

BRIDGE Group Meeting
Date: 9.21.10

Agenda

- 1. New ReUse Programming**
- 2. Standard Bldg Hours & Weekend Exceptions & Campus Closure Information**
- 3. Budget Impacts on FM Services**
- 4. HOK Enhance Space Planning Seminar**

1. New ReUse Program

Mike Berthelsen called the meeting to order. Stacey White from FM's ReUse program gave an overview of the new ReUse routes where FM staff picking up items for the ReUse Center directly from building loading docks. Stacey asked that occupants place a sticker on items they want removed and that they not put trash items on the dock. She said if a building was not a route or needed a special pick up time to call 612-626-9152. FM does not charge departments for this service. For more information please visit www.umn.edu/reuse. Mike also said that as a long term goal, FM would like to have annual building cleanouts staggered throughout the year to provide a thorough cleaning without overwhelming the ReUse Center.

Q&A

If I call a mover to deliver items to the ReUse Center will there be a charge?

At this time yes. We're evaluating our model to see how we will be funding it, but for now there will be a charge.

How do we know what will be accepted? For example I've got an old 60's metal desk.

When in doubt please call the ReUse Center. We'll accept most things that can be reasonable used. We've set up a 12 month life cycle for our material. First 30 days open only to U community, then the next 10 months open to general public, after that we try to donate it and as a final step it is thrown away.

Should we leave things outdoors on the dock?

We'd like material as close to the doors as possible so if there's a handling room where the recycling is stored that would be ideal.

Will you accept old upholstered furniture?

Yes, as long as it isn't badly soiled or torn.

What about hazardous waste?

Please review attached document or refer to DEHS website.

http://www.dehs.umn.edu/hazwaste_chemwaste_umn_cwmgbk.htm

If our building has a scheduled Monday pick up day but it's Tuesday and we've got six couches on the dock, what should we do?

Please call the ReUse Center. We'll make arrangements for a special pick up to make sure the docks are operating properly. If it's only one couch we'd just get it during the next regularly scheduled day.

We often have catering equipment stored on the docks, how can we make sure it doesn't end up at the ReUse Center.

We're only taking items that are marked. Our staff knows their routes and will use good judgment. If something's been sitting at a location for more than a month, it would most likely be removed.

Since you've begun the routes have you seen an increase in material?

Yes, we've experienced about a 50% increase.

I've got some items that I've ordered from the ReUse Center. Will you deliver them?

That is our long-term vision, since we have trucks rolling to the buildings already. However we don't provide that service at this point.

2. Standard Building Hours, Weekend Exception & Campus Closure Conditions

Brad Hoff discussed standard building hours and the weekend exception policy with BRIDGE members. He reported that concentrating weekend activity into eight buildings was going well. Brad noted that the Office of Classroom Management (OCM) is currently shifting non-course related weekend event activity into the Weekend 8 buildings (Amundson, Blegen, CSOM, Classroom Office Building, EECS/Keller, Ford, Hanson & STSS) and will be focusing second semester classes in those same buildings. Buildings with activities such as clinics, libraries and performance spaces have not been impacted. He asked that if anyone needed an exception to the weekend policy that they fill out the on-line exception form found at <http://www.facm.umn.edu/customers/weekend-usage-standards/index.htm>.

Once an exception request is received FM consults with OCM to see if space within the Weekend 8 buildings can accommodate the program's needs. If not an exception is granted. If so, then the requestor is offered the choice of moving their event to a Weekend 8 building free of charge or to have the event in a building of their choice with an additional fee.

Brad said he had received some feedback on both the standard building hours list and the campus closure (aka furlough) list. He asked that when members review the list as part of the meeting minutes that they highlight any changes they make. In addition to the lists, BRIDGE members will also be receiving a draft of what to expect during the campus closure. The document is meant to aid in planning and to spur any further questions that need to be answered. (The University will have a Campus Closure website in operation by mid-October that contains all the information in one place.)

He said the current plan is to have building conditions mirror those found on a Sunday or holiday. This means locked buildings (except for those who need an exception e.g. clinics), fan schedules set to unoccupied mode and a skeleton custodial and maintenance crew for the campus. While building temperatures will be cooler than during the week, they will not be set so low as to jeopardize animals or equipment.

Q&A

How will lighting be impacted in public spaces like tunnels?

Exterior lighting will be the same and interior lighting will meet emergency obligations, tunnels will be lit.

Who will be on-call?

FM's Building and Automation Service Center (BSAC) will be staffed during the Campus Closure. They will monitor alarm systems and building conditions. FM will also have a skeleton staff of maintenance and custodial staff to respond to issues as they arise. Other service providers such as UMPD will also have a presence on campus.

Will HVAC systems and fume hoods be running?

Yes HVAC will be running but we'll be reducing the number of air exchanges. Remember as long as you have a key or key card you can gain access to your space, just plan on it being colder than during a normal business day.

Has HR figured out how to get paychecks to those individuals who do not use direct deposit?

We are not sure if that has been resolved but will make sure to raise it with HR.

3. Budget Impacts on FM Services

Mike informed the group that FM was planning for a worst case scenario of 20% cuts during the next four years. This equals approximately \$20 million and comes on top of the 12% cuts taken during two years ago. Mike said that a draft will be turned into Vice President O'Brien in about a month. FM will be focusing first on productivity increases (e.g. riding equipment to cover more space) but cuts of this magnitude will involve reduced staffing. FM will try to handle as many as possible through attrition and continue to focus on public spaces. As with the last cuts some work will be shifted to individuals (e.g. going from daily to weekly office cleaning), response times will be slower and the overall base level of service will be reduced. He asked the group to share cost savings ideas with FM (form can be found at http://www.facm.umn.edu/prod/groups/userservices/@pub/@userservices/@fm/documents/content/userservices_content_236497.pdf)

Q&A

Will this be a dramatic shift?

This round will be much more difficult than the previous cuts. You will see repairs that are now being done monthly shifted to quarterly. We will be looking at the services we provide, analyzing if we're good at the delivery and reviewing the cost/benefit numbers to help in our planning. We will also have metrics to track budget reduction impacts. It is our job to make sure the institution understands the consequences of the cost-cutting decisions.

Will you have student workers help fill in the gaps?

We will explore how students fit into the mix. While our Landcare group has had no problem attracting student workers, our other offerings have been less interesting to students. We have also worked closely with UDS to hire their workers during summer and semester breaks to augment our staff. This allows UDS to retain workers year round and enables FM to catch up on project work.

4. HOK's "Crossing Over" Enhanced Space Planning Seminar

BRIDGE members are invited to "Crossing Over" a seminar presented by HOK on enhanced space planning. The presentation is scheduled for October 14, from 10:30 – Noon in Donhowe 317/318. If BRIDGE members are interested please contact Orlyn Miller at om@umn.edu or 4-7501.