

**STAFF MEETING MINUTES  
FERRIS STATE UNIVERSITY  
PHYSICAL PLANT**

Date: Tuesday, January 24, 2012  
Time: 2:30 p.m.  
Meeting Held: FSU Physical Plant, Conference Room A

Present: Mike Hughes, AVP for Physical Plant  
Fonda Kuzee, Manager  
Mark Eichenberg, Director of Plant Operations/Project Mgmt  
Kevin Jackson, Custodial Supervisor  
Will Gasper, Grounds Manager  
Roger Bula, Environmental Engineer  
Jeff Warner, Custodial Supervisor  
Ed Shepard, Business Services Manager  
Dan Sovinski, Plant Engineer

Absent: Robert Kleeves, Custodial Supervisor

Distribution: Jerry Scoby, VP Administration & Finance  
Tom Weaver, AFSCME President

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**MEETING PURPOSE:** Continuation of discussion of Physical Plant activities.

1. A&F Staff Meetings:
  - a. Tonight is the Governor's State of the State Address.
  - b. President's Council is continuing on-going efforts to control costs related to higher education. Discussion centered on the University's unrestricted net assets that have been discussed in the media recently.
  - c. The cost of health care is going to increase and there will be forums in the near future to discuss this topic.
  - d. The BOT held work sessions on 1/19 to discuss average debt load for a student at FSU which is approximately \$25,000 and the HLC report.
  - e. IT will be having consultants develop a strategic plan for them.
  - f. The University Center project has had work done by a consultant. Still need to address scope of project, budget and timeline. This includes the demolition of Masselink and Carlisle and relocation of Telecommunications. A transportation study needs to take place as well.
  - g. Candidates for Kendall's President to replace Oliver Evans are taking place.
  - h. Enrollment increased 162 overall with the Big Rapids campus down 39 students. Credit hours have increase about 1600 hours. Housing/Dining had an increase of 31 students while meal plans increased by 62%.

- i. On 2/24/12 the BOT Finance Committee will review the draft document of the Brailsford and Dunlevey study for the University Center, external/internal audit, resolution for the University Center design and pre-construction services and Phase 2 of the Housing Investment plan.
  - j. 2/17/12 A&F staff will have a half day retreat and are working on the topics for this.
2. Mike informed all managers that there is no grace period for employees reporting to work. All employees need to report to work on time and punch out on time (not early). Missed punches are also not acceptable on a consistent basis. Managers are responsible for their employees and ensuring that work rules are being adhered to. If necessary, we can install additional Kronos clocks. Jill will begin reporting this information to managers so you need to address any issues related to this.
3. Mike also reminded all staff that AiM is our primary business tool and we need to make sure the data being inputted into is accurate as this is very important. We need to capture time and materials data so we can report information to our customers in detail
4. AFSCME negotiations will begin soon. If you have any particular issues with regard to contract language, please let Fonda know as soon as possible. The Union has submitted a demand to bargain related to wage for the BMW positions. Currently they are set at the coordinator wage rate of pay and will be semi-skilled, multi-trade positions mainly focused in the residence halls at this time and will be M-F, 8:00 am – 4:30 pm reporting to Kevin Jackson.
5. Our new Manager of Custodial Services, Rafael Dominguez will begin his duties on January 30<sup>th</sup>. Thanks to Jeff and Rob as they were very strong candidates. We are looking forward to having a fully staff team.
6. The Physical Plant team handled the bomb threat very well. It was a good exercise to look at security issues. Please make sure our staff is diligent in making sure facilities are secure. Thanks to all our staff for their assistance in doing building walk thru's for those that cooperated with this effort. It was truly appreciated.
7. Please check with staff and ask if the "Ask the VP" sessions are worthwhile and provide feedback. All staff present indicated they were worthwhile and they appreciated the opportunity to talk to the VP.
8. Next staff meeting will be scheduled as soon as schedules can be coordinated.

**Roundtable:**

Mike Hughes	Thanks to everyone for their efforts to date.
Fonda Kuzee	Will distribute the Inclement Weather Policy to all present to share with staff.
Mark Eichenberg	There continues to be a great deal going on right now.
Will Gasper	Tired of ice but equipment is holding up well and will be reviewing the salt inventory. The crew is responding as well as the supplemental crew – thank you! He also appreciates Jim advance planning when it comes to weather events.
Jeff Warner	Things are going well and the crews have been happy with the weather so far. Thanks to the grounds crew for keeping sand to parking lots and roads as this has helped significantly.

Kevin Jackson Things are going well. Will be holding a staff meeting tomorrow and looking forward to getting to know Rafael and working with him.

Roger Bula The emergency evacuations plans have been updated. The grease trap at the Rock Café is scheduled to be pumped on 2/9/12 with the last time being 11/30/11 so it appears the increase in the capacity has been a good thing and we should be able to pump quarterly.

Ed Shepard Medler's brought a representative from Phillips to discuss CFL's that are currently costing \$12/lamp to see if there are any alternatives. He has a sample from the vendor to get costs down. FLITE is very expensive when it comes to bulb replacements. Fuel dispensers for Motor Pool have been installed and the control tower has been replaced along with the fuel management system. We have a new bus! There are currently 29 pass holders for the Rapid bus shuttle service this semester.

Dan Sovinski Kara Olson is the new Energy Conservation Manager. She will be working on lighting improvements in building this summer and evaluate energy savings as well. There are approximately \$400,000 worth of funding for electric energy savings and \$100,000 worth of funding for water savings implementations. Mike Troupe is working on many things related to the BAS. The installation of the temperature sensors in Science have taken care of the heat issues. Will be setting up training for staff to utilize the GIS system soon. There are some issues with the Boiler Plant that will be addressed this summer. Would also like to do some work in the tunnels.

These minutes are intended to be a summary of those items discussed. Any corrections and/or comments should be noted to the writer as soon as possible.

Respectfully submitted,

Ferris State University

Fonda Kuzee, Manager

Cc: All Present