

Business Affairs Officers Committee
Minutes
August 6, 2014

Members present:

Rachel Beatty, Kathleen Blumberg, Curtis Brahm, Mary Beth Buchan, Shelley Clifton, Daniel Cooper, Warren Doucet, Elizabeth Elder, Joan Ferguson, Rita Gordon, Robert Harris, Andrew Kaufman, Joe Kieleszewski, Stuart May, Sharon Progar, Kimberly Rize, Lakshmi Sabapathy, Arthurine Turner, Donna Wells, Antonio Yancey

Guests: Donald Wrench, Deb Brazen, Nathan Crist, Lila Asante-Appiah

I. Call to Order – R. Beatty

A. Agenda Approval:

- Kimberly Elms will not be able to attend, wants to be added to September's Agenda

B. Previous Meeting Minutes approval:

- The minutes from the July 2nd meeting were approved without correction

C. Announcement:

-We would like to welcome new BAO for the College of Nursing, Shelley Clifton

II. NEW Business

A. Custodial Services-Billable– Donald Wrench, Deb Brazen

- There's approx. 220 employees in the custodial unit
- There are 4 shifts, day (6a.m.-2p.m.), afternoon (2p.m.-10p.m.), evening (5p.m.-1a.m.) and weekend (7a.m.-5p.m.)
- A lot of the work that gets done in offices is done on the weekend, but there is no weekend budget
- If you need service over the weekend, the budget can't cover it so a work order will be sent to you with a dollar amount that you can either approve or deny
- Request for estimate – when FP&M receives a request to do work, D. Wrench completes a work order estimate, after you receive it you can approve, deny, adjust, or negotiate the cost
- This allows FP&M to keep a record, maximize the work force, and give better service
- You can put in a request to get services done at www.facilities.wayne.edu and you will be contacted for details
- FP&M does waxing for free once a year, after that time there is a charge
- In regards to having things moved, the website, <http://workorder.facilities.wayne.edu/>, will help you to determine whether your project is major or small

- You must go through the estimate process for your job to be completed, even if it's a "no charge" job
- If you're building only has a day shift custodial service but you have evening classes you can visit the website to make arrangements to have your trash cans emptied/make things look presentable as needed
- On the website you will find a list of the custodial/grounds services that are offered versus what is not offered
- The turnaround timeframe after a request has been submitted depends on different factors, so it's best to put in your request as soon as possible

B. Moving Services-Guidelines & Jobs– Deb Brazen, Nathan Crist

- Anything that Grounds can't cover, Design & Construction Services will manage
- Deb Brazen is the Dir. of Planning & Estimating and Nathan Christ is the Move Manager
- Anyone can put a work request in but the request will not be fulfilled until the BAO has approved the request
- After the request has been approved, a meeting will be scheduled between the Move Manager and the customer, the Move Manager will scope the area, process paperwork and assess what materials will be needed for the move
- The customer of small office moves is responsible for coordinating TSR, keys and cores
- The customer is also responsible for contacting OEHS for lab moves
- A move coordinator for your group will be determined in preparation for the move, this person will deal directly with the move coordinator and they will be responsible for developing the move matrix
- Labels are key in organizing a successful move
- Everything being moved has to have a label
- Label placement is very important, don't place a label where it can possibly be covered
- When the BAO sends the index number, they still have the option to send an IRB for the job
- If you have a job with design & construction services (especially near the end of the year), it is best to send an IRB
- If it's a plant fund account for \$25,000 or over, you have to send an index over and a plant fund account has to be established
- Crates are often used in moves
- After the move you have 3-5 days to unpack your crate(s) and return them
- The customer should pack their own (personal) items
- Design & Construction Services will pack your office for you but it will cost more time and money
- If you can forward your phone number instead of moving your phone from one place to another it would be much more cost effective (through C&IT)

- You can request keys and cores on the FP&M website now instead of doing a physical form
- Keys are free, cores are \$100.00
- Any piece of equipment that has a service contract, Design & Construction Services has to coordinate with that company before they can move it
- After you receive a request number and don't hear anything back about the status of your move, you can send the request number to Nathan and he will look your job up and let you know its status
- You can also search by request number on the website and find out the status of your estimate/move
- Design & Construction Services currently has a contract with Stevens Van Lines moving company (in the 3rd year of 5 year contract)
- In the case of moving a lab from another state to campus Design & Construction Services coordinates with purchasing/procurement but are not directly involved

C. HR questions -Lila Asante-Appiah

- Notification date will be 8/26 and the last day of work will be 9/26 for Reduction in workforce (RIF)
- You will be receiving notifications from your Directors on who will be impacted
- The scope is in the teens, when bumping begins in September the numbers may increase
- The employees who are not bumping will be receiving severance packages, lay-off and eliminated non-reps will receive centrally funded severance
- Lila will find out the exact timeframe that you have to leave a position open after an employee goes on disability/leave before you can re-fill that position
- Some changes will be made to WaynePm, to be discussed at a later meeting
- A customer satisfaction survey regarding HR's year in review will be sent out annually for input/concerns

D. Announcement

- Nominations can be made until 8/18/2014 and will be announced at the September meeting

III. Meeting adjourned at 2:36