



Central Washington University

## **Enterprise Facilities Committee 2019-2020 Annual Report**

May 21, 2021

Submitted by:

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This report for the Enterprise Facility Committee covers the time between July 2019 – June 2020. No business cases were presented this year but multiple topics were covered. Highlights from agenda items are as follows:

**June 15, 2020** - all Quarter Plans Project Management Office is handling planning of reopening in the fall. Shawnté is working on decision tree document that outlines decisions and communication practices as well as an action plan with steps to take following a positive COVID case. The Student Medical Center may be able to provide testing on campus but does not have the cartridges necessary to do the tests so we are on a waiting list for these. Housing has put together a robust plan of their own and Facilities is working on a plan that includes circulation, custodial service, PPE procurement, and space management. Departmental requests for PPE can be sent to Shane Scott and Vince Foley. Facilities should have final draft of the plan ready in another week. In ECC there was a lengthy discussion on activating digital signage that is offline in order to help with COVID communication.

**May 18, 2020** - City of Ellensburg Mt Stuart School is breaking ground this week. New school site north of Mt Stuart will be breaking ground in a couple of weeks. Willow Street utility work taking place over the next month and should be done in late August. Paving of Main Street from Mountainview to 3rd Avenue will start in June. Contractor has started on sidewalk replacements throughout town. New Signals – Design is done and SEPA has been submitted. Will be going out to bid soon for signals at 14th & Wildcat Way and 18th and Walnut. All underground work will be done in the summer and then there will be a wait on signal poles.

**April 20, 2020 - 10 Year Capital Plan** – Delano Palmer Call for capital list has been finalized and shared with Cabinet. Majority of ideas on the list came from IdeaScale and Delano is unsure what impacts COVID 19 will have on the next biennium. Project requests for the next biennium include: Health Education construction funding, Arts Education Complex, Humanities & Social Sciences Complex Design (Farrell and/or L&L expansion or new construction), Student Medical and Counseling Center Renovation, Psychology Renovation, Mitchell Hall Supplemental Funding, Longhouse Project, Sammamish Campus Acquisition, and various energy efficiency projects. Delano is in the process of implementing the use of prioritization matrix for minor works, which will be used to identify priorities while being more transparent.

**Campus Moves Council** – Shane Scott Campus Moves Council has been in place since September 2017. The Campus Moves Council meets on Friday mornings and is chaired by Doug Ryder. Shane would like the Campus Moves Council to be an official subcommittee under EFC so he is working with Doug to create an official mission statement and membership to bring before EFC members at the May meeting for a vote.

**March 2020 Meeting Cancelled.**

**February 2020 Meeting Cancelled.**

**January 21, 2020 - 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 bienna request 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.

**December 16 2019 - Tree Campus USA** Shane was directed by VP of Operations to obtain recognition of arboreal resources on Ellensburg campus. Tree Campus USA fits well within the mission and vision of the university. In order to receive Tree Campus USA recognition the following five standards need to be met: - Campus Tree Advisory Committee - Campus Tree Care Plan - Campus Tree Program with Dedicated Annual Expenditures - Arbor Day Observance - Service Learning Project Most components are already in place but we are missing a committee and Shane would like to create a sub-committee under EFC to manage the tree plan and create dialogue with the campus community. Jason Berthon-Koch moved, seconded by Derek Mayo, to create a Campus Tree Advisory Committee chaired by Blaire McNeillie.

**November 2019 Meeting Cancelled.**

**October 21, 2019 - Wildcat Farm Apiary** – Kate Doughty Kate presented proposal to add apiary to farm. Two hives will be brought in to start, and may expand as the program becomes established and management is comfortable with the care routines established. The bees will help pollinate crops, provide honey to dining, and will also be used as an educational tool. The apiary will be located on the eastern half of the farm—at least 100 ft. from any major pedestrian walking path, over 300 ft. from any street, and at least 100 ft. from the recreation field that neighbors the farm. Following Ellensburg City Code 5.30.260 there will be a fence surrounding the hives, with additional vegetation (pollinator flowers) surrounding the hives. Hives will be managed under the guidelines from the City Code and WSDA. Kate has shared her proposal with Campus Safety, Environmental Health & Safety, and Grounds but has not received much feedback. Kate will put in a request for locates with Facilities and find out if it would be possible to keep an EpiPen on site in a first aid kit

**September 2019 Meeting Cancelled.**

**August 20,2019** - Comstock Commons Signage Brad Weekly received proposal for naming opportunity in consideration of philanthropic gift from former faculty member Dale Comstock. Proposal is to rename Samuelson common area Comstock Commons or Dale & Mary Jo Comstock Commons and includes requests for interior signage, portrait, and exterior signage on monument sign. Monument signs are not typically used to identify interior spaces and the Enterprise Communication Committee (ECC) did not approve exterior signage but did recommended approval of interior signage and portrait as long as location and specification are approved by Public Affairs. Michael Montgomery moved, seconded by Doug Ryder, that EFC follow ECC recommendation to approve addition of interior signage and portrait with location and specifications approved by Public Affairs, but will not approve addition of exterior signage on the monument. Public Affairs is aware that there is a need for exterior directory type signs in order to identify departments within buildings and are looking for possible solutions for directory signage.

**July 2019 Meeting Cancelled.**

