



Enterprise Facilities Committee Minutes

May 18, 2020

3:00 p.m.

In Attendance: Taggart Archibald, Peter Boyle, Mickael Candelaria, Sigrid Davison, Dennis Francois, Robert Ford, Eric Hougan, Jenna Hyatt, Keith Jones, Gail Mackin, Derek Mayo, Doug Ryder, Shane Scott, Patrick Stanton, Bill Yarwood, Michael Montgomery, Joseph Pearson, Teri Olin, Michael Cox, Sydney Thompson, Delano Palmer, Jenna Hyatt, Russ Alford, and Kelly Clerf

A. Approval of April 20, 2020 Minutes

Doug Ryder moved, seconded by Eric Hougan, that the Enterprise Facilities Committee (EFC) approve the April 20, 2020 minutes as presented. Motion approved.

B. Campus Moves Council – Shane Scott & Doug Ryder

Shane sent recommendation to AVP Bohman that the Campus Moves Council be recognized as a standing subcommittee under EFC. The subcommittee will continue to be chaired by Doug Ryder.

C. Minor Works

Delano is working through reallocation of \$1.5M of the \$8M budget. Several key projects being funded due to this redistribution include – heat exchanger for Randal/Michaelson, replacement compressor in Science I, sewer projects, and various IS end of life upgrades. At this time, COVID isn't having a huge impact on minor works. Delano will give a more specific project progress report on minor works projects at a later meeting.

D. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

CCC is still sitting on golf cart policy. Bollards are installed and Michael asks that if anyone sees people driving around them to please report them.

Enterprise Communication Committee (ECC) – Keith Jones

ECC met last week and reviewed progress of minor works interior signage projects for Farrell, McConnell, and Lind.

Second agenda item was the review of mock up signage for the Wildcat Farm. Information on this was sent to Shane for review.

E. Project Updates

Health Sciences – CWU team is working well with TW Clarke. The project is still tracking well in spite of COVID. Building committee is working on FF&E list.

Health Education – Finalizing scope and budget for project which may face reduced funding. Working next on construction documents for funding request to state in the fall.

F. 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.

G. Other

All Gender Restroom Policy – Group met and has a general idea of where to go with policy and Shane thinks they should have an update by the next EFC meeting.

FMD Director Updates

Grounds & Custodial

Custodial

- Completed 9 work orders.
- Currently developing baseline metrics for custodial in all dining areas.

Move Crew

- Completed 14 work orders.
- Inspecting and repairing classroom furniture.

Grounds

- Completed 20 work orders.
- Minor works projects underway
- Urban forestry
- Wildcat Way improvements (working with the City on 14th and wildcat way intersection)
- Irrigation upgrades
- Providing shop support for other projects

Administrative Services

A comprehensive review of internal controls and account setup is underway.

Central Stores: Exactly 248 Purchase Orders created. 242 Invoices processed for over \$112k. Over 339 Counter sales processed. COVID 19 changes the mandatory annual inventory process. In lieu of the Senior High School Parents group congregating to complete the inventory in 4 hours, Administrative personnel are planning to take several hours to complete a hard-copy (manual) inventory. When completed, the results will be entered into the enterprise application system (Aim).

Motor Pool: Our student is still detailing cars. One FTE is on site to respond to customers, while also conducting routine business requirements. Remote work is designed to review/edit operating procedures. Our mechanic-lead announced intentions to retire in October.

Planned & Preventative Maintenance

April Work Orders: Academics - 200 CM at 1,079 hours and 49 PM at 213 hours
 Housing - 240 CM at 1,231 hours and 33 PM at 73.75 hours
 Dining - 54 CM at 147 hours

Next Meeting: June 15, 2020 at 3:00 p.m.