

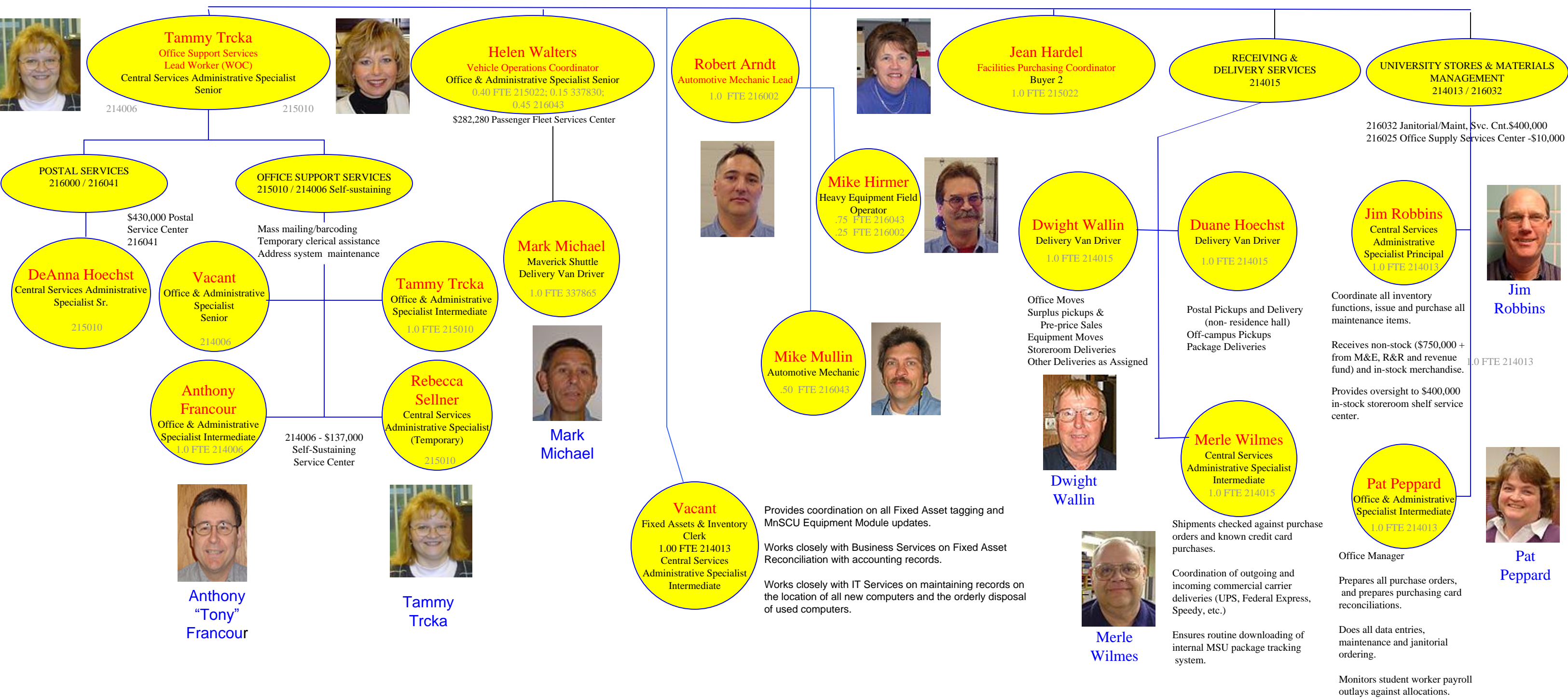
# FACILITIES SERVICES

**Ron Fields**  
 Assistant Vice President for  
 Facilities Management



**David Cowan**  
 Facilities Services Director  
 Administrative Mgmt. Director I

Parking (\$1.4 Million): Bus, Maverick Shuttle and Red Eye Shuttle Services  
 Facilities Management Website Maintenance  
 Vending Administration (\$75,000)  
 Budget Coordination for Facilities Management  
 Bookstore Contract Administration & Liaison  
 Intersection Traffic Control and Hallway Locker Administration  
 Office Supply Contract Administration & Liaison



**Tammy Trcka**  
 Office Support Services  
 Lead Worker (WOC)  
 Central Services Administrative Specialist  
 Senior  
 214006 / 215010

**Helen Walters**  
 Vehicle Operations Coordinator  
 Office & Administrative Specialist Senior  
 0.40 FTE 215022; 0.15 337830;  
 0.45 216043  
 \$282,280 Passenger Fleet Services Center

**Robert Arndt**  
 Automotive Mechanic Lead  
 1.0 FTE 216002

**Jean Hardel**  
 Facilities Purchasing Coordinator  
 Buyer 2  
 1.0 FTE 215022

**RECEIVING & DELIVERY SERVICES**  
 214015

**UNIVERSITY STORES & MATERIALS MANAGEMENT**  
 214013 / 216032

**POSTAL SERVICES**  
 216000 / 216041

**OFFICE SUPPORT SERVICES**  
 215010 / 214006 Self-sustaining

**DeAnna Hoechst**  
 Central Services Administrative Specialist Sr.  
 215010

**Vacant**  
 Office & Administrative Specialist Senior  
 214006

**Tammy Trcka**  
 Office & Administrative Specialist Intermediate  
 1.0 FTE 215010

**Mark Michael**  
 Maverick Shuttle Delivery Van Driver  
 1.0 FTE 337865

**Mike Mullin**  
 Automotive Mechanic  
 .50 FTE 216043

**Mike Hirmer**  
 Heavy Equipment Field Operator  
 .75 FTE 216043  
 .25 FTE 216002

**Dwight Wallin**  
 Delivery Van Driver  
 1.0 FTE 214015

**Dwight Wallin**  
 Delivery Van Driver  
 1.0 FTE 214015

**Duane Hoechst**  
 Delivery Van Driver  
 1.0 FTE 214015

**Jim Robbins**  
 Central Services Administrative Specialist Principal  
 1.0 FTE 214013



**Jim Robbins**

**Anthony Francour**  
 Office & Administrative Specialist Intermediate  
 1.0 FTE 214006

**Rebecca Sellner**  
 Central Services Administrative Specialist (Temporary)  
 215010



**Mark Michael**

**Vacant**  
 Fixed Assets & Inventory Clerk  
 1.00 FTE 214013  
 Central Services Administrative Specialist Intermediate

Provides coordination on all Fixed Asset tagging and MnSCU Equipment Module updates.  
 Works closely with Business Services on Fixed Asset Reconciliation with accounting records.  
 Works closely with IT Services on maintaining records on the location of all new computers and the orderly disposal of used computers.



**Dwight Wallin**

**Merle Wilmes**  
 Central Services Administrative Specialist Intermediate  
 1.0 FTE 214015



**Merle Wilmes**

Shipments checked against purchase orders and known credit card purchases.  
 Coordination of outgoing and incoming commercial carrier deliveries (UPS, Federal Express, Speedy, etc.)  
 Ensures routine downloading of internal MSU package tracking system.

**Pat Peppard**  
 Office & Administrative Specialist Intermediate  
 1.0 FTE 214013



**Pat Peppard**

Office Manager  
 Prepares all purchase orders, and prepares purchasing card reconciliations.  
 Does all data entries, maintenance and janitorial ordering.  
 Monitors student worker payroll outlays against allocations.



**Anthony "Tony" Francour**



**Tammy Trcka**

216032 Janitorial/Maint, Svc. Cnt.\$400,000  
 216025 Office Supply Services Center -\$10,000

Coordinate all inventory functions, issue and purchase all maintenance items.

Receives non-stock (\$750,000 + from M&E, R&R and revenue fund) and in-stock merchandise.

Provides oversight to \$400,000 in-stock storeroom shelf service center.

1.0 FTE 214013