

ACC Meeting Name: Campus Facilities Operations Committee

Date: 6/26/2008

Time: 1:30 – 3:30 pm

Chair: Ben Ferrell

Location: SVC, Rm 168

Attendees:

Present: Ben Ferrell, Bill Mullane, Linda Haywood, Bel Smith, Linda Morrison, Dean Johnson, Mary Hensley

Adjunct Faculty Present: None

Student Government Association Present: None

Minutes

Agenda Item: Minutes for 3/27/2008 Meeting

Presenter:

Discussion: Minutes approved.

Decision/Actions: Phyllis will post to web.

Follow-Up Items:

Person Responsible

Deadline

Committee Reports / Other

Item: Work Orders

Presenter: Dean Johnson

Discussion: A [Work Orders by Month](#) chart was distributed covering the time period 9/1/2007 – 6/25/2008. January, May and August are the highest volume months because of school semesters. An average of 1,000 work orders/ month has been recorded since tracking on Micro Main. Work Order Process: Campus Manager's Office receives work order, work order is then placed in tracking system, type of work is determined by Work Order Assistant and distributed to appropriate department. It was noted that web based training demonstrated several functions for customer service (end users) that are not being used by ACC at this time. Implementation of the automatic response receipt has been requested by Campus Managers and Mary Hensley. An update on status would be a helpful message.

Decision/Actions:

The committee would like to recognize the hard work of the Buildings & Grounds Department. These are impressive numbers shown on this chart presented today and this amount of work needs to be recognized. The Campus Facilities and Operations Committee recognize Buildings & Grounds crews for their hard work and dedication to the College. We therefore extend appreciation to your team.

Statistics, broken into types of work, will be gathered and posted on the web. Location, craft, etc.

Follow-up items

Person responsible Deadline

Buildings & Grounds will report updates to the CFOC each month. Jackie Mauldin will be requested to report on the Micro Main upgrade/conference she will attend in July. Phyllis Kalz will post to web and send forward the recognition to the ASC.

Item: Round Rock Update

Presenter: Bill Mullane

Phase I programming is completed. We now have square footage for the proposed campus. The site can be developed now that we have this foot print. ACC is looking at additional acreage near proposed RR campus, to purchase. We should be breaking ground for Phase I January 2009. On schedule to open Fall 2010, ready to go for 5,000 students.

Agenda Items

Item: [Recycling & Sustainability Cmte.](#)

Presenter: Ben Ferrell

Discussion: Handouts: A copy of new web site, proposed committee members, functions of the committee.

Kathleen Christensen would like to see the functions changed some. Possibly look at other major organizations and see what they have stated. Added to the function statement is: Develop a strategic plan and Develop best practices. #4, add ...College employees, faculty, staff and students... The committee approved the functions as submitted and amended.

It was suggested that we invite Trevor Lovell of Re-Energize Texas to a future meeting. He presented to the PLT on May 22, 2008 and would be beneficial in making the same presentation to the recycling committee. A sustainability department will be established in the 2009 budget.

Decisions/Actions:

Meeting dates: The two committees will meet on the same dates but the following time period:

Recycling & Sustainability Committee – 1:30 -2:30 pm

Campus Facilities Operations Committee – 2:30 – 3:30 pm

Follow-up items		Person responsible	Deadline
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Training on Recycling Requested

Next meeting: July 24, 2008; 2:30 – 3:30 pm, SVC RM 168