PRESENT: C. Bleaux, B. Ackland, C. Jackson, S. Supinski, A. Mihalek, W. Duprey, B. Grabczewski, B. Hartman, M. Caraballo, D. Wright

EXCUSED: J. Homburger, C. Moulton, B. Higgins, M. Christiansen

1. Minutes from December 7 meeting were handed out and reviewed. Correction to minutes; add C. Moulton to present and M. Caraballo to excused.

Al moved to accept.

2. Bernie asked about the time line on the Radio Station move. Al reported that the expectation is that it will be up and running by Fall 2006. Estimate is $65k. The college needs to make a decision about whether the money will be spent to move them or leave them where they are for now.

Chris moved to accept after discussion.

3. Stan presented the Campus Master Capital Plan in John’s absence.
   • Elevators in Myers, Angel Center, Feinberg, Redcay, Beaumont and Kehoe are slotted for rehab. It is expected that each elevator when under repair will be down for approximately 4-6 weeks. Concern was expressed over physically challenged students and faculty. Arrangements will be made to accommodate them. Campus hopes to have an official schedule the week of February 6. Buildings that have two elevators will have one elevator car operational at all times.
   • HTHW is under design.
   • Maintenance Storage – new building is on hold at this time. The Fire Marshall has stated that there should be no one occupying space in Charlie’s. Stan is devising a 5 year plan to fix and submit to the Fire Marshall. Stan sent a memo, with an attached listing of current departmental storage spaces to the Exec Council and Expanded Exec Council members asking them to assess their cold storage requirements and asked that they respond to Diane Wright with changes/deletions.
4. Stan has no report on Hudson at this time. Al and Kathy Lavoie are setting up a meeting with all the building people asking what their needs and/or requirements are.

5. Kevin Roberts is meeting with Colin Reed on Feb. 1 to discuss the lobby work for the new accounting lab.

6. Stan passed out the Organizational chart for Maintenance and Operations showing the structure and current staffing. Much discussion followed. M&O has “lost” several positions in the past 20 years. The opinion was that M&O is very short staffed and seriously under funded. Question was asked whether they can get back some of those positions. Chris responded by saying that he has been in discussion with John and has requested 2 positions in the trades. It is hoped that more positions will be forthcoming in the future as the campus is aging and needs much TLC. $100K was spent last year for maintenance on the buildings, which equates to $45/ft. Chris is working on the budget for next year and is planning on asking for an increase at a 40/60 split on DIFR and State operating funds. This budget is based on historical information and analysis from the janitorial, CHP and maintenance departments.

M&O is working on the work order system trying to “clean” it up. They are working with computer systems trying to massage the banner software to be more user friendly with the M&O work order system.

Meeting adjourned at 10:30.

Next meeting is scheduled for March 8 at 9:00 am in Feinberg 116.

Respectfully submitted,
Diane Wright