

FACILITIES MEET & CONFER
August 17, 2010, 1:30 p.m., WC 221

Minutes

PRESENT: Bob Arndt, Becky Barkmeier, Mike Cofield, Paul Corcoran, David Cowan, Donna Hensel, Deanna Hoechst, Jason McCue, Sean McGoldrick, Pat Pearce, Dale Plemmons, Valerie Roberts

1. AFSCME review/comment on Draft Budget Reduction Plan – AFSCME

Sean distributed a 3rd draft of the Budget Reduction Plan for the Facilities Management Department.

- The plan is still in draft form and could change before it's finalized.
- The legislature meets in January and we'll have a better sense at that time what the final budget amount will be; currently our plan shows a 7% reduction in our budget
- Retirements could also affect the plan.

Sheet Metal Worker – Valerie Roberts asked who will be doing the work once this position is eliminated.

- Paul Corcoran stated that the position was not 100% sheet metal.
- Some of the fabrication may be contracted out to other companies (e.g. Schwickert's).
- Some of the work will have to be picked up by PME's or others; metal work may need to go to other areas of the shop; some work such as lamp shades for PA may no longer be done.
- Pat Pearce wondered if this position could be reclassified to a Laborer/Trades and be funded by Res Life. Paul felt that Res Life really does not have much sheet metal work. In order for Facilities to meet their budget reduction, Res Life would have to pick up the salary for the full amount and this probably would not be the case.

Central Services OAS position – Valerie noted that this position was no longer on the budget reduction plan.

- Sean stated that this was due to a project manager BESI retirement which created the budget savings that precluded this position from being funded by the cross charge account.
- The cross charge cost center has had more money over the years due to the large capital projects we've had. Salary dollars from project work, events, etc. are charged to the cross charge cost center. We have flexibility on where we use this money, but historically, some of the money pays for project manager, GMWs, Physical Plant and Building Services positions.

Project Manager - Valerie asked if Larry Kohanek's position would go away after he retires in December.

- Sean said that his position would not go away.
- Valerie said in a meeting she had with Rick Straka that he said this position is going away.
- Valerie stated that the perception out there is that there are too many project managers and what will they be doing now that Trafton is finished and there are fewer projects?
- Sean said that we have a \$30 million 300-bed residence hall that has a spring 2011 construction start.
- There is a \$30 million Clinical Science building which is ranked #1 on the MnSCU project list with design planned for 2012; construction in 2014; and renovation in 2016.

½ Time Garage Mechanic

- Bob Arndt doesn't know how the work will be done when this position is eliminated.
- A huge portion of this position's work is brake work.
- Could Midas take on some of the work?
- David Cowan said that we have tried using the private sector in the past and it does get a little complicated. Work doesn't get done as quickly as other customers come first.

Supplies

- The \$10,000 supply reduction will be throughout the whole department.

Update after the meeting adjourned:

Valerie indicated in an 18 August e-mail to Sean the following:

"I wanted to forward you the e-mail I received from Rick Straka this morning because it was discussed in the Meet & Confer yesterday. As noted below, the Clinical Science bonding bill was vetoed so there is only 1 building that will be going up in the next few years. I thought that was what I had heard at the Meet & Confer with President Davenport, but wanted to check again. My point was going back to the number of project managers you have and the limited amount of design and construction that will be implemented in the coming years.

Sean responded in a 19 August e-mail back to Valerie the following:

"Thanks Valerie for the feedback. Perhaps it might be instructive to review past bonding bills and I believe you'll find that projects that were vetoed in one legislative cycle found their way back into the program and were approved in the next cycle; essentially, it appears a veto only has the effect of delaying a project by two years.

As I indicated yesterday to the group, our leadership at MSU is expecting the Clinical Science project to be scored #1 again and to move forward in 2012 for the design, 2014 for construction and 2016 for renovation.

If we look backwards starting from 1998, our Project Management staff has managed between 70-90 projects annually and during this time, these projects amounted to about \$152M! Going forward over the next six years, our plan calls for several projects that when added together, will probably total in the \$115M - \$120M range:

- *Three cycles of HEAPR at about \$3M each cycle*
- *Design of the Clinical Sciences Facility*
- *Construction of the Clinical Science Facility*
- *Renovation of various areas which were relocated to the new Clinical Sciences Facility*
- *Design of a 2nd new Residence Hall*
- *Construction of a 2nd new Residence Hall*
- *Design of a 3rd new Residence Hall*
- *Construction of a 3rd new Residence Hall*

If the Res Life folks continue on with the final phase of a dining facility, it appears the next decade (2010 – 2020) of projects will easily exceed the \$152M that we spent from 1998 – 2010.

In sum, as I look over the workload that all our shops have to accomplish throughout the department, I am satisfied that a Planning and Construction shop with four total staff (Director plus three project managers) will have a workload that will be on par with every other shop in Facilities. From a financial perspective, I believe it is a “bargain” that the MSU budget only pays for 2.35 people since 1.65 people are on cross-charge funds that are earned from doing these projects. The alternative our current approach of hiring in-house staff with cross-charge funds is to eliminate these positions and hire contractors to do their work and I am convinced that is not a business model I wish to follow.

2. BESI Updates – Sean

- There have been seven Facilities’ staff that have requested BESI’s.
- AFSCME asked if any of the other six BESI requests would be possible; Sean has a meeting on August 26 with Rick Straka and Becky Barkmeier to go through the requests.
- At this time we know that there will be support for at least one BESI retirement and savings from this position will enable us to retain the central services OAS position on M&E funding and maintain 8 GMW’s as full time employees rather than reducing them to ¾ time employees as listed on a previous draft budget reduction plan.
- Once the BESI’s are approved, the budget reduction plan will be looked at again.

3. Management’s intention to seek AFSCME feedback on feasibility of converting 3rd shift to days – Sean

The first step in seeing if moving the 3rd shift to days is to have Jason and Sean meet with his night shift GMWs to see how they feel and what they want. Sean’s major concern is that classrooms get cleaned as the bulk of the work at night is cleaning classrooms.

- Maybe some staff will need to come in earlier.
- Hours may need to be more flexible – 5:00 a.m. or 6:00 a.m. shift starts.
- Some staff may have more classrooms than others – there may need to be some “teaming.”
- There are pluses for both days and evenings.
- Does staff want to come to days?
- What services will we lose?
- Snow removal currently gets done by night shift.
- What about emergencies at night?
- Pat Pearce said that we have done 4:00 a.m. and 5:00 a.m. shifts before graduation and finals in the past and it seems to have worked out well.
- Would there still be a 3:00 – 11:30 p.m. shift?
- There will still be event set ups, recycling and other work that require a late afternoon shift and some Saturday/Sunday work days.
- Need to look at this to make sure it works operationally; makes people happy, help solves a BESI, etc.
- Currently there are 22 staff on the night shift.

4. Physical Plant position updates -- Paul

- The Groundskeeper Sr. – Position description is currently being rewritten; the title will remain the same.
- General Repairman -- Brad Cords moved to Residential Life as the mason. His vacated general repairman position will be posted internally for bids.
- Academic Carpenter – Paul Wetzels moved to Gage as the residence hall carpenter. Kevin Halverson will be the new academic carpenter starting August 25.
- Stationary Engineer – Gerald Hansen retired; this position is in process.
- General Repair Position – Position vacated by Kevin Halverson is being looked at not being filled.
- Work out of class – According to the AFSCME contract having work out of class time is not considered as experience.

5. Other

- Valerie looked at the Facilities Organizational chart and wondered why the Chief Engineer could supervise 16 people, but there are two Building Maintenance Supervisors—one only supervises 6 people and one supervises 9.
- Paul said that the Chief Engineer has 5 engineers that are shift employees and only one is on campus at a time.
- Looking at the other supervisors within the department, it compares to their staff size.
- Valerie followed up from an earlier Meet & Confer question and asked if the supervisors are getting out and seeing the workers more at their areas?

Informational Items:

1. Purchase of handicap accessible shuttle – Dave

- A new Maverick shuttle was purchased as part of an institutional equipment request with half funded by parking funds.
- The Maverick Shuttle runs loops around campus to the parking lots and drops riders off around campus.
- The bus operates from 7:30 a.m. – 4:00 pm. Monday – Friday.

2. Environmental Health, Safety and Risk Management Update – Dale

- Right to Know Training is scheduled for academic staff for August 19 and 20th.
- Training for GMW's, trades, printing services, etc. will be scheduled in late September or October.
- Training will be in smaller groups and more specific to the job duties.
- Fire drills are usually done in the month of October

3. Garbage Containers behind Armstrong Hall

- Larry hired I&S to design an enclosure around the garbage containers.
- Construction planned for this fall.
- Could a water faucet and drain be added to this area?