



Enterprise Facilities Committee Minutes

October 21, 2019

3:00 p.m. – Barge 412

In Attendance: Taggart Archibald, Peter Boyle, Dennis Francois, Eric Hougan, Jenna Hyatt, Keith Jones, Rebecca Lubas, Doug Ryder, Shane Scott, Patrick Stanton, Duane Dowd, Michael Montgomery, Joseph Pearson, Kate Doughty, Steve Wenger, Vince Foley, Barb Arnott, Vernée Hemphill, and Kelly Clerf

A. Approval of Minutes

Doug Ryder moved, seconded by Taggart Archibald, that the Enterprise Facilities Committee (EFC) approve the June 17th and August 20th minutes as presented. Motion approved.

B. Central Access 2020 Project – Joseph Pearson & Vernée Hemphill

Central Access is the alternative media processing department for students at CWU and for schools across the country. Alternative media is the conversion of textbooks or course content into accessible format for people with disabilities. Services for CWU students are provided through Disability Support Services. Additional information on Central Access can be found at <https://www.cwu.edu/central-access/>.

Central Access is currently located in a small room about 525 sq. ft. in Wendell Hill A but the intention is to move the department into the vacant building on the corner of Chestnut and University Way. Joseph is in initial discussions with facilities regarding the renovation which will include repairs, remodeling of interior, bringing data to the location, and updating the exterior. The goal is to wall off the kitchen area of the building and remodel former seating area for Central Access. Presented to EFC as an informational item since Auxiliary Services is repurposing their own space.

C. Wildcat Farm Apiary – Kate Doughty

Kate presented proposal to add apiary to farm. Two hives will be brought in to start, and may expand as the program becomes established and management is comfortable with the care routines established. The bees will help pollinate crops, provide honey to dining, and will also be used as an educational tool. The apiary will be located on the eastern half of the farm—at least 100 ft. from any major pedestrian walking path, over 300 ft. from any street, and at least 100 ft. from the recreation field that neighbors the farm. Following [Ellensburg City Code 5.30.260](#) there will be a fence surrounding the hives, with additional vegetation (pollinator flowers) surrounding the hives. Hives will be managed under the guidelines from the City Code

and WSDA. Kate has shared her proposal with Campus Safety, Environmental Health & Safety, and Grounds but has not received much feedback. Kate will put in a request for locates with Facilities and find out if it would be possible to keep an EpiPen on site in a first aid kit.

D. Minor Works

Shane presented an updated minor works list showing approved projects. The approved project list can be found at <https://www.cwu.edu/facility/minor-works>. At this time there is not an official process for campus community to submit a minor works project so the next step is to develop a rubric for the approval of projects. Shane will report back to EFC on the number of projects for this biennium compared to the last two.

E. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

CCC is working on finishing up the golf cart policy which includes updating alternate vehicle routes on campus. The finished policy will be brought to EFC in the next few months. The bollard project to protect pedestrian traffic on the main malls is in the procurement and installation phase. CCC meetings have been moved to the second Monday of the month.

Enterprise Communication Committee (ECC) – Keith Jones

ECC has been working on getting funding for a campus wide digital signage program. The digital signage license for the next year is being funded by administration. The committee is in the process of rewriting policies and procedures concerning digital signage. ECC is also working on an internal wayfinding project in the SURC and hope to have the equipment set up by winter break. ECC meetings have been moved to the second Tuesday of the month. The new campus map is now live but has not been rolled out publicly.

F. Project Updates

Health Sciences – TW Clark from Spokane will be the contractor for Health Sciences. A groundbreaking ceremony has been scheduled for Tuesday, November 19th at 10:00 a.m. Doug is working with the contractor to do an early restoration to the pedestrian area disrupted while doing site utilities. Timeline for project is to be substantially complete in fall of 2021 and begin classes in January 2022.

Dugmore & Northside Commons – Project is about to be closed out and minor issues are being worked out at this time. There was a successful ribbon cutting for Dugmore and Northside Commons on Saturday, October 12th. Joseph hopes to extend hours and be open on the weekends with the approval of Panda Express. Jenna offered to give tour of Dugmore to EFC in the future.

G. City of Ellensburg

No updates.

H. Other

FMD Director Updates

Grounds & Custodial

Work orders completed between 9/15/19 and 10/11/19: move crew 73, custodial 50 and the grounds crew 36.

The move crew has completed multiple small office moves and surplus collection as well as provided support for numerous event setups.

Auxiliary Custodial provided support for the opening of Dugmore Hall and Northside Commons. Performed traffic control for move-in of the student residence halls. Academic Custodial has rolled out their newly aligned cleaning schedules.

Grounds crew performed their annual Wilson Creek walkthrough with Fish and Wildlife and completed the necessary routine maintenance. Completed storm drain clean out for 2019. They are in the process of fall cleanup and winterizing irrigation and equipment. Currently they are in collaboration with Mid-Columbia Fisheries on riparian landscaping along the Wilson Creek. Providing shop support for gas service expansion at Student Village and Athletic upgrades.

Administrative Services

Restarted discussions regarding digitizing records – one step closer to paperless. Approval process looks promising. Funding approval (equipment) next discussion. Chemical inventory management system (CHIMS) closer to reality. SDS's to be at employees' finger tips soon.

Central Stores: Over 340 Purchase Orders created. 400 Invoices processed for over \$265k. Over 560 Counter sales processed.

Personnel actions - student hires selected and being trained for school year.

Motor Pool: Averages over 100 rentals and 400 work orders completed by 2 full-time personnel. Purchased 2 cars and 1 van for the rental fleet.

Mail services overwhelmed by packages and training new students.

Planned & Preventative Maintenance

September 2019 to date over a 281 Planned Preventive and Corrective maintenance academic WO's have been cut. Totaling over 2,227 Hours of completed work orders,

including electrical/mechanical maintenance, backflow testing, corrective maintenance, and roofing inspections.

September 2019 to date over a 558 Planned Preventive and Corrective maintenance housing WO's have been cut. Totaling over 2025 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 95% complete.
- Student Village Boiler and Hot water Heater project has broken ground and is well under way at 25% completion.

Minor Works Projects

- Brooklane Village asphalt and siding project is underway 95% complete.
- Getz Shortz Roofing is complete 100%.

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