

## **Enterprise Facilities Committee Agenda**

April 16, 2018

3:00 p.m. – Barge 412

In Attendance: Jason Berthon-Koch, Sigrid Davison, Richard Duffett, Steve DuPont, Dennis Francois, Robert Ford, Keith Jones, Susan Kaspari, Jocelyn Matheny, Gregory Paveza, Doug Ryder, Shane Scott, William Yarwood, Chris Timmons, Eric Hougan, and Wendi Hembree.

### **A. Approval of Minutes**

- January 16, 2018
- February 20, 2018
- March 19, 2018

Shane Scott motion to approve January, February and March minutes as presented. Doug Ryder seconded the motion. Minutes approved by unanimous vote.

### **B. CWU Food Systems Cooperative (CFSC) Business Case Update**

Discussion and review of business case presented last month regarding auxiliary operations food system presentation last month by Kate Doughty and Joseph Pearson. The north expansion recreation facilities impacts the community garden location. Stakeholders were consulted over the last couple weeks to determine a future stable location. The community garden has active curriculum associated with it. The committee inquired about cost associated with the project. Auxiliary operations will absorb the full impact of costs associated and ensured academic and other state operating budgets will not be affected. Concerns about future parking area or recreation expansion would threaten the proposed site “Option A”. Discussion about a more long-term solution at the proposed location “Option B” seemed more reasonable. The business case is on the agenda for Cabinet review April 18th. To make a final recommendation prior to Cabinet, a vote was put to the table to choose “Option A”, “Option B” or neither. The vote was 0-11 for “Option A” and 11-0 for “Option B”, the triangular area at 14<sup>th</sup> and Brooklane shown on the attached map. Option B will give the program a long-term investment without relocation expenses within 3 to 5 years as well as give future students the feeling the garden has always been there.

### **C. Subcommittee / Task Force Updates**

Enterprise Communication Subcommittee - Met last month and two main items were discussed:

- Redoing RFP for digital signage due to current vendor challenges.
- New signage in Bouillon will be installed as part of the original remodel in 2017.

Safety Committee - Environmental Health and Safety department is now part of the Campus Police organization. This change was effective April 16 and the department will be reporting to the Assistant Chief of Police, Eric Twaites. Along with this organizational change, the police will have a name change to University Police & Public Safety. A position has been re-classified as a full-time emergency management position and will be posted for hire. This new position will report directly to the Chief of Police. Environmental Health and Safety has already begun contacting building managers and focusing on building evacuation plans to comply with accreditation and safety standards. Partnership and collaboration will be necessary to complete evacuation plans as well as implementing required fire drills during spring and summer 2018.

Circulation Committee – Assistant Chief of Police, Eric Twaites, is taking over the circulation committee and reviewing the purpose and efficacy of the committee. Committee business matters are often discussed during EFC meetings and therefore could potentially be absorbed by EFC to eliminate unnecessary use of time for monthly meetings. An issue being discussed is vehicles on campus policy. Personal transportation devices, like skateboards, are also an issue. However, police do not have available officers to monitor, nor enforce a restrictive policy. Police will work towards increasing education about safe use of such devices and collaborate with student government officials.

Memorial Task Force – The memorial policy is close to a final revision. The memorials have been identified as four main priority categories: 1) Plaque; 2) Memorials; 3) Bench; and 4) Endowment. University Advancement is looking for a central location to put all plaques, such as a memorial wall, so they will not be disturbed or moved during construction, remodels or grounds maintenance. Currently a map shows all locations of memorials and some have been relocated for the reasons mentioned.

#### **D. Project Updates**

Samuelson - Project is moving along well. Contractor is finishing up final phase. A pre-installation walkthrough with vendors for furniture is happening soon and furniture will arrive by semi-loads. Keith Jones is working with technology installation. The first moves into the building begin June 18 and will continue over the summer along with backfill moves.

Health Sciences - Legislature provided \$23 million for Phase I and the bid will open in winter 2018-19. We are currently working with a design consultant to see how to best use these funds and what amenities can be provided. A presentation from consultants will be forthcoming over the next few weeks. The demolition of Hertz is an associated cost absorbed by Phase I funding as well as updating site utilities and other possible land use issues. The increasing price of steel is a concern along with other construction material and labor cost inflation. Hertz will be open through fall term ending with a ceremony to honor Wayne S. Hertz, whom the building was named after. Some soft moves are scheduled to take place at the end of fall term. Demolition and construction is tentative to begin in February 2019.

North Campus - Recreation Expansion and Tomlinson Stadium bids will be opened on May 3. Turf procurement is through an outside vendor, KCA, and is not included in the bid. Therefore, the cost will be known ahead of time prior to the bid. A public meeting is being held tonight from 5:15-6:15 to allow community involvement. Design and construction documents are complete and overall, stakeholders are satisfied with how it looks.

The Residence Hall project is going well with final decisions being discussed about interior details. There has been a fine-tuning of exterior design after many generalities. Design has come to meet the needs of the budget. Peterson and CHCI building demolition has begun. Hazardous material are being moved out and a collection of mementos for the Peterson family is being gathered. Materials recovered from the CHCI building have been donated to the chimp conservatory in Cle Elum and a recovered art piece will be displayed at a to-be-determined campus location.

#### **E. City of Ellensburg**

Not present.

#### **F. Facilities Management Director Updates**

Currently Central Stores averages \$200k per month in material purchases which is monitored and completed using 2 FTE. This is the materials procured for both academic and auxiliary maintenance.

There are about 200 vehicles owned by Facilities and 32 are rentable. After every rental, the vehicle is inspected, cleaned inside and out, and refueled. This operation is completed by 2 FTE. Motor pool processes approximately 190 rentals per month using online reservations from faculty, staff, students and clubs, and provides guidance in procuring full-time rentals used by WA State Department of Enterprise Services (DES). Eventually, monthly summary reports from Motor Pool department will be posted by Facilities Department.

Director of Planned and Preventive Maintenance - 875 work orders came in during March. Of that total, 53% were on state facilities and the other 47% were in residence halls and auxiliary buildings. The department is working on increasing the amount of preventative maintenance work orders from 10% to 20% of total work orders. This year Samuelson will be an added load to chiller equipment. A great deal of effort behind the scenes take place in order to prevent over-heating and over-cooling of buildings. Comfort level and energy savings are considered the top two priorities. A subcommittee may be considered to explore energy consumption and other related issues.

#### **G. Other**

None reported.

**Next Meeting:** May 21, 2018 at 3:00 p.m. in Barge 412