

Enterprise Facilities Committee Minutes

August 20, 2019

4:00 p.m. – Barge 304

In Attendance: Taggart Archibald, Sigrid Davison, Joseph Deck, Dennis Francois, Rebecca Lubas, Derek Mayo, Doug Ryder, Shane Scott, Carolyn Thurston, Joe Bach, Michael Cox, Michael Montgomery, Kate Doughty, Nichol Hibbard, Brad Weekly, Tricia Rabel, Joseph Pearson, Barb Arnott, and Kelly Clerf

A. AiM CPP Module Implementation Project – Nichol Hibbard

The AiM CPP Module Implementation project will implement the Capital Planning & Project Module into AiM using EWU's configuration and set up. Project team hopes to implement the module with minimal changes and customizations. Project will reengineer the project management process by automating the process with technology. With this new software Shane hopes to be able to better assess risk and associated contingency so he may be able to release contingency money back into the project earlier. AssetWorks onsite conceptual review is this week. The project is currently 4% complete and on schedule.

B. Wildcat Neighborhood Farm Update – Kate Doughty

Composting Update – Composter in original proposal has been changed with the main difference is that the new composter has a larger capacity. Kate is going through another SEPA review process and the SEPA public meeting is on September 23rd. The goal is to begin composting in summer or fall of 2020 and will initially start with just Northside Commons, North Village Café, and SURC kitchen. Kate will keep an open dialogue with grounds supervisor to see if department could take advantage of composter in the future.

C. 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.

D. Japanese Garden Shimane Commemorative Partnership Marker

Central Washington University's partnership with the University of Shimane is celebrating its 30th year. In commemoration of this partnership a stone marker created by Greystone Designs will be placed in the Japanese Garden and presented to Shimane University representatives Friday, August 23rd.

E. Policy Review Team

EFC Policy 2-60 (4) needs to be reviewed. Shane, Doug, Joe, and Derek volunteered to look over policy.

F. Minor Works

CWU received \$7M in minor works preservation and \$1M in minor works program funds. The \$1M program funds has been allocated for \$300K on ADA compliance and the remaining \$700K for capital state funded facility projects. The most that can be spent on a minor works project is \$2M. Shane reviewed the draft minor works preservation project list and discussed top projects in specific categories including ADA compliance, roofing, floor coverings and interior finishes, landscaping, campus power distribution, elevator upgrades, fire protection and life safety, HVAC and control upgrades, interior signage, infrastructure upgrades, building exteriors, IT modernization, wayfinding and signage, irrigation enhancements, and campus wide tree removal and replacement. Once the minor works list has been reviewed and approved by Cabinet a copy will be available online at <https://www.cwu.edu/facility/minor-works>.

G. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – No update, July meeting was canceled.

Enterprise Communication Committee (ECC) – August meeting covered new campus map, Comstock Commons proposal, University of Shimane partnership marker, and the group discussed moving digital signs to an enterprise solution. There is currently a moratorium on the addition of new digital signs on campus. Public Affairs is working on a redesign for digital sign content and may push this new design out to current signs not being used by departments.

H. Project Updates

Health Sciences – Structural demolition has begun. Bid documents for construction phase are out and bid opening is on September 19th.

Dugmore Hall – Project is 97% complete. Working on punch list items at this time and lounge furniture delivery started yesterday. Northside Commons is about 85% complete and equipment install is being finalized. Soft opening for Panda Express is planned for September 16th. Grand opening for Dugmore and Northside Commons is scheduled for October 12th at 10:00 a.m.

I. City of Ellensburg

University & Wildcat Way Intersection - Hope to have intersection open at the end of the week with signal to be turned on Friday. There will be temporary lane closures in order to finish up the landscaping.

Main Street Extension – Contractor is waiting on signal cabinet and they plan to open road in mid-September.

New well testing was completed and pumped at 3,000 gallons a minute. Currently updating water system plan and will be contacting CWU about future water usage estimates.

Palouse to Cascades Trail extension from 18th to 14th is complete.

Active Transportation Plan – Consultant has been hired to review plan and an online survey is available and will be open through the first week of October. The survey can be found at <http://gis.fehrandpeers.com/ellensburgATP>

J. Other

FMD Director Updates

Grounds & Custodial

Work orders completed between 7/9/19 and 8/15/19: move crew 76, custodial 100 and the grounds crew 45.

The move crew completed phase 2 of the OISP move to Hebler as well as several smaller office moves. They are providing shop support for the Barge flooring and painting project.

Custodial crews are continuing to deep clean the academic buildings, dining areas, residence halls and apartments. Housing custodial is preparing for the opening of Dugmore Hall.

Grounds crews are providing shop support for Dugmore construction, University Way intersection, Brooklane Siding, Athletic upgrade to safety netting. They are also providing support for the paving upgrades, seal coating and lot painting. Irrigation has completed upgrades at the Wahle apartment complex. Landscape upgrades at Wendell Hill A and B is 75% complete and Student Village is 20% complete.

Administrative Services

Completed review of safety standard operating procedures. Planned publication for August/September.

Central Stores: Over 400 Purchase Orders created. 300 Invoices processed for over \$167k. Over 500 Counter sales processed.

Personnel actions - working on student hires for fall quarter.

Motor Pool: Averages over 100 rentals and 400 work orders completed by 2 full-time personnel. Reassessed the rental fleet makeup. Planning replacement of 2 cars and one van.

Mail Services replaced a van by acquiring an older vehicle (#531) from the state archives personnel.

Planned & Preventative Maintenance

July 2019 to date over a 380 Planned Preventive and Corrective maintenance WO's have been cut totaling, over 5000 Hours of completed work orders, including electrical maintenance, backflow testing and maintenance, and roofing inspections.

Maintenance Projects:

- Kamoala Hall Glycol Heating system flush 75% complete.
- Anderson Steam Line project has broken ground and is 25% complete.
- Anderson Stairs is 100% complete.
- Moore hall painting, flooring, and abatement is complete.
- Annual Steam outage was successful and is complete.

Minor Works Projects:

- Parking Lot Maintenance contract has been completed. Parking lot maintenance schedule has been sent out via CentralToday, and is under way.
- Brooklane Village asphalt and siding project is underway.

Next Meeting: September 16, 2019 at 3:00 p.m. in Barge 412