitment;
- Accounting Associate III;
- Carpenter (Three open vacancies but only filling one);
- Maintenance Worker (Two open vacancies but filling one);
- Energy/Sustainability Engineer;
- Maintenance Worker II (Campus Stores) – Two positions due to simultaneous retirements, currently filled with fixed term appointments;
- Mapping Technician – Modified utility locate position, currently filled with fixed term appointment;
- Two positions at Facilities Planning, Design & Construction (Architectural Designer and Project Manager);
- Vehicle Worker I;
- Administrative Associate II (part time).

The high number of vacancies is due to the temporary hold on filling open positions. In addition, Facilities is choosing to wait to fill some of the vacancies.

At a future meeting, Butler will show the presentation given to the Administration & Finance Executive Team, demonstrating Facilities’ approach to a possible budget reduction. These scenarios are designed to prepare for the future and to make decisions quickly, should that be necessary.

5. The next regularly scheduled Committee meeting falls on the Thanksgiving Holiday. Members will be contacted for an alternative date in December.

Respectfully submitted,  
Sharon Morrison  
Facilities Services