

FACILITIES MEET & CONFER
May 12, 2009, 10:00 a.m., WC B-141

Notes

PRESENT: Bob Arndt, Mike Cofield, Paul Corcoran, David Cowan, Karen Foreman, Jerry Harty, Donna Hensel (notes), Bob Lutz, Sean McGoldrick, Jason McCue

1. Intermittent Stationary Engineer

Paul Corcoran updated the committee on plans for an intermittent stationary engineer position at the Utility Plant. Paul provided some background stating that the Utility Plant is an operation that needs 24/7 coverage with only five engineers working rotating shifts. The intermittent position would be used instead of overtime to pick up vacation time, sick leave, and other gaps in schedules during times when the maintenance relief position is not available. No extra budget is needed as this shift would be only used to eliminate overtime hours. When Mike Orcutt retired, he expressed an interest in doing this fill-in work on a temporary basis. This is a good opportunity for retirees from the Utility Plant. Karen Foreman felt it was a win/win situation—hire one of our employees with campus experience.

Work-Out-of-Class Position at the Utility Plant

Paul and Steve Ardolf will be requesting a work-out-of-class position at the Utility Plant. An interest form will be sent to all Facilities staff including CSU and Residential Life. To their knowledge, there is no full time GMW on campus that carries a special license for working in the Utility Plant. The special license is the minimum level license for apprentice work hours to count towards the higher Class 1 B license required to operate MSU's plant. To obtain a special boiler license, you need to take a weekly course at the vocational college for a semester, followed by a final test. Once obtained, all hours worked at the plant would count towards becoming a Class 1 B licensed engineer. This would be a great apprenticeship-type opportunity for an employee to become a permanent stationary engineer. Professional development or departmental funds could be used for the course training.

2. Change in Personnel Reduction Plan

Sean updated the group that the Office & Administrative Sr. position in OSS has been removed from the Facilities Personnel Reduction Plan. Upcoming retirements will give us salary savings, and we may have the opportunity to manage departments differently and reassign duties. Some folks are waiting on their retirement plans to see how the early retirement incentive works out.

3. Garment Buy Out

David Cowan has been working with AmeriPride on a garment buy-out. Historically, Facilities has had an apparel program for many years; but due to the budget cuts, this program has been eliminated but laundry service will continue to June 30, 2009. The annual cost savings is expected to be about \$17,000.

A proposed buy-out handout was distributed along with a handout on who will be affected. An employee can buy-out their clothing for the following costs: embroidered shirts—greater than 6 months old - \$13.50; less than 6 months - \$17.00; jeans/pants - \$6.50 each. Any shirts or jackets that were purchased by the employee are theirs to keep.

Dave Cowan will send out an update to all Facilities personnel on what the timeframe is on the buy-out and who/how to contact AmeriPride. He will contact the CSU and Residential Life offices to see if they want to continue this program and make sure they know that our plans are to discontinue this service.

Jerry Harty understands the expense of this program but wanted to convey that it is nice to distinguish employees in buildings/areas as staff who can help answer questions or just to let others know they are MSU employees. Pat Pearce stated that there is no dress code in the Union contract other than shorts need to be 1 ½ inches above the knee and no open-toed sandals.

4. Summer Deep Cleaning Program

Sean, Jason, and the Building Services foremen continue to work on the deep cleaning plan. This plan will help to put in place what cleaning tasks need to be done, an estimate on how long tasks should take, when tasks should be done, and approximately how many people or man hours does it take to do the task. The plan would greatly help the foremen manage/organize the GMW's workload, position staff better to help perform their duties, and ensure an equitable workload for all staff members. Sean indicated that some of the estimates for deep cleaning, for example classrooms and labs, were developed using time and motion studies using our own GMW personnel (Jerry Harty and Pat Pearce) along with Jason McCue. As we work through the summer, we'll refine the estimates as our GMW staff provide the actual data needed to clean our facilities. If you have any ideas or suggestions, please contact Jason.

Mike Cofield stated that some of the night crew GMW's are concerned that if the carpet and hard floor cleaning gets done earlier than expected would there be layoffs? Sean indicated there will be no further layoffs this summer. If the night-time GMW's

were to get done 2 – 3 weeks early, they could move to days. There will be things to do to keep them occupied.

Sean and Jason will be meeting with the day shift on Thursday, May 14, at 1:30 for updates and discussion. A meeting will be scheduled with the night shift GMW's soon.

5. Other

Pat Pearce said that some of the GMW's have recycling concerns. Sean stated that an e-mail regarding recycling and special events was planned to go out to all staff on April 22 as to how we would approach recycling in the future. However, it needed to go through Cabinet and then to the Meet & Confer process so the e-mail did not go out until May 7, but the recycling operational plan had already went into effect on May 1. Jason felt that with graduation over and the school year ending, there was heavy use of recycling bins. Once we catch up with the rush and now that the recycling e-mail has been sent out, it should become much better.

Pat indicated the use of the word GMW is preferable to the word custodian, and Sean indicated that all future verbal or e-mail correspondence will honor this request.

Sean stated that we have not had any feedback on the e-mail regarding cross-charging events. We are not sure what the extent will be as to how many more events will be cross-charged overtime this upcoming fall from previous years but a guesstimate may be in the \$20K-\$30K range. Cross-charge funds help pay for the overtime that our staff uses to support these events.

Sean stated that the Hillyard's study will help us define times for different tasks and how much GSF should be covered. Over the years with the added buildings and additional GSF, GMW's have had to stretch their workload with less staff. Hillyard's study should help us see how much time is needed for individual tasks.

Pat Pearce added that once a GMW gets a lay-off notice, there can be no temporary GMW's on campus.

GMW's are concerned about the changes being made and how it will affect them. In the meetings scheduled with the GMW staff, we will address where we are heading and how tasks will be laid out.