

Facilities Advisory Committee (FAC)

Meeting Notes – December 20, 2012

Members Present: Jeff Jacobsen, Chair, Kevin Amende, Laurie Bachar, Kevin Barre, Toni Lee, Leslie Schmidt for Sandy Sward, Tracy Sterling, Melanie Stocks, Justin Van Almelo

Members Absent: Rick Hixson, Steven Juroszek, Joe Seymour, Sandy Sward

Others Present: Jeff Butler, Chris Catlett, Bob Lashaway, Jeni Luft

1. Approval of Meeting Notes – 10-11-12

Sterling moved to approve Minutes of the meeting held on October 11, 2012. Amende Seconded the Motion and the Minutes were unanimously approved.

2. Motor Pool Evaluation

As part of a periodic operational review, Facilities Services has performed a business analysis and campus survey of the Motor Pool operations to determine operational viability. At the last review, (done in 1999), it was determined that Motor Pool should remain on campus because local private sector could not meet MSU's demands. Results of this most recent study have shown the following changes have occurred:

- 15 passenger vans have been eliminated from use due to BOR policy change;
- SUV, Mini-Van & Pickup purchase costs have increased, increasing rental rates;
- Private sector can now meet MSU demand with a robust local market;
- Multi-state contracts are available to MSU, offering sedans at less cost than Motor Pool.

As a result of the findings, Facilities has determined three possible options for Motor Pool:

- Keep Motor Pool;
- Close Motor Pool & replace with a private sector rental agency (through an RFP)
- Close Motor Pool & allow travelers to use a multi-state contract.

An advantage to the RFP would be a contractual transfer of risk, resulting in the rental agency insuring the cars. Currently MSU is self-insured and has recently incurred significant costs. The contract could also offer the current lot to keep some cars on campus for convenience.

Facilities has discussed the options with organizations and stakeholders on campus. Across the board, it was felt that MSU should divest itself of the Motor Pool operation and the RFP was the preferred option.

After further discussion, Stocks moved to recommend replacing Motor Pool with a private sector rental agency through an RFP. Van Almelo Seconded the Motion, and Sterling Called the Question. With a unanimous vote, (9 Yes), the Committee approved the Motion. This recommendation will be sent to the VP, Administration and Finance and the AVP, University Services.

The meeting was adjourned at 2:27 pm.

Respectfully submitted,
Sharon Morrison
Facilities Services