

Facilities Advisory Committee (OFSAC) Meeting Notes – July 19, 2011

Members Present: Larry Baker, Chair, Sheila Bonnard, Alan George, Tom Morrison, Richard Smith, Melanie Stocks, Sandy Sward, Kevin Thane

Members Absent: Kevin Barre, Elizabeth Bird, Heidi Gagnon, Rick Hixson, Chris Jenkins

Others Present: Jeff Butler, Robert V. Lashaway, Patti Yasbek

1. Approval of Minutes – 5/26/11

Thane moved to approve Minutes of the meeting held on May 26, 2011; T. Morrison Seconded the Motion. Minutes were unanimously approved with no additions or corrections.

2. Facilities Annual Report

Butler presented a draft of a first attempt at a Facilities annual report. Facilities will be looking for suggestions/recommendation from Committee members regarding a direction to go with this information. Baker suggested the report as an opportunity to present information that is generally known but has not appeared in this format, and to help dispel myths which may exist regarding funds and how they are used. The intent would be to release this report each fall after the year-end numbers are available.

Butler and Yasbek discussed the method for breaking down the various categories and how the funds are spent in each category. The report also indicates how well Facilities is performing in comparison to national standards. Members suggested the following:

- Present to various organizations on campus (e.g. Deans Council);
- Organize into sections:
 - Introduction with pictures showing what has been done on campus in the past year;
 - Financial page;
 - Great things to come;
- Include an informational “What’s up with that?” section addressing subjects such as snow removal, crosswalk replacement, customer service program, and how the utility budget is managed;
- Work with University Communications to design and organize;
- Go mainly electronic;
- Keep in mind who the audience will be.

Butler will provide a draft outline of a concept for the report at the next meeting.

3. Updates

Members were provided an update on the status of the reservoir construction. Butler will send a status report to campus.

The meeting was adjourned at 12:04 pm.

Respectfully submitted,
Sharon Morrison
Facilities Services