



Enterprise Facilities Committee Minutes

June 15, 2020

3:00 p.m.

In Attendance: Taggart Archibald, Jason Berthon-Koch, Mickael Candelaria, Sigrid Davison, Shawnté Elbert, Dennis Francois, Robert Ford, Eric Hougan, Jenna Hyatt, Keith Jones, Derek Mayo, Melanie Palm, Doug Ryder, Shane Scott, Patrick Stanton, Emilie Hobert, Russ Alford, Joseph Pearson, Kate Doughty, Delano Palmer, Michael Montgomery, Sydney Thompson, Ashley-Sue Vizguerra, Vince Foley, and Kelly Clerf

A. Wildcat Neighborhood Farm Signage – Emilie Hobert & Kate Doughty

Signage for Wildcat Farm designed by aux graphic designer have been approved at ECC. Approved signage includes one large sign at entrance and five medium signs at other points of interest. Emilie and Kate met with DSS and they are not required to include braille or any accessibility signage because of the nature of the space of the farm. Signage will be produced by MadLab in the Wildcat Shop and will be installed by facilities.

B. Fall 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 the 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.

C. Minor Works

Delano has reallocated \$1.8M of minor works funds to several high priority projects including heat exchanger in Randall/Michaelson, and other major system issues. Other minor works projects are already in progress. Delano will be meeting with Deans and other major stakeholders in the next couple of weeks to begin to assemble minor works list for 2021-23.

D. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

CCC is taking the summer off due to staff reductions. They will be available to meet if agenda items come up, otherwise they will not meet again until September.

Enterprise Communication Committee (ECC) – Keith Jones

Discussed turning digital signage into information kiosks for reopening. Some signs are currently offline and they are trying to find a funding source to bring those signs onto REACHS so we are able to use one software to updates all signs. Updated room signage is in progress and buildings receiving updated signs include Lind, Farrell, and McConnell.

Campus Moves Council – Doug Ryder

Large part of the last meeting was used to discuss preparing for fall term. There will be a rollout for those requesting move support and Nichole Hibbard is in the process of preparing forms to release to campus so everyone is aware of options and processes for move requests.

E. Project Updates

Health Sciences – Contractor is making excellent progress and is getting close to finishing steel work. Contractor is on schedule but we are aware of some potential delays related to suppliers or labor related slowdowns due to social distancing requirements.

Health Education – Progressing nicely in design stage. Delano has met with the executive team and has been able to hone in on last details. Currently in process of finalizing scope and budget for request in the fall. The final design will include some alternates in order to provide versatility in funding.

F. City of Ellensburg

Willow Street is still progressing and most underground utility work is done, will start with curbs next week. Will be another two months before project is complete.

Main Street repaving project started today and asphalt grinding will be done at night starting next week.

North Campus Signals – Went out to bid last week and should have numbers in a few weeks.

Gateway Project – 30% design draft was received last week. Plan is to get design finished and out to bid this year.

MtStuart replacement is well under way. Will start on new school in the next week or two.

G. Other

FMD Director Updates

Grounds & Custodial

Custodial

- Completed 8 work orders.
- Baseline metrics for custodial in all dining areas is 75% complete.

Move Crew

- Completed 17 work orders.
- Continuing to inspect and repair furniture.

Grounds

- Completed 33 work orders.
- Planting trees
- Cleaning catch basins
- Landscape upgrade on Wildcat Way
- Working with Mid-Columbia Fisheries to improve Wilson Creek habitat.

Administrative Services

All student support ends June 15th. Beginning July 16th, 2 Personnel are furloughed, 3 personnel are reduced to .8 FTE, and 4 personnel are reduced to .5 FTE. Central Stores will reduce their support hours from 9 am to 1 pm. Mail Services, Shipping/Receiving, and motor pool will resume normal hours Monday thru Thursday.

Planned & Preventative Maintenance

FMD is currently processing student check outs as they arrive.

We are currently supporting 9 Minor Works projects across the campus with shop support including the replacement of Capacitor bank substation, exterior lighting upgrades and others.

Completion of the replacement air compressor in the science building and the addition of a PreAction Fire Alarm system in the MRI room. Updates to the annual Storm Water Permit.

FMD had 4 staff members pass their milestones at CWU and recognized for their time in service.

Congratulations: Louis McDonald 5 years. Kevin Spangler 5 years. Jeff Mitchell 15 years. Lyle Rushton 15 years.

Total work orders completed for the month of May were 446. Total hours associated for the work orders equaled 2,520.5. The following is the breakdown for the Campus Divisions.

Academics Area:

Total work orders completed were 188 totaling 1,217.5 hours.

CM requests were 151 totaling 1,003 hours.

PM related requests were 37 totaling 214.5 hours.

Housing Areas:

Total Work Orders completed were 205 totaling 1,094 hours.

CM requests were 172 totaling 992 hours.

PM related requests were 33 totaling 102 hours.

Dining Areas:

Total work orders completed were 53 totaling 209 hours.

CM requests were 45 totaling 177.75 hours.

PM related requests were 8 totaling 31.25 hours.

Next Meeting: July 20, 2020 at 3:00 p.m.