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 16th): 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.