**Facilities’ Staff Meeting**

**Type of meeting:** Senior Executive Team Meeting

**Facilitator:** Dave Riker

**Attendees:**
- □ Riker
- □ Goodman
- □ San Miguel
- □ Ledesma
- □ Dovalina
- □ Jones
- □ Woltersdorf

### Agenda Items

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**Special notes:**
**FACILITIES’ STAFF MEETING**

**Type of meeting:** SET Meeting/AVPF Conf Room  
**Facilitator:** Dave Riker  
**Attendees:**  
- □ Riker  
- □ Goodman  
- □ Jones  
- □ San Miguel  
- □ Ledesma  
- □ Dovalina  
- □ Woltersdorf  

All members present.

**AGENDA ITEMS**

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| D. Riker  | **Swept Funds** - Mr. Riker clarified on the Swept funds, and how those funds are utilized; how we reallocate those funds for various projects, approximately $1M is added to the $3m dedicated to deferred maintenance.  
**Research Advisory Council** – attended meeting on Friday, noting how Facilities had been the target from research with regard to their decline towards their Tier 1 goals.  
- 3 items came out from the meeting; costs – how are we doing to reduce the costs; chairs – do they meet fire code. Paul advised they were the same as those installed previously and that they were code compliant. He also stated he added the chairs as part of the recapitalization plan to replace them and they were a high priority. Mr. Riker amplified on the deferred maintenance monies from System - $100M to be distributed among the universities; although now discussion is taking place to be direct those funds to new buildings. UTSA should be getting some of the funds. Mr. Riker also spoke of the 5-year plan being developed by VPBA.  
**Article – baseline survey** - Mr. Riker advised that our preference is to send to all campus and let them respond. However, Joe Izbrand does not want to send it out to everyone, and he had recommended to imbed the survey into an article. Discussions are continuing with Kathy and Joe, therefore we will be on hold till we hear from VPBA.  
**Patio Garden** plan presented to VPBA; cost estimate is to be provided by Robert and will submit request for funding. Another project Robert is working on is for lighting at the UC – at the 2 bridges’ area over the paseo and also at the food court.  
**Work Request** – He provided the process/steps for submitting a work request. The other issue is the space management.  
**Space Management** - Discussion will take place on what will be happening with space management; if it is to be transferred to Facilities, we need to have a governance model similar to the MPMC.  
**Utility budget reduction** - $150K; VPBA said to leave it for now, her intent was to take savings created and then reinvest those monies.  
**Flawn Service Drive Proposal** – her idea was to just ticket people who are idling vehicles and would cause noxious fumes. Mr. Riker reminded Enos to instruct O&M staff on the idling.  
**Buena Vista Theater** - $258K for safety items will be submitted to Kathy.  
**Hiring Process revisions** – some changes were approved, for postings of 3 or less, we can use modified procedure of allowing the hiring committee chair to review applications rather than a committee screening, we can choose to interview all 3 or select from the three. The other item was to keep trained supervisors on the interview committees from facilities; for operations – line level (trades/line level) positions, we can eliminate the
requirement to have the non-facilities individual on the interview committee. This will provide some relief in helping to expedite the filling of vacancies. For senior level positions, we still need to have people from outside Facilities.

**ADA restrooms** - requirement for height of toilet dispensers, advised Kathy on the requirements; Robert advised that for future development, they will be placed at 17” for ADA stalls and 30” for regular stalls.

**Utilities Article** – advised that Kathy approved the I-service desk article to go out with the edits. She also asked to revise the utilities article, she wants to emphasize that the monies are earmarked for investments that will aid in utility conservation.

**Asst. VP for Facilities** position has been posted. He advised we would post the job on professional organizations sites such as the APPA, IFMA, AIA and TSPE, he also recommended to look at the Higher Education Facilities.

**Budget** – spoke on the issues with the budget, while we had not been able to confirm our budget balances, we were asked to provide the amount to carry over, however, we were surprised to find out that excluding encumbrances, the total balance is showing $1.27M, so it now looks like Facilities is hoarding the money.

**3 Priorities**: Mr. Riker identified 3 priorities he is presently has.
- 5-year accreditation, will review and ensure that the 65 references are valid and can be called up.
- October 10-14, 2015 – attending the SRAPPA Conference and will present on the efforts to achieve Facilities excellence. Will be preparing the presentation for the conference in the next couple of weeks.
- APPA Award for Excellence – is another priority to submit our narrative for the award; items that will assist in preparation for the submission includes the PEER review narrative as well as the presentation prepared for the conference related to Facilities excellence. He will also seek input from SET members of their respective areas to include in the submission, successes that we wish to showcase.

**Vacation** – Will be out the week of Thanksgiving, and plans to submit prior to his departure.

**Research Advisory Council** – In response to Paul, Mr. Riker advised on the attendees, noting that Dr. Romo had commented on research and took them to task for not meeting their goals, and that he would be holding them accountable. Lenora spoke on financial affairs issue. Mr. Riker spoke on the new building, and the pre-proposal conference just held. Mr. Riker handed out the items related to projects costs; Yacaman still commented that Facilities was the single biggest reason they are not meeting Tier 1.

Mr. Riker asked Belinda to follow up on the $4M being provided for fire and life safety, and find out if there were any strings attached to that money.

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**E. Jones**

He advised that he was taking care of the issue with the idling of vehicles.

**APPA standards**, he cited an article regarding the cleaning levels, the better the cleaning, the better the academic institution will perform; and recommended that we should try to figure a way to bring the levels to 2 for the whole campus, it would be very beneficial to the campus - it affects other things including productivity, absenteeism, mechanical issues, duct cleaning. Mr. Riker advised we had conducted a study on workload balance. He spoke of the five levels of housekeeping support. A comprehensive analysis was conducted to ensure how much each housekeeper had, it was based on FTE’s required to clean a certain amount of square footage. It was a very detailed report prepared by Dagoberto, at that time, the report indicated we needed an additional 30 housekeepers to achieve that goal. Mr. Riker stated it is probably time to conduct another analysis.

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**R. Woltersdorf**

**ITC Fountain** - Stated that the ITC Fountain issue will be coming up again. He stated Aaron is on board to do away with the fountain if we can come up with something aesthetically appealing. Decorative rock was one recommendation. Mr. Riker stated that the City had provided some recommendations to house the museum but nothing definite yet.

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**P. Goodman**

**Monterey restrooms** - Paul advised they were getting close to building restrooms at the Monterey, it is in design; the money is there and they are getting ready to move forward with it.

**Deferred Maintenance** - He advised that he would provide the Deferred Maintenance on the $3M by the end of the month. Paul advised this was something that typically P&D develops, but since Doug had left, E&PM had worked on it. Mr. Riker explained the process we utilize to develop the DM projects.

**Uniforms** - Paul had asked his staff why the new PC’s had not been wearing the uniform shirts, and he found out there was an issue with the new logo. Marketing changed it where Facilities cannot have the Roadrunner head together with UTSA Facilities. Mr. Riker has
just approved the new logo, and Felix is working on getting the uniforms ordered. Belinda advised that fittings would take place next month.

**J.L. San Miguel**

Becoming familiar with the processes, and going over projects. Will be having a meeting in a couple of weeks with Pres. Romo and Edwin Barea, to find a new home for the digital library in the AET. There are 3-4 options, one that was favorable was a reception area that is underutilized in the AET, it will just be moved to another area. Lab space is in great need.

**Housing Study – Jacobs** – Robert has been working on it, Paul recommended that Jose Luis meet with Robert, and for him to start attending the meetings, and gradually take it over. However, Paul also advised that if Jose Luis needed the continued assistance from Robert that it would be fine.

**B. Dovalina**

Facilities Guide – she advised that we would have the guides printed on a better quality of paper. We also will provide to HR for distribution. Mr. Riker recommended that we utilize them at the town halls as well.

Mr. Riker spoke on the PEER review that we had undertaken. Two of the top priorities that Facilities needed to address was the customer service area and the automation, we need to make better use of our automation.

SLA’s – asked if we are to hold off on the service level agreements. Mr. Riker asked for copies and will be discussing with VPBA. Paul stated it would be better to have a flat fee and that would provide for whatever service they needed. VPBA had expressed to have everything institutional, and then like an institutional fee to cover the maintenance.

**Bus Services positions** - Fiscal Manager and Work Control Specialist should be hired this week if not by the end of the month. Asst Director of Automation – CBC is being processed.

**I-service desk** - Scott and Kim are working on the I-Service training, a tutorial is being developed for campus use.

**Work Order process** - will be having a meeting with DT on Wednesday to train on the work order process to address the items that need to be tied to the work order, i.e. light bulbs. We are encouraging staff to utilize more from Stores in order to tie it automatically to work order.

**Financial sub-certification**, final reconciliation is taking place, and the certification will be due on October 2.

**Y. Ledesma**

Dale Carnegie meeting has been changed to October 6. List of recommendations was sent to the SET members, and each are asked to address any item that pertains to their area.

**Facilities tour** – Mr. Riker advised Kathy still wants to tour the Facilities areas, wants to especially look at the areas that are not conditioned. This includes the trades’ areas; will also look at the ITFolks area, although she briefly viewed on her last visit to BSA.

Facilities needs expansion, Mr. Riker asked Jose Luis to begin looking at our areas to see how we can modify our areas to allow for more expansion and increase efficiencies.

**Customer Concern report review:**

- Item 1 - Signage – everything has been proofed, they are in the process of being made. Should be closed out this week.
- Item 2 Report of Defect- need to follow up with E&PM
- Item 3 – Request by Roberta Astroff – should be complete this week.
- Item 4 – Request by Mary Dixson, work on water leak has been completed; close out the concern; has been funded and ready to proceed with the work.
- Item 5 – Request by Margaret Black – follow up with E&PM

In response to Ron regarding his positions on hold, Belinda advised she would review and get back with him. Ron asked if we can at least proceed with one of them, DTC is in dire need of the plumber.

There being no further business:

Meeting was adjourned at 10:07 am.

YL