



Enterprise Facilities Committee Minutes

December 16, 2019
3:00 p.m. – Barge 412

In Attendance: Jason Berthon-Koch, Sigrid Davison, Joseph Deck, Shawnte Elbert, Dennis Francois, Robert Ford, Elyane Harney, Eric Hougan, Jenna Hyatt, Keith Jones, Derek Mayo, Doug Ryder, Shane Scott, Patrick Stanton, Michael Montgomery, Delano Palmer, Michael Cox, Russ Alford, Joseph Pearson, Kim Hansen, Sunny Bloxham, Blair McNeillie, Vince Foley, and Kelly Clerf

A. Approval of October 21, 2019 Minutes

Jenna Hyatt moved, seconded by Jason Berthon-Koch, that the Enterprise Facilities Committee (EFC) approve the October 21, 2019 minutes as presented. Motion approved.

B. Tree Campus USA

Shane was directed by VP of Operations to obtain recognition of arboreal resources on Ellensburg campus. Tree Campus USA fits well within the mission and vision of the university. In order to receive Tree Campus USA recognition the following five standards need to be met:

- Campus Tree Advisory Committee
- Campus Tree Care Plan
- Campus Tree Program with Dedicated Annual Expenditures
- Arbor Day Observance
- Service Learning Project

Most components are already in place but we are missing a committee and Shane would like to create a sub-committee under EFC to manage the tree plan and create dialogue with the campus community. Jason Berthon-Koch moved, seconded by Derek Mayo, to create a Campus Tree Advisory Committee chaired by Blaire McNeillie.

C. Golf Cart Policy Draft

Campus Circulation Committee (CCC) would like EFC feedback before starting work with the city on the creation of crossing zones. Jason pointed out that currently there is no golf cart policy and they are illegal to drive on the road because there are no authorized crossings. Comments on the draft policy should be sent directly to Michael Montgomery no later than January 15, 2020.

D. Minor Works

Capital Planning is now reporting to Andreas through Delano Palmer. Minor Works will be under the purview of capital and Delano will be the lead going forward. Doug Ryder will still be the contact for Minor Works program funds. Delano is creating six point rubric to use to prioritize minor works projects and will present the rubric at the January EFC meeting.

E. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

Working on campus bollard project and the first round of bollards have been purchased and should arrive in FMD soon with installation starting in mid-January. CCC is currently accepting ideas for where Phase II bollards should go. Michael will be working on roll out plan for alternate routes since bollards will be taking major malls offline.

Enterprise Communication Committee (ECC) – Keith Jones

Working with Public Affairs on Comstock Commons proposal that includes plaque rather than photo. ECC is still working on an enterprise solution for digital signs and the current digital sign license has been changed to enterprise level pricing. The digital sign policy is being edited and will be presented to EFC at a future meeting.

FlixBus sign approved at last ECC meeting. Shane asked Michael to look into the possibility of a new location for the FlixBus pickup that is better suited for large busses. The next CCC meeting is January 13th at 2:00 in Jongeward for anyone interested in attending.

F. Project Updates

Health Sciences – We have broken ground and are getting ready for foundations to go in sometime in January.

Health Education – Transitioned from advisory committee phase to design phase which will include partial facility condition index report. Delano is waiting for fee proposal from design consultant.

IdeaScale – IdeaScale is a crowdsourcing platform that is open to all CWU faculty, staff, and students to submit ideas to be considered for capital requests. IdeaScale will allow CWU to capture all ideas and enable community members to vote on them and move any ideas that are not considered capital requests to CWU incubator. In the next few weeks Delano will be making modifications in the system and remarketing IdeaScale to the campus.

<https://cwu.ideascale.com/a/pages/faq>

E-Sports Arena – Students voted on this project and gave the green light to fund \$50k for evaluation. Capital and Project Management Office is working on the next steps.

G. City of Ellensburg

Willow Street Improvement – Going out to bid next week. Project includes widening Willow Street from Mountain View to Capital. Construction to begin in March with the bulk of the work in summer.

Repaving Main Street from Mountain View to 3rd Avenue and project will be going out to bid soon.

14th and Wildcat & 18th and Walnut Signals – Design is about 50% complete and expected to be complete in about two months. Construction is planned for this coming summer but signals won't be installed until fall because of lead time on signal poles.

Finalizing active transportation plan, Derek will send draft to CWU for comments next month.

University Way Gateway Project - Design is underway and about 30% complete. Project includes utility relocations but construction of sidewalks won't begin until 2021.

H. Other

FMD Director Updates

Grounds & Custodial

Custodial

- Completed 32 work orders.
- Will be deep cleaning during winter break.

Move Crew

- Completed 126 work orders.
- Performed small office moves, surplus collection, and multiple miscellaneous requests.
- Completed preventive maintenance on emergency lighting.

Grounds

- Completed 42 work orders.
- Working with representatives from the Sustainability committee on native plantings and water reduction on campus.
- Working on patching pot holes on 11th and 18th Ave.
- Creating new work order hierarchy in the AiM system to track labor and materials for specific areas around campus.

Administrative Services

A quality control review of asset accounts in AIM is in-progress. All vehicles and Grounds equipment are currently under review for accuracy and completeness.

Central Stores: Over 350 Purchase Orders created. 330 Invoices processed for over \$300k. Over 510 Counter sales processed.

Personnel actions – Ryan Newton, Mail Student, is leaving after 3 years. Interviews conducted. New student hire to start ASAP.

Motor Pool: Averages over 100 rentals and 400 work orders completed by 2 full-time personnel. 3 new vehicles should arrive within the next 60 days.

Planned & Preventative Maintenance

- November 2019 to date over 432 Planned Preventive and Corrective maintenance academic WO's have been cut. Totaling over 1,925 Hours of completed work orders, including electrical/mechanical maintenance, backflow testing, corrective maintenance, and roofing inspections.

- November 2019 to date over 387 Planned Preventive and Corrective maintenance housing WO's have been cut. Totaling over 1,376 Hours of completed work orders, including electrical/mechanical maintenance, backflow testing and maintenance, and roofing inspections.

Maintenance Projects:

- Anderson Steam Line project has broken ground and is 100% complete.
- Student Village Boiler and Hot water Heater project has broken ground and is well under way at 80% completion.

Minor Works Projects:

- Brooklane Village asphalt and siding project is underway 100% complete.

Next Meeting: January 21, 2020 at 3:00 p.m. in Barge 412