

To: AEL List
 From: Mike Berthelsen, AVP Facilities Management
 Sue Van Voorhis, Academic Support Resources Director and University Registrar
 Date: 06.29.11
 Re: Increase in Saturday supported buildings

As the University of Minnesota confronts the budget cuts of the next fiscal year, Facilities Management (FM) and the Office of Classroom Management (OCM) will continue the successful program to concentrate activities other than classes into select buildings on Saturday. This program began last year after engaging University leadership, the University Senate, and building users with the goal of supporting the University’s mission while improving security, reducing energy use, and lowering operational costs. Over the past year, our collective efforts to focus Saturday activities in particular buildings have resulted in cost savings for the University. Thank you for your support of this initiative.

Based on feedback from the University community, we will increase the number of Saturday Supported buildings this year, from eight to eleven. The Saturday Supported buildings will be ready for use by 8 a.m. and closed at 4 p.m.; they will have custodial services and properly-conditioned space. Those buildings will include:

- Blegen
- CSOM
- Folwell
- Hanson
- Humphrey
- Keller (EECSI)
- McNeal
- Nicholson
- Rapson
- Ruttan (CoB)
- STSS

Groups may choose to schedule different buildings or hours, if the above options do not meet their needs. However, these groups will receive a FM charge based on the number of rooms used.

Classroom(s) reserved	1-7	8-14	14-21**
FM Fee	\$282	\$565	\$848

*Academic activities with an assigned course number are exempt from this fee.

**Events requiring more than 21 rooms will receive a custom proposal.

If a charge may be incurred, OCM will inform groups as they reserve their space(s). FM will then follow up to learn about any additional needs and generate an invoice.

Groups may also request an exception to the FM fee. For example, a group’s event may be so large only Willey Hall can accommodate an event. The FM Call Center (4-2900) will manage the exception process and communicate with the building user.

This process only governs the use of General Purpose classrooms. Departments can access departmental space at any time, provided they have keys or keycards; however, they should not expect custodial service or building conditioning, as HVAC systems are normally in “weekend mode” to promote energy savings. (There are some buildings with libraries, student unions, and rec sports facilities that remain open on weekends, and are unaffected by Saturday restrictions.)

Thank you again for your support in this effort to use University resources wisely. If you have any questions or concerns, please contact Mike Berthelsen at berth004@umn.edu.