March 4, 2003; 12 p.m. (noon)
Facilities Services Conference Room, RM 122

No agenda available

## March 4, 2003 Notes

On Tuesday, Mar 4, Rich Boone and I met with Ed Foster, Superintendent of

regarding management of the North Campus Area. Our goals were to:

- begin involving Facilities Services personnel in the master planning process since they are the ones who will be responsible for carrying out maintenance and construction projects in the area;
- 2. establish procedures for work requests in the North campus area, especially during this time when the master plan is not completed;
- 3. discuss the possible hiring of a natural resources manager
- 4. discuss the current list of project requests

Currently, Ed Foster receives most of the requests for work in the North Campus area and coordinates his staff to work with faculty, staff, students and community personnel in carrying out various projects. He has encountered conflicts with various user groups even on projects previously approved by the Master Planning Committee mostly because all of the

users had not been identified. Hopefully, we will improve that situation with the master plan. He has also encountered activities such as unauthorized vehicle access, snow machine access, non-approved trails maintenance activities, unsafe construction projects and is seeking guidance from the North Campus Subcommittee on methods of reducing such activities.

Bear is the person on the front lines. He supervises a crew of full time and student employees whose responsibility is campus grounds maintenance. When a directive comes down to remove a bunch of trees, smooth out trails, improve access, install barriers, etc., Bear and his crew are responsible for completing the work. He would like to attend the NC Subcommittee meetings to become better informed and possibly provide

Below are some action items for the subcommittee:

- a. meetings on a regular basis. The subcommittee can, if desired, formalize that request by adding a Facilities Services representative as a permanent member of the subcommittee or by establishing a non-voting, advisory position to be filled by Facilities Services Personnel (1).
- b. We recommend that all requests for maintenance or construction work in the North Campus area be routed through the existing work order system. This system is available to everyone with a UAF web site access and will provide a permanent record of work requests and actions taken by Facilities Services personnel to complete, revise, deny, etc. the work.

Establish a link on the NC subcommittee website directing people how to submit work orders.

Develop forms for use of the area, one each for research, education and outreach/recreation. Who gets these first, Ed, or the committee? Should these, somehow be incorporated into the work order system

or separated(2)

c. We recommend that Ed Foster (and other Facilities Services personnel, as needed), compile all work requests and meet with the Services

areas, identify areas that should not be disturbed because of their importance to classes, etc. This needs to be repeated in spring, summer and fall to ensure that problems buried by snow now are revealed.

What all this boils down to is:

- a) Should the committee delay all maintenance and construction projects with the exception of the two identified by Ed Foster as needing immediate attention?
- b) We need to complete a trails assessment including all user groups.
- c) Who should do all that?

Finally, we also discussed potential actions to be taken if