

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:00AM, Friday, November 30, 2018

PRESENT: Randy Davis, Mike Fisher, Genevieve Marchand, Dave Nakamura, Jeanne Rynne, Dale Oliver, Steve St. Onge, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Kyleigh Becker, Josh Callahan, TC Comet, Doug Dawes, Bella Gray, Diana Lopez, Holly Martel

1. Review & November 09, 2018 Meeting Notes

A. Approved

2. Cost Recovery Policy

a. Billable vs. Nonbillable

1. What goes into the labor rate?

i. Salary, benefits, overhead

2. What is the difference between baseline services and chargeback services?

i. Examples of interior painting 12 years would be baseline. Requests made prior to the 12 year timeline would be chargeback services.

a. Where did we get 12 years?

i. Number changes depending on APPA standards. This should be middle of the road. Steve noted that we should note when things are set to a standard. The actual standards would be published on the FM website. We need to put this into the policy that we are using national standards.

3. Event definitions – when do we charge? Need to flesh this out better.

i. Size and department/groups might help determine when we charge and when we don't.

b. Dale noted that the chargeback model shifts the budgeting uncertainty from FM to Departments.

1. This is a change in the process that departments may have trouble with because they don't have the tools necessary to budget these kinds of things?

c. An idea was proposed to potentially design an additional policy for Events in addition to the Cost Recovery? There is a need to flesh out which events are billable and which are nonbillable to FM and for campus as a whole. Suggestion to work with other efforts to manage Events – Kim Comet. Instead of a separate policy, it might just make sense to better define Events in the CR Policy?

d. Some difficulties reviewers had with the policy:

1. Departments don't traditionally budget for some of the charge being proposed here. It was noted however, that this could change once campus adopts some process recommendations resulting from the IAPB group. Departments may not have the tools to budget for this type of thing yet, but they could in the coming years as they work to align departmental assessments, planning, and budgetary efforts with the new campus direction.
 2. It was agreed that decisions need to be made about defining baseline services for FM. The group understood that this was the first non-FM review.
 3. The group recognized that departments have no "extra" budget to cover events, and in order to attempt to cover such chargebacks, the campus needs to know what charges to expect. FM would need to give significant advanced notice and the estimates will become very important.
 - i. It was noted that the campus is already covering events through FM resources, but those resources are not necessarily budgeted for that purpose. FM is working to daylight the costs associated with events and other above-baseline maintenance activities. A decision to purposefully allocate FM resources to support events would result in a budget change that overtly moves budget from one area of FM to another. This may further affect the group's ability to complete baseline activity like deferred maintenance if resource levels remain constant or continue to drop.
 4. There is a large concern where additional budget for departments would come from. Most entities would not have a revenue source to deal with this, while other might raise student fees to cover costs diverted from FM. Ultimately the student would pay the price.
 5. EVENTS seems to be the biggest difficulty upon first glance. There was a suggestion to move events out of the Cost Recovery Policy. Perhaps events needs more time to work into department budgeting that will be facilitated through the new IAPB process, which is on a longer timeline than the CR Policy should be.
3. Next Steps
- a. Jeanne will take this to Doug.
 - b. We will bring the conversation back to the USFAC larger group in a future meeting.

FUTURE AGENDA ITEMS

- Private Use Reporting & Research Space Tracking
- Formalization of our Mural approval process and guidelines
- Space Type Definitions
- Space Use Calculations
- Space Utilization Models – ASF/FTE Model and the Station Count Model
- Extension of FM Project prioritization process to include horizontal priorities

ATTACHMENTS & LINKS

- November 09, 2018 Meeting Minutes
- FM_CostRecoveryDraft2018 ([google doc](#))

REMINDER- Next Full USFAC meeting is December 14, 2018, 1:00-2:30PM, SBS_405.