

CSCU | Students First

Planning Team	Facilities
Meeting/Date	September 6, 2017, 12:30 p.m. 61 Woodland St., Hartford, CT Rm 206
Members Present	Armen Beermann, CSCU, System Office Thomas Burkholder, Central Connecticut State University Martin Charette, Quinebaug Valley Community College Keith Epstein, CSCU, System Office – Committee Chair Sharon Pronovost, Northwestern CT Community College Jeffrey Schlicht, Western Connecticut State University James Troup, Naugatuck Valley Community College

Meeting Notes

I. Minutes

- a. June 20, 2017: no comments from prior meeting minutes

II. Announcements

- A. Recap of prior meetings
 - a. Facilities Committee area of focus reviewed.
 - b. Benchmarking and right sizing of Custodial staff recapped.
 - c. Benchmarking and right sizing of Maintainer/Craftworker staff recapped.
 - d. Groundskeeper staff level evaluation recapped.
 - e. Consolidated purchasing and contracting strategy reviewed.
 - f. Energy conservation efforts reviewed.
- B. Pending Questions
 - a. Are there changes to how positions may be vacated? It remains the intention of the Facilities Department that vacated positions will occur through attrition.

III. Unfinished Business

- A. None discussed outside of the recap of prior meetings.

IV. New Business

- A. System office Facility Department future staff projections were reviewed.
 - a. One more project manager would be added so 4 project managers oversee 3 colleges each.
 - b. Project managers would be involved with all capital requests in addition to involvement with non-day to day operational tasks. Non-day to day tasks primarily include assuring vendor contracts are bid and awarded, quality control oversight and the campus Superintendents remain properly supported.
- B. Through attrition, the Director of Facility Positions will be vacated.
 - a. The work responsibilities can be bridged between the restructured campus admin staff, a System office Project Manager and the campus Superintendent.
 - b. NVCC's Director of Facilities may be retitled and will not be vacated. Due to the college size of 1/3 larger than the next largest college and overall age, this position at NVCC is necessary.
- C. Overtime for Custodians and Craftworkers/Maintainers was addressed.
 - a. Of 610 total workers, 500 received some type of overtime compensation in FY 2017.
 - b. Of the 500 workers, the average compensation was 11.5% of their base salary, not including fringe benefits.
 - c. The System Office will work to establish guidelines to limit total annual overtime compensation to less than 2.5% and individual overtime to less than 5%, not including weather events, emergency call outs and campus reimbursed events.
- D. Keith Epstein asked the Committee if they had concerns, comments or feel items were not addressed through the evaluations presentations.
 - a. Jim Troup was asked to better qualify his campus need for a full time Director of Facilities type position. Jim reviewed the need and Keith indicated that this type of position is needed due to the overall size and age of NVCC.
- E. Based from the reviewed Facilities assessment a projected cost savings was reviewed.
 - a. Labor projected savings of \$2,590,000
 - b. Cost avoidance of energy, contracting and purchasing over two years of \$2,050,000.
- F. Keith Epstein indicated if the Committee had no additional items to address and supported the analysis; the System Office would draft a report detailing the analysis and results as discussed. The report would be shared with the Committee for confirmation prior to finalizing the report. The Committee indicated they supported the results as was presented.

V. Adjournment: 2:30 p.m.