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Meeting Notes – October 31, 2011

Members Present: Larry Baker, Chair, Kevin Barre, Elizabeth Bird, Hannah Combs, Heidi Gagnon, Steven Juroszek, Tim Minton, Tom Morrison, Joe Seymour, Richard Smith, Tracy Sterling, Melanie Stocks, Sandy Sward, Kevin Thane

Members Absent: Rick Hixson

Others Present: Jeff Butler, Dan Stevenson

1. Approval of Meeting Notes – 9-22-11

Meeting Notes from the meeting held on September 22, 2011, were submitted for approval, with the clarification added by Joe Seymour regarding his comments at the meeting. Meeting Notes were approved by majority, with one abstention and one opposed.

2. Date for November/December Meeting

Regularly scheduled meetings in November and December fall on Thanksgiving and Christmas holidays. Members agreed to combine those months into one meeting, to be held on Thursday, December 8, 2011 at 11:00 am. Meetings will resume to the fourth Thursday of the month at 11:00 am in January. After the first of the year, Members will determine whether this remains the best time to meet.

3. ASMSU Representation

ASMSU has requested representation once again on the Committee. Committee members welcomed the ASMSU voice to the Committee and Hannah Combs as the new representative.

4. Task Force

Baker, Seymour, Butler, and Walt Banziger met to discuss protocol to address issues raised by Seymour at the September meeting. At that follow-up meeting, Seymour provided a document outlining issues raised. Butler provided a spreadsheet addressing each of those issues from the Facilities perspective. Butler further suggested creating a sheet for each issue stating the issue and looking at each in depth according to its area of responsibility. Seymour noted that while the document was from him, the issues listed in the document were from faculty leadership. Butler asked for Committee members' assistance in looking at solutions and applications in responding to each of the issues.

Faculty Senate Chair, Marvin Lansverk and Terry Leist have suggested a task force be formed outside of the Committee to provide information to the vice president and the president. Baker advised that OFSAC has not been given the responsibility of creating the task force nor is it yet clear as to the purpose of the task force and how it will relate to the OFSAC Charge. Members indicated support for the task force with the following comments:

- Selection of the task force members, including representation from across campus (similar to that of OFSAC), is essential. A strong representation from Auxiliaries is also important.
- The task force should be a separate body, not including OFSAC members, in order to obtain a fresh perspective on the issues.
- The task force should not be as large as OFSAC.
- A goal of the task force should be about looking at the business model of how MSU operates and how Facilities fits into that model in supporting the strategic vision of the institution.

Baker will meet with Terry Leist and Marvin Lansverk for further clarification regarding the task force and to provide OFSAC members' comments. The document addressing the issues raised would ultimately be provided to the task force. An ultimate goal of all this effort is to improve communications among parties to the issues as well as across campus, and to work to provide the best services possible within the limit of the resources available.

Seymour suggested taking this opportunity to look at a breakdown the Facilities business model, how Facilities works within that model, and how it affects the various departments across campus. Butler advised that if it is the recommendation of the Committee to solicit input from the campus community, a method for that undertaking will need to be discussed further. APPA (Association of Physical Plant Administrators) may provide information regarding (other institutions) models for performance assessment. Another alternative may be an outside third party consultant to look at the issues and provide a report. Baker reiterated that the OFSAC Charge is an advisory capacity, but it could be possible that members may be asked to be a part of the task force. Members were asked to forward any suggestions or questions that need to be addressed regarding the task force to Sharon for the next meeting.

5. Facilities Services Biennium Report – Accomplishments & Challenges

Butler provided a draft of the accomplishments and challenges portion of the report. Under the MSU Mission and Core Themes document, Facilities Services falls under Core Theme 5: Stewardship. Under each Stewardship theme in the outline are listed objectives for that theme, and under each of those are our goals and challenges. Butler is asking for the Committee's input on the highlights from this document for the report. Baker noted the importance of aligning this report with the MSU Core Themes.

The meeting was adjourned at 4:05 pm.

Respectfully submitted,
Sharon Morrison
Facilities Services