Enterprise Facilities Committee Minutes  
January 21, 2020  
3:00 p.m. – Barge 412

Called to order at 3:00 p.m. by Shane Scott, AVP of Facilities Management.

In Attendance: Jason Berthon-Koch, Peter Boyle, Mickael Candelaria, Sigrid Davison, Shawnté Elbert, Robert Ford, Eric Hougan, Keith Jones, Doug Ryder, Shane Scott, Patrick Stanton, Virginia Tomlinson, Wendi Hembree, Michael Montgomery, Tricia Rabel, Duane Dowd, Kim Hansen, Vince Foley, Michael Cox, Joseph Pearson, Matthew Boyer, Delano Palmer

A. Approval of December 16, 2019 Minutes

Keith Jones moved to approve December 16, 2019 minutes, seconded by Doug Ryder and none opposed. Motion approved.

B. Minor Works Rubric (Delano Palmer)

Facilities Management has been working over the last two years on developing a rubric to prioritize Minor Works projects. Delano Palmer, Director of Capital, has taken oversight of the project of tracking and prioritizing Minor Works projects. The rubric was developed to guide high priority projects based on a rating scale rather than personal preferences. The rubric is based on the following categories: Regulatory, health, and safety needs of buildings; financial need such as break and fix projects that require major funding if not completed; deferred maintenance listed by the state; customer value such as program needs; and FCI impact such as replacing components. High priority projects are completed first using Minor Works funding and the remaining lower-priority projects will roll into the next biennium.

The rubric will be continued over into the next capital biennium and use data and rating matrix for future project funding requests. The list of Minor Works state property projects were mostly identified by facilities maintenance team. Facilities and Capital team will be meeting with Deans to review the list of projects for future submission.

C. Subcommittee Task Force Updates

Campus Circulation Committee: (Michael Montgomery) The minutes are attached from our last CCC meeting.
-We did not receive any further edits for the draft golf cart policy and the next step is to review it with the City.
- The bollards have arrived and will be installed over the next month. We are working to refine communications for internal and external community.
-We are still looking at locations to move the Flixbus stop to ease congestion near Starbucks. It is recommended to explore areas at north campus, including Dugmore, to engage student opinion, have CCC review it, and continue this agenda item at the next EFC.
-We are looking to move ROTC drill from the main malls to another safe location.
Enterprise Communication Committee: (Keith Jones)
- Comstock Commons naming is with the Cabinet for approval under facility naming policy.
- Reach licensing software for digital displays is still in progress. We found a mistake with the vendor side of the contract and are working to resolve it. Enterprise funding has not been awarded yet and we are working to finalize it.
- Campus Bird wayfinding software component will be demonstrated at next month’s ECC meeting. With this software, we are putting up touch-screens in the SURC for navigation.

D. Project updates (Delano Palmer)

Health Sciences (with/ Doug Ryder) The groundbreaking is complete and site work has begun. We are not anticipating any issues with site work. Advisory meetings continue to be held regularly. We are beginning to look at what equipment to install. The contractor is forming up for the first major concrete pour. After curing, they will begin erecting steel at the NE corner of the building. Construction students will be visiting the site for a walk-through. Also, this project was designed with sustainable practices.

Health Education: We received funding for the design phase and plan to ask for funding to build according to design.

IdeaScale: IdeaScale has been in place for over a month as part of the call for capital process to collect ideas. We received non-capital ideas and will be separating ideas into two campaigns and re-marketing them. The two campaigns will be 1) Call for Capital and 2) Non-Capital (idea incubator). The non-capital ideas will be moved soon and continue to collect comments. The Call for Capital campaign will close at end of February so the next phase, the rating scale, can be initiated. Down-voting remains in place for the current campaign but will not be used in future campaigns.

Esports: Students approved to fund the first phase to identify the feasibility of building an esports arena. The Project Management Office is leading the project, will verify program metrics, viable location feasibility, and continued operational component.

E. City of Ellensburg A representative is not present.

F. Other: Director updates are attached.

Maintenance: Wahle apartments had two leaks discovered recently that had great response. The leaks dropped water reserve to a low level. The apartments were rented out but unoccupied and staff did not know to enter and turn up the heat. We would like to develop a process to inform staff when housing units are unoccupied for maintenance purposes.

Recreation: Recreation Director, Matt Boyer, introduced a new system they want to purchase and install that would attach to our internet system. ThorGuard is a system that predicts (not...
detects) lightening and if a lightning strike is possible, it uses a push-notification system to sound an alarm so we can move people to indoors. This system would impact ROTC, athletics, challenge course users, commencement, and other outdoor activities. Chief of Police Berthon-Koch is interested in integrating it with AlertUs system to send one alert. Recreation is paying for it to improve our management of life-safety. The system has been presented to a BTAC review committee and is pending BTAC approval. EFC committee members had no objections and were in favor of the system.

Renovations: Stephens-Whitney will begin renovations next week. Half of the complex interior will be completed during the next 7 months and the other half will begin in September. The interior of half complex in waves. The area will be fenced off and hearing protection will be available for students to minimize extra noise.

Meeting adjourned at 3:40 p.m. The next meeting is February 18, 2020 at 3:00 p.m. in Barge 412.
CAMPUS CIRCULATION COMMITTEE
January 13th, 2020
2:00 p.m., Jongeward 116

In Attendance: Drew Carter, Cheyanne Manning, Stephen Sarchet, Michael Montgomery, Bruce Simpson, and Forrest Swinhart
Guest: Michael Cox

1. December 9th, 2019 Notes (attached)
   No comments

2. Golf Cart Policy
   - CCC was still awaiting edits from the EFC, Michael Montgomery said he hadn’t received any beyond previous comments made. He mentioned there are a few minor edits to smooth out and then they’d like to move it from a Draft to a Final copy. Shane, Andreas, and Michael will create presentation for the City of Ellensburg.
   - CCC will finalize document at next meeting on Feb. 10th, 2020.

3. Bollards Project
   - Bollards delivery is late, they have not come in yet.
   - Michael Montgomery, Michael Cox, and Shane to meet to create a communication plan for the bollards installation.
     o Once an announcement is drafted, Cheyanne can send to Administrative Assistants and Building Monitors.
   - Phase 1: Includes 15 bollards, 12 on the main malls & 3 at the South entrance of Dugmore.

4. Other
   - Jenna suggested the use of the T-8 parking lot for the Flixbus turnaround. It was built to accommodate large buses and with Northside Commons open until 11pm, there is a spot for riders to go if weather isn’t ideal for waiting. CCC thought it was a great idea and recommend EFC approve the location & to look at feasibility of adding covered benches in the area. Jenna said Shane & Jason were working on the idea.

Next Meeting: Monday, February 10th, 2020
Main goal of next meeting is to put the Golf Cart Policy into a final version, in order for it to go to the City for approval.
FMD Director Updates

Grounds & Custodial

Custodial
- Completed 11 work orders.
- Tim Pollock accepted the Academic Custodial Services Manager position, effective January 2.
- In the process of interviewing for the Custodial 3 position.

Move Crew
- Completed 76 work orders.
- Completed two phases of the Barge, Bouillon, Hebeler moves, Cashier’s and EM Tours/Ambassadors.
- Preparing to move IS Operations into Hebeler 108 January 14th, IE to Barge 104 January 22, and Admissions January 28th.
- Provided shop support for carpet replacement in Black 101.

Grounds
- Completed 25 work orders.
- Performing maintenance on Japanese Garden and planting beds.
- Performing equipment maintenance for spring.
- Inspecting catch basins.
- Deicing walkways.

Administrative Services

Central Stores: Over 300 Purchase Orders created. 260 Invoices processed for over $132k. Over 500 Counter sales processed.

Personnel: Finishing up with Performance Development Communications. Wrapping up the safety training documentation.

Motor Pool: Averages over 400 rentals and work orders completed by 2 full-time personnel and 1 student. Two new vehicles arrived. Will replace older maintenance fleet vehicles. Two maintenance fleet vehicles will be identified for surplus.

Rental Fleet: FMD has bore the rising costs of operating this service since 2014. Implementing discussions on the ramifications to departments “if” rates (daily and/or mileage) are raised.

Planned & Preventative Maintenance

December 2019 to date over 379 Planned Preventive and Corrective maintenance academic WO’s have been cut. Totaling over 2408 Hours of completed work orders, including electrical/mechanical maintenance, backflow testing, corrective maintenance, and roofing inspections.

December 2019 to date over 380 Planned Preventive and Corrective maintenance housing WO’s have been cut. Totaling over 1954 Hours of completed work orders, including electrical/mechanical maintenance, backflow testing and maintenance, and roofing inspections.

Maintenance Projects
- Anderson Steam Line project has broken ground.
- Student Village Boiler and Hot Water Heater project have broken ground.

Minor Works Projects
- Brooklane Village Asphalt & Siding Project is underway.