

PROGRESS REPORT

Working Group Name: Facility Management

Working Group #: 23

Chair: Stephen Franklin

Date: February 21, 2022

Update on Actions Taken Since Last Report:

Working Group #23 has met 3 separate times for 2hrs in each meeting.

Topics covered:

1. Clarifying the mission of the WG and the new department being created
 2. Collaborated to identify list of responsibilities for new Facilities Management office
 3. Identified basic position titles department would use to fulfill responsibilities
 4. Basic organization of position titles into a high-level org chart
 - a. Org Chart Submitted to SIC on 2/17/22
- Progress of topics covered in WG#23 provided needed information for the VP to meet with ResLife, Engineering, AgriLife, and VetMed to discuss specific impacts to their departments with a centralized operation (more department meetings to follow)
 - Initial meetings with IT, HR, and Finance to begin understanding support services for the team
 - Progress has enabled VP to create new ADLOC and begin posting and transferring open positions

Next Major Issue to be Addressed:

1. Problem identification and impact plans for a central FM group on campus
2. SAP/Rules impact and review

Problems or Barriers Encountered and Solutions Identified:

Many of the personnel who help “facilities” roles in the past performed additional duties in support of the department. Creating a professional level facilities position comes with defined responsibilities that do not include some departmental responsibilities. A well clear and well communicated transition plan will be critical in ensuring daily operations are still performed.

Deliverables Completed:

1. Mission statement
2. Responsibility Identification
3. Position titles
4. Org Chart

Timeline for Completion of Remaining Deliverables:

Timeline in place and on schedule.