

## **Facilities Advisory Committee (FAC)**

### **Meeting Notes – March 7, 2013**

**Members Present:** Laurie Bachar, Kevin Barre, Rick Hixson, Toni Lee, Justin Van Almelo

**Members Absent:** Jeff Jacobsen, Chair, Kevin Amende, Steven Juroszek, Joe Seymour, Tracy Sterling, Melanie Stocks, Sandy Sward

**Others Present:** Walt Banziger, Jeff Butler

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**1. Approval of Meeting Notes – 12-20-12**

Lee moved to approve Minutes of the meeting held on December 20, 2013. Bachar Seconded the Motion and the Minutes were unanimously approved by the Committee.

**2. Facilities Review (Casagrande)**

In addition to the recent Sightlines review, Terry Leist requested a third party review of the Facilities operations (similar to the review of Human Resources several years ago). As a result of the RFP sent out to five firms, Casagrande Consulting was selected. Representatives from Casagrande Consulting will be in the office during the week of March 11, 2013. They will be looking at three areas:

- Business Finance and Administration;
- Operations and Maintenance;
- Design and Construction.

Butler advised that Facilities is in the process of setting up 45-minute to 1-hour meetings with Terry Leist, Bob Lashaway, Banziger and Butler. The representative will then meet with each of their direct reports and the direct reports' groups. The basis for the questions and discussion will be the APPA Award for Excellence Criteria, which includes:

- Leadership
- Strategic and Operational Planning
- Customer Focus
- Information and Analysis
- Development and Management of Human Resources
- Process Management
- Performance Results
- Other Considerations, as appropriate

The consultant would also like to meet with Facilities' customer groups and the Advisory Committee will be invited to attend those sessions. Once we have results from the review, those will be shared with the Committee.

**3. Motor Pool – Status Update**

On March 6, an email was sent out to campus from the President's office, announcing that, after months of analysis and careful deliberation, the University Council endorsed replacing the campus Motor Pool operation via a contract with one or more private rental companies.

Facilities is currently looking into adopting the WSCA (Western States Contract Alliance) contract, which is a multi-state rental car contract, with a possible addendum to the State agreement. Facilities is also working out details to coordinate use of the current Motor Pool lot with the rental car agencies. Vehicles remaining in the Motor Pool will be auctioned and resulting funds will be used for shut-down costs and fleet maintenance. The plan is to have the contract in place by fall semester.

**4. Sightlines – Presentations to Campus & Facilities Staff**

The presentation from Sightlines (third party consulting firm) to campus was held the first part of February. We are now members with the Sightlines group, which allows the Facilities organization the ability to compare data with over 300 different institutions across the country. The only surprising finding from the review, was that the Facilities' custodians are cleaning a lower amount of square footage than the peer universities. It is felt that this number is likely affected by the fact that MSU has older buildings and more buildings than the peer universities. The Sightlines group will return each year for the next five years to perform reviews to compare to the benchmark data established at this visit.

The meeting was adjourned at 2:42 pm.

Respectfully submitted,  
Sharon Morrison  
Facilities Services