Enterprise Facilities Committee Minutes  
December 10, 2018  
3:00 p.m. – Barge 412

In Attendance: Ginny Blackson, Steve DuPont, Dennis Francois, Robert Ford, Eric Hougan, Keith Jones, Breanyn MacInnes, Josh Mattson, Michael Montgomery, Doug Ryder, Shane Scott, Bill Yarwood, Michael Cox, Lola Gallagher, Wendi Hembree, Vince Foley, Ed Castaneda, Scott Carlson, Hunter Slyfield, Joseph Pearson, Kate Doughty, and Gene Shoda

A. Approval of minutes  
Ginny Blackson moved, seconded by Bill Yarwood to approve the EFC minutes from October 15, 2018 as presented. Motion approved.

B. Wildcat Neighborhood Farm  
An update by Kate Doughty was provided. Water and power are installed at the farm and they are working with grounds in managing the space and using chemical-free products on the land, especially for weed control. Infrastructure is still going in. It was questioned whether the project impacts the John Wayne trail, but no impacts are known of.

C. Palouse to Cascades Trail  
The State Park Commission approved to rename John Wayne trail to Palouse to Cascades trail. One component of the trail not identified is a pedestrian-bike trail running through campus. The University has partnered with the city and county property owners. The trail project is spearheaded with grant funding. A proposed route of the trail that takes advantage of existing pathways through campus was shown to the committee (see attachment). New signage will be needed. Rails to Trails Conservancy group wants to identify the on-campus segment and have the route posted on their website of national trails. Rails to Trails is willing to support the route. The committee asked about the opportunity for signage using grant funding. Rails to Trails is now waiting to hear back from CWU for the go-ahead to post the trail on their website and support the process. The EFC is to make the final recommendation for the proposed route and update the Master Plan. Any issues with the proposed route are to be brought forward to the next EFC meeting and it will be put to vote whether to accept the route. Josh Mattson from the city and Shane Scott will meet to explore grant opportunities to fund the change. University Police will review the route for traffic implications or safety concerns. A question about pathway safety at Alder/11th was answered in that crossing improvements will be done by the city.

D. Tree Removals  
A list was handed out of trees that will be removed (see attachment). Every tree removed is replaced by three new ones. The trees listed to be removed are causing structural damage to either the roof, foundation, or both at Hebeler, Psychology, and North Hall. Facilities is working
with the Sustainability Council to become a tree friendly documented campus through Arbor Day Foundation. The committee asked that a diagram be provided of the location and species of new trees. Tree removal reports will be provided quarterly to EFC.

E. Library Parking Lot
The staff is concerned about safety in the designated library lot and wants it considered whether to re-designate the lot to a non-24-hour parking area. The lot has mixed parking of staff, student, and faculty members. Students park overnight and people come and go from the lot all day. University Police Chief is aware of the concerns. Ginny, Shane, and Chief Jason will meet before next EFC to discuss the concerns. The campus circulation committee is aware of the topic and will also be discussed at the next meeting.

F. Diversity and Equity Center
The Multicultural Center and Diversity and Equity Center (DEC) has completed its move to Black Hall in former Multimodal space. They are requesting temporary signage on the exterior wall/window of Black Hall along Walnut Mall to better inform students of the newly located space. The banner signage was discussed with Public Affairs and they provided a mock up that matches the current College of Education signage. There is potential for a way-finding app to help users navigate to areas that have moved. The signage was initially approved by Dean Ballard but the latest request has not been seen by him. DEC will run the current proposal by him for approval. The longevity of a banner is a concern and the visibility among other banners. Public Affairs supports the banner as signage for DEC and the Multicultural Center. The responsibility of installing and removing the banner is questionable and possibly creates the need for policy/procedure to define signage management. After Dean Ballard approves the new banner signage for DEC, the EFC will vote to approve.

G. Campus Master Plan
The campus master plan was recently reviewed and we intend to keep the master plan on the EFC agenda. A regular review is needed because the scoring rubric for capital has changed at Olympia and we don’t want to lose gaining any capital leverage. ASL planning should be in alignment with the master plan and this will be pursued through dialogue.

H. Project Updates
   a. Samuelson: Very little furnishing and equipment remains to be installed. Software updates and modifications are taking place over the winter break. Data center migration continues and cutover from old PeopleSoft to new will happen during a three-week period. A question was asked about the remaining budget for interior art. There is no funding left for art. However, some historic architectural details from the old Samuelson building could be brought in and the art department mentioned placing student art inside as a possibility to fill the space.
   b. Health Sciences: The SEPA comment period is complete. As mitigation to tearing down historic Hertz Hall, we have begun working with the city to add a nationally registered historic district here on campus. Inventory of all artifacts on campus has been collected and puts us in line to become a historic district. All classes in Hertz have ended and staff
still occupy the building and the building will be vacated by end of January. A walk-through to decommission the building by mid-February has begun.
c. **North Campus**: The new dorm building, Dugmore Hall, is going well and on schedule. The roof is nearly complete. A 600-seat bleacher block with equipment storage is being installed by the end of the year for RecEx. A new backstop is being added at the baseball field. The foundation for dining is being poured this week.

I. **City of Ellensburg**
Pedestrian improvements at Dean Nicholson and Wildcat Way are complete. University / Wildcat Way intersection expansion project was bid and awarded to Belsaas & Smith. More trees will be planted along a trail segment being extended. The well near Illinois St. will get drilled to add more potable water. We are looking for grant funding to put in a new signal at Reecer Creek Rd.

J. **Other**
We are researching traffic bollards to install along campus malls to improve safety in order to prevent a major incident involving a vehicle attack along walkways. The project scope is to install 10 bollards at 5 locations. Emergency vehicle routes will remain open. The bollards being considered for purchase can be driven over by emergency vehicles and maintenance crews can unlock and lay them down for other events. The approximate cost of the project is $16,500. The project has circulated to various stakeholders to communicate the impact and we will reach out to other possible stakeholders. Proposed locations are not final.

Library staff is concerned about the book return in Black Hall and the need to replace it. It currently sits in an open area and there is an open hole in the wall. It will be expensive to remove and replace equipment. It may be possible to preserve the equipment and repurpose it. Doug Ryder will follow up on the matter and look into shared access with College of Education for book return access.

**Facilities Management Director Updates**

**Director of Grounds & Custodial**

Work orders completed between 10/16/18 and 12/6/18: move crew 183, custodial crew 194 and the grounds crew 47.

We are in the recruiting process to back-fill the following vacant positions: Custodian 4, Custodian 3, 3-Custodian’s, and a Window Washer. The Grounds Nursery Specialist 3 position was offered and accepted with a 12/16 start date.

The 2018-19 Snow and Ice Hazard Mitigation Plan was updated and posted on Facilities Website.

**Director of Administrative Services**

*Administrative*: We are currently reviewing strategic plans.
Central Stores: Over 300 Purchase Orders created. 650 Invoices processed for over $180k. Over 480 Counter Sales.

Advertised for Procurement Specialist. Proactively engaging Diversity EDU prior to screening date – avoiding delays of the past. Please network! We need more applicants.

Motor Pool: Over 500 rentals and 400 work orders completed.

Winterizing the fleet (Tires, wipers, chains, etc.). Three new AWDs purchased. Awaiting insurance confirmation prior to rental. Expecting three vans before the end of the year.

Director of Planned & Preventative Maintenance

Work order count for month of November: 364 Academic, 309 Aux and 20 Student Life

Moore Hall Heat Exchangers - Building heat exchanger and domestic hot water heat exchangers have been replaced and are fully functional.

Minor Works Projects:

- Shaw-Smyser re-roof is complete with a few warranty items to address.
- Shaw-Smyser interior work is progressing quickly. Work is nearly complete on the second floor and has been started on the first and third floors. College of Business move from the 4th to 2nd floor is scheduled for December 17-18.
- Jongeward backyard paving project is completed.
- Lind window replacement project bid has been awarded and work will begin in March 2019.
To: Andreas Bohman. Vice President Operations.
From: Shane J. Scott. AVP Capital Planning and Facilities Management.
Re: Winter/Spring 2019 Tree Removals.

**Winter/Spring 2019 Tree Removals.**
Trees are integral to the educational atmosphere of colleges and universities. The trees on Central’s campus are enjoyed by students, faculty/staff, and visitors alike; because they provide a retreat and park-like feel in a shrub-steppe environment. CWU Grounds cares for the trees on the campus and work to create suitable conditions for trees to grow. Routinely, there are trees that have not grown well, have died, or were planted too close to buildings that need to be removed. These trees provide a hazard to the safety of the campus community and threaten the structural integrity of our buildings. Listed here are trees to be removed during Winter/Spring quarters 2019, with included Risk Assessment forms and map.

<table>
<thead>
<tr>
<th>ID #</th>
<th>Common Name</th>
<th>Reason</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>358</td>
<td>Black Pine</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>North Side of North Hall</td>
</tr>
<tr>
<td>1452</td>
<td>Norway Spruce</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>North Side of Hebeler Hall</td>
</tr>
<tr>
<td>1459</td>
<td>Norway Spruce</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>North Side of Hebeler Hall</td>
</tr>
<tr>
<td>1460</td>
<td>Norway Spruce</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>North Side of Hebeler Hall</td>
</tr>
<tr>
<td>1461</td>
<td>Norway Spruce</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>North Side of Hebeler Hall</td>
</tr>
<tr>
<td>1462</td>
<td>Norway Spruce</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>North Side of Hebeler Hall</td>
</tr>
<tr>
<td>1600</td>
<td>Oriental Arborvitae</td>
<td>Removal for Future Landscaping, Too Close to Building</td>
<td>North Side of Hebeler Hall</td>
</tr>
<tr>
<td>1601</td>
<td>Douglas Fir</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>NW Corner of Hebeler Hall.</td>
</tr>
<tr>
<td>2158</td>
<td>Colorado Blue Spruce</td>
<td>Proximity to Building, Failure Reported in 2018, Roof Damage</td>
<td>West Side of Psychology Building</td>
</tr>
<tr>
<td>2159</td>
<td>Colorado Blue Spruce</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>West Side of Psychology Building</td>
</tr>
<tr>
<td>Location</td>
<td>Tree Type</td>
<td>Problem Description</td>
<td>Location Details</td>
</tr>
<tr>
<td>----------</td>
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<td>----------------------------------------------------------</td>
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</tr>
<tr>
<td>2330</td>
<td>Scots Pine</td>
<td>Proximity to Building, May Cause Roof/Building Damage</td>
<td>N. Side of Psychology Building</td>
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<tr>
<td>2794</td>
<td>Crack Willow</td>
<td>Invasive Species/ Dead Branches/ Crowding Healthy Trees</td>
<td>South of ECLC Playground Fencing</td>
</tr>
</tbody>
</table>

**Conclusion.**

12 Trees were identified for removal due to safety and hazard concerns for winter/spring quarters 2019.