

# CSCU | Students First

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| <b>Planning Team</b>   | Facilities   |
| <b>Meeting/Date</b>    | June 20, 2017, 1:35 p.m.<br>61 Woodland St., Hartford, CT<br>Rm 206  |
| <b>Members Present</b> | Trent Barber, Manchester CC<br>Armen Beermann, CSCU, System Office<br>Thomas Burkholder, CCSU<br>Martin Charette, Quinebaug Valley CC<br>Keith Epstein, CSCU, System Office – Committee Chair<br>Sharon Pronovost, Northwestern CT CC<br>Jeffrey Schlicht, Western CSU<br>James Troup, Naugatuck Valley CC |
| <b>Guests</b>          | Aileen Posso – CCSU student  |

## Meeting Notes

### I. Minutes

- a. May 23, 2017: postponed

### II. Announcements

- A. Recap of prior meeting
- B. Pending Questions
  - a. Will 4C union membership remain the same for employees who may be moved to another location? It is not my intention to modify union membership.
  - b. Will Universities experience any employee consolidation?
    - i. Keith Epstein: Not to his knowledge
    - ii. Erika Steiner (via Jim from meeting of July 16<sup>th</sup>): Payroll and purchasing departments will be consolidated from all 17 schools
      1. Tom expressed strong reservations about having a single purchasing system, specifically in terms of how it would affect the Sciences and other academic departments with unique purchasing needs

### III. Unfinished Business

- A. Facilities Staffing Analysis – System Office

- a. Keith presented a revised organizational chart that included one additional Operations Program Manager (4 total)
    - i. He repeated that his goal is to transfer existing community college facility administrators into open positions within the new structure where ever possible (currently 9 open positions in the chart)
  - b. Finalization of this organizational chart will depend on how Community College management is reorganized
- B. MP2 Staffing Analysis – Custodial
- a. Most campuses have staffing levels that fall in category “Modified Staff” service level. This is the middle category between minimum and optimal.
  - b. No significant money can be saved by making changes to custodial levels.
- C. MP2 Staffing Analysis – Maintenance/Craft Workers
- a. Most campuses are slightly understaffed and fall between “minimum” and “Modified” service levels.
  - b. No significant money can be saved by making changes to maintenance/craft workers levels – if anything, more money needs to be spent here.

#### **IV. New Business**

- A. Building Services Purchasing Analysis
- a. No significant money can be saved by changing building services purchasing procedures.
- B. Energy Conservation
- a. Significant savings are available in this category and changes are already being implemented. Simple payback time (yrs) is usually longer than two years but annual energy savings averages \$68,000 for recently completed and currently implemented projects.

#### **V. Adjournment: 2:40 p.m.**