The meeting was called to order at 2 PM.

I. Introductions

II. Report on Facilities (Mike Colburn and Donald Wrench)
   • WSU has good tools for communication of FP&M-related issues, but they have not been used well. This is improving.
   • FP&M can monitor 60% of buildings remotely.
   • FP&M lost 26 positions in the fall budget cuts; this, plus recommendations from the Huron Group, led to a reorganization in October.
     o Grounds services will be improved.
     o A new manager was hired to get building engineers and skilled trades to work together more efficiently.
     o Some building will now share engineers.
     o New job descriptions were written to clarify responsibilities of remaining employees; custodians have been given clear and specific job descriptions which begin in January 2012.
     o Maintenance schedules are being revised. A Directory of Services will be published 2/1/12 that will include how often services should be provided, prices, etc. This information is also available at www.facilities.wayne.edu
     o A pilot project using a new communication system for maintenance is underway in three buildings (Nursing, Law, and Engineering).

III. There was a discussion among members of the committee and FP&M staff on the efficiency of the system of building coordinators. Building coordinators are volunteers who often add onerous duties to their full-time responsibilities, leading to delays in communication of building problems. FP&M keeps in regular contact
with building coordinators, but will take under advisement that there may be a better way to coordinate maintenance and repairs.

The meeting adjourned at 3:05.

Respectfully Submitted,

Jennifer Sheridan Moss, Chair