

Facilities Advisory Committee (OFSAC) Meeting Notes – March 22, 2012

Members Present: Larry Baker, Chair, Kevin Barre, Elizabeth Bird, Tom Morrison, Joe Seymour, Sandy Sward, Kevin Thane

Members Absent: Laurie Bachar, Rick Hixson, Steven Juroszek, Tim Minton, Tracy Sterling, Melanie Stocks,

Others Present: Jeff Butler

1. Baker announced that he will be leaving his position as Dean at the University at the end of June. Since the Committee Chair position is a representative from Dean's Council, it is anticipated that the Provost will appoint a new Chair.
2. **Approval of Meeting Notes – 01-26-12**
Thane commented that the Minutes were correct as submitted, however requested that it be noted that the Committee had tabled the discussion regarding the "Facilities Services Benchmarking & Analysis Process" (Item 3) for further review. Subsequent to that meeting, the Vice President, Administration & Finance determined to go forward with the decision to bring on the consultant. Members also noted that the Advisory Committee does act in an advisory role to the VP and to the Directors of Facilities, and although those individuals will take the recommendations of the Committee into consideration, they are not bound by that advice. Bird Moved to approve Meeting Notes of the meeting held on January 26, 2012, with the notation. Thane Seconded the Motion and the Notes were unanimously approved with no additional changes or corrections.
3. **Maintenance Condition Matrix Results**
Butler presented results of the Maintenance Condition Matrix. The Matrix had previously been sent to OFSAC members, Facilities Planning, Design & Construction (FPDC) staff, and Facilities Services managers, supervisors and foremen. The Matrix was also provided to various staff at Montana Hall, however those comments were not included in the presented results. The Committee discussed the percentages reflected on the Matrix and what they mean. Butler advised that the Matrix was done for informational purposes only.
4. **MSU Construction Activities Map**
Banziger provided information regarding the construction map located on the FPDC website. The map is interactive and by clicking on the various locations, information will come up regarding specific projects on campus. Although this link is intended mainly to provide information regarding areas of activity on campus, there is also a project link on the website, containing more detailed information regarding specific projects. Baker suggested providing this information campus-wide, e.g. MSU Today, with a link to the map.

5. Facilities Planning, Design & Construction Overview & Discussion Sessions

Banziger advised that FPDC will be presenting a public forum similar to the Facilities Services forum held by Butler in November 2011. Banziger is planning a 15 – 20 minute presentation with a 40 minute Q&A, and is looking for feedback from the Committee to ensure the right topics will be covered. Areas to be discussed tentatively include:

- Overview of organization (Administration & Finance, University Services, FPDC);
- Mission Statement & Values;
- Physical resources;
- Services offered on the Planning and Design & Construction sides;
- Comparison to Facilities Services;
- Operating budget and how it is expended;
- How projects are distributed;
- Capital projects;
- How to get a project started; cost and timeframe;
- Opportunities and issues we face;
- Why do university projects cost so much?

Baker suggested expanding the presentation to community organizations as well as the campus. Members also suggested including the following:

- Stressing the efficiency of the department (compared to the private sector);
- Explanation of the mechanics of a project;
- The FPDC business model;
- Who's responsible when problems are involved with a project;
- Explaining the role of the FPDC "Project Managers".

6. Future Items

Baker suggested that it may be advantageous in the near future to revisit the Committee Charge with the new VP, Administration and Finance.

The meeting was adjourned at 12:03 pm.

Respectfully submitted,
Sharon Morrison
Facilities Services