

Enterprise Facilities Committee Minutes

April 20, 2020

3:00 p.m. – Barge 412

In Attendance: Taggart Archibald, Jason Berthon-Koch, Peter Boyle, Mickael Candelaria, Sigrid Davison, Bob Ford, Keith Jones, Derek Mayo, Doug Ryder, Shane Scott, Patrick Stanton, Virginia Tomlinson, Vince Foley, Delano Palmer, Duane Dowd, Michael Montgomery, Joseph Pearson, Abby Chien, Tricia Rabel, Mike Cox, Sydney Thompson, and Kelly Clerf

A. Approval of January 21, 2020 Minutes

Jason Berthon-Koch moved, seconded by Doug Ryder, that the Enterprise Facilities Committee (EFC) approve the January 21, 2020 minutes as presented. Motion approved.

B. 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.

C. 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.

D. All Gender Restrooms – Shane Scott & Abby Chien

Since 2014 the university has been identifying single door/single stall restrooms across campus to be repurposed as all gender restrooms. The locations of the current all gender restrooms can be found on the current campus map under the Inclusivity & Diversity tab. There is no formal

policy or guidelines on campus at this time. Abby will lead a team to develop a policy and procedure regarding all gender restrooms on campus.

E. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

CCC did not meet this month so there are no updates. Golf cart policy is still pending.

Enterprise Communication Committee (ECC) – Keith Jones

ECC has had limited interaction in the last month but did meet with Shane and Ginny Tomlinson regarding taking over the policy for digital signage and the need to go to an enterprise solution. Ginny will be taking these topics to EISC. SURC internal wayfinding project is still in process and equipment is now up and running.

F. Project Updates

Health Sciences – TW Clark is doing an excellent job so far. There has been some slowdown in production due to social distancing which is being tracked on a weekly basis.

Health Education – Delano has been able to sit down with consultant and athletics on programming. A final reconciliation is being developed for Cabinet on overall scope and budget.

IdeaScale – IdeaScale is still online collecting information but top priority projects have already been selected for the next call for capital.

G. City of Ellensburg

Most construction projects are on hold due to being deemed non-essential.

Willow Street improvements are on hold until at least May 4th.

Main Street Paving - Re-paving of Main Street from Mountainview Avenue to 3rd Avenue has gone out to bid with plans for construction to start in June.

North Campus Signals - Design is nearly complete and SEPA comments are due in a couple weeks. Plans is to bid in June for construction later in the summer.

Mt. Stuart Replacement – Working with Ellensburg School District to finalize plans and hope to break ground in May.

Issues with partial collapse of sewer main on University Way next to Campus U-Totem. Either this week or next there will be some repair work being done in the middle of the road.

H. Other

Taggart has been discussing projects in order to improve first impressions of Bouillon as the new welcome center. Meeting is being scheduled to discuss projects, which may be presented to EFC at later date.

Barge Hall will be illuminated in blue light to recognize those on the front lines of the COVID-19 pandemic through April 30. <http://www.cwu.edu/central-washington-university-continues-%e2%80%98light-it-blue%e2%80%99>

Next Meeting: May 18, 2020 at 3:00 p.m.

FMD Director Updates

Grounds & Custodial

Custodial

- Completed 32 work orders.
- Performing deep cleaning and complete disinfecting wipe down in all buildings.

Move Crew

- Completed 29 work orders.
- Replacing burned out light bulbs in all academic buildings
- Servicing/repairing custodial equipment.

Grounds

- Completed 21 work orders.
- Servicing/repairing grounds equipment.
- Providing maintenance shop support.

Administrative Services

Initial asset/vehicle/equipment work orders created (simplified). They are in use. Old work orders will be closed in April.

Central Stores: Exactly 271 Purchase Orders created. 318 Invoices processed for over \$220k. Over 541 Counter sales processed. Purchasing is now limited to emergencies only. Expect these numbers to drop significantly.

Personnel actions –Frozen without V.P. approval (or higher).

Motor Pool: Averages over 100 rentals and 400 work orders completed by two full-time personnel. One student aid helps prepare rental vehicles for use. Rentals have ceased. Student now detailing cars.

Planned & Preventative Maintenance

| Work Orders Completed February - March | | |
|---|-------------------|-------------------|
| | February | March |
| Academic WO's | 356 (2,866 hours) | 329 (3,405 hours) |
| Housing WO's | 397 (1,823 hours) | 355 (1,717 hours) |
| Dining WO's | 95 (337 hours) | 98 (415 hours) |

FMD Director Updates

| IPR Projects Completed Since January | | |
|---|-----------------------------|--|
| 1 | SPARKS/Meisner | RHC APARTMENTS |
| 2 | SCIENCE 215 | SNORKEL REMOVAL |
| 3 | VARIOUS | BOLLARDS |
| 4 | BOUILLON 214 | DIMMER SWITCH INSTALLATION |
| 5 | SURC | PAINT SURC DINING AND PREP FOR NEW POS SYSTEM |
| 6 | BOUILLON | INSTALL PANIC BUTTONS/ This will be combined with the installation of the alarm system in Bouillon hall for the Cashiers |
| 7 | SURC | WILDCAT SHOP REPAIRS- Pending appropriate time to work |
| 8 | OUTDOOR CLASSROOM | DOOR LATCHES FOR NEW GREEN HOUSES – POSSIBLE W/O |
| 9 | SAMUELSON | CORK BOARD MOVE |
| 10 | SURC | HIGH VOLTAGE OUTLET CHANGED TO DIFFERENT STYLE |
| 11 | SCIENCE | ELECTRIC WORK FOR NEW GLASSWARE WASHER |
| 12 | TOMLINSON FIELD | ROTC OBSTACLE COURSE – this is to be completed spring break with the next phase of the ROTC project |
| 13 | JONGEWARD/ PUBLIC SAFETY | JONGEWARD POLICE DOORS |
| 14 | SURC | CEILING TILES |
| 15 | SURC | HEAVY FRAMES TO BE HUNG |
| 16 | SURC | PAINT NEW FRESH BAR AREA |
| 17 | SURC | ADDITIONAL MICROS POS SYSTEM INSTALL |
| 18 | SURC | REMOVE EXPOSED WATER PIPES |
| 19 | BARGE | 3 RD FLOOR WOMENs RESTROOM |
| 20 | GREEN HALL | DEEP FRYER SAFETY FIXES |
| 21 | HEBELER | DOOR SWITCH |
| 22 | PUBLIC SAFETY | REKEY INTERVIEW ROOM |
| 23 | HOGUE | INSTALL FLAMMABLE PRODUCT CABINETS |
| 24 | GREEN HALL | TOTAL REFRESH OF NVC- SCOPE IS CHANGING DUE TO STAFF CHANGES |