



Enterprise Facilities Committee Minutes

August 17, 2020

3:00 p.m.

In Attendance: Taggart Archibald, Sigrid Davison, Steve DuPont, Dennis Francois, Bob Ford, Melanie Palm, Doug Ryder, Shane Scott, Patrick Stanton, Ashley-Sue Vizguerra, Bill Yarwood, Josh Mattson, Russ Alford, Sydney Thompson, Tricia Rabel, Delano Palmer, Mike Cox, Michael Montgomery, and Kelly Clerf

A. Approval of Minutes

Doug Ryder moved, seconded by Tricia Rabel, that the Enterprise Facilities Committee (EFC) approve the May 18, 2020 and June 15, 2020 minutes as presented. Motion approved.

B. Opening Update – Shane Scott

Many committees have been working tirelessly to get campus open for fall quarter. Vince Foley and his team have been procuring PPE and other COVID related items for months. Appointing authority or his/her designee are able to order COVID items online through FMD. Public Affairs has created a signage package for the university and signs have been going up in buildings across campus. FMD is working closely with housing to make sure buildings are opened up in time for student move in and we have the right process in place to enter rooms since there is the possibility of having closed areas. MadLabs has done a great job providing plexiglass solutions throughout the university. Items previously left by students have been moved into temporary storage and housing has been in contact with these students.

C. Minor Works

COVID has had impact on some minor works projects due to staffing, but others have been able to continue as a result of the use of contractors. Working on upcoming minor works biennium request. Delano has \$16.2M of recommended program and preservation projects and he is working on prioritizing this list. Minor works list is due to the state on September 14th.

D. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

No requests have come to CCC in the last few months so they will meet in September.

Enterprise Communication Committee (ECC) – Keith Jones

No update, ECC did not meet in August.

Campus Moves Council – Doug Ryder

Majority of time has been spent preparing and planning for classrooms and computer labs. Have also done some readjusting of furniture in public areas.

E. Project Updates

Health Sciences – Steel structure is up with the exception of a couple of beams. On schedule for planned opening in January 2022.

Health Education – Project design is on track and on schedule. Construction funding for Health Education will be part of capital request in the amount of \$55M.

F. City of Ellensburg

Willow Street Improvements – Paving is happening today, project should be complete in a few weeks.

North Camus Signalization - Breaking ground today on North campus signalization which will add signals at 14th & Wildcat and 18th & Walnut. Working on underground work and foundation work now. The city hopes to install poles and signal heads early next year.

Main street overlay project is complete.

Gateway Project – Project will add sidewalks on both sides of University Way from Red Horse to Wenas Street. Design and construction on project will be next year.

Sidewalk Upgrades – Have done both sidewalk upgrades and included transit upgrades as well. Transit upgrades including turnouts and ten new bus stop shelters.

Main Street Safety Corridor – Will upgrade four signals on main street corridor and also improve timing of several of intersections.

Helena Sidewalks – Project will complete sidewalks between Water Street and Airport Road. Design is underway and will be built out next year.

G. Other

Grounds & Custodial

Custodial

- Completed 8 work orders.
- Preparing residence halls and apartments for fall move in.

Move Crew

- Completed 8 work orders.
- Moving of classroom furniture is nearly complete.
- Started installing building signage.

Grounds

- Completed 12 work orders.
- Working on minor works projects for irrigation upgrades and Wildcat way improvements.
- Providing shop support.

Administrative Services

Two furloughed personnel requested early furloughs, approved. Archives is without support. Motor Pool reduced to one .8 FTE. Central Stores – all personnel reduced to .5 FTE. Shipping and Mail Services reduced to .8 FTE. Central Stores hours are 8 am to 1 pm.

Motor Pool completed work on over 75 maintenance work orders. Rental fleet approved Geology field trip and will have vehicles prepared.

Central Stores processed 134 purchase order requests. Invoiced 257 Line items for over \$140k. Completed over 236 counter sales for customers.

Central Stores, Shipping/Receiving, Mail Services, and Kelly Clerf are directly supporting Covid material support services. Including ordering, tracking, receiving, storing, and reporting. At this time, issues and deliveries are completed upon approval. Once the distribution plan is finalized, personnel will assist in distributing products.

Planned & Preventative Maintenance

FMD is currently working under the FTE restrictions put in place by the University. The work load in the department continues at a steady pace countered by large up swings in Apartment checkouts as students have vacated for the summer. As we near the opening of the Fall Semester, the focus is to ready the Resident Halls for student arrival. We continue to support various Minor Works projects across the campus such as electrical transformer replacements, exterior lighting upgrades and numerous heating plant upgrades. Several new personal protection barriers have been installed by FMD to provide staff and student safety when face to face transactions are necessary.

Work Order Updates

Total Work Orders completed for July were 307. The total hours associated with the work orders were 1,517.25. The following is the breakdown for the Campus Divisions.

Academics

Total work orders completed were 88 totaling 706.5 hours

CM requests were 74 totaling 681 hours

PM requests were 14 totaling 25.5 hours

Housing

Total work orders completed were 192 totaling 735 hours

CM requests were 181 totaling 679 hours

PM requests were 11 totaling 56 hours

Dining Areas

Total work orders completed were 27 totaling 75.75 hours

CM requests were 23 totaling 66.5 hours

PM requests were 4 totaling 9 hours

Next Meeting: September 21, 2020 at 3:00 p.m.