

California State University, Chico Facilities Management and Services

Cabinet invited Glenda Morse of Facility Management and Services (FMS) and Dan DeWayne of University Public Events and the Committee for Facility Use (UPE & CFU) to their meeting of August 18 to discuss reductions in FMS services for events due to the budget reductions occurring in FMS. After discussion, Cabinet asked for further clarification and recommended Glenda meet with CFU before returning to Cabinet on August 25. CFU and Cabinet have agreed to the following reductions.

During the August 25, 2003 meeting, Cabinet agreed to the following:

- Following the recommendations of FMS and CFU, a **one-time allocation** of \$30,000 to provide funding for overtime during the 2003-2004 academic year for the following events at the same level of service as supported last year:

Commencement & Graduations	\$ 7,034
President's Reception	\$ 389
Current contracts such as Chico High, Rooks & Soccer Stadium	\$ 4,267
Staff Awards Luncheon (no OT, full service during day)	
President's Scholar Day	\$ 716
Athletics events	\$ 4,134
Health Fairs, Fun without Alcohol, Earth Day	\$ 82
Getting Connected	\$ 237
SIFE	\$ 418
Career Fair	\$ 389
APE, Sports Day, PHED dept. activities	\$ 444
Court Theater	\$ 696
Community challenge	\$ 57
International Festival	\$ 257
Alumni Activities	\$ 380
Scour & Devour	\$ 1,343
Homecoming	\$ 6,767
Receptions organized by VP's	\$ 199
TOTAL per 02/03	\$ 27,806

- Acknowledging the reduction in the FMS budget (and the loss of personnel), Cabinet agreed to the following reductions in service to help with the daily FMS workload:

- Drop-offs of equipment only - requestor will be responsible to stack equipment in the appropriate caddies for pickup.

These services are available between 7:00 am and 3:30 pm, Monday through Friday. Any event services requested after 3:30 pm would be performed at overtime rates. This will require that faculty, staff and students take an active role in the setup, breakdown and cleanup of their events. Should a requestor choose not to re-stack the equipment, the requestor will be responsible to reimburse FMS at overtime rates for this service. (FMS will drop off, setup and pickup a maximum of 5 tables only per event without cost if requested by staff).

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- For the following types of events requestors are to provide their own cleanup, bagging of their trash, and deposit of the trash in the nearest dumpster:
 - Retirement receptions
 - Barbeques that are not part of a program
 - Fundraisers (typically auxiliary enterprises)
 - Book sales
 - Ice cream socials
 - Parent brunches, lunches and dinners (not associated w/above)
 - Auxiliary Enterprises and Non-Affiliated Organizations activities

Should a requestor choose not to provide the above, requestor will be responsible to reimburse FMS at overtime rates for this service.

- There will not be any special lighting setups for evening events except for the President's Reception on Kendall lawn.

Departments or others who request this additional service will be responsible to reimburse FMS at their overtime rates.

- Limited to designated locations, facilities available for meetings and use of rooms in their existing configuration.

Current rooms available for meetings include:
Kendall 207/209
University Center
Selvester's Faculty/Staff Dining Room
Selvester's Café Conference Room

If the user alters the existing rooms setup (moves tables, chairs, etc.) they are required to rearrange the facility to the original configuration.

Exceptions to the above are standing committees such as Faculty Senate, Staff Council, University Budget Committee, and Academic Senate that historically meet in Kendall 207/209 as a combined room.

- Designation of Nettleton and Alumni Glen as dinner and lunch locations using existing tables and seating arrangements.

Nettleton Stadium picnic area and Alumni Glen are designated as locations available for dinner/lunch receptions. If requested, FMS will deliver additional tables/chairs to Nettleton or Alumni Glen, but the requestors is responsible for all setup and takedown of the additional tables/chairs, or will be required to reimburse FMS at overtime rates for this service. (FMS will setup a maximum of 5 tables only)

Albert E. Warrens (AEW) is available for lunch/dinner at a minimal charge.

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- Outdoor lunch and dinner receptions in non-designated locations.

Areas other than Nettleton and Alumni Glen are available for sit down, outdoor lunch and dinner receptions. However, the requestor will be responsible for the setup and takedown of tables/chairs when using the non-designated areas or will be required to reimburse FMS at overtime rates for this service.

Requests for full dinner setups can be performed at overtime rates and reimbursed to FMS.

Exceptions to the above are the President's Fall Reception, the President's Convocation and the Parent's Homecoming Barbeque.
- Before starting a Service Learning project on campus using University facilities or resources, contact Student Activities and Facilities Management & Services for approval and procedure information.
- A.S. Food Services will be responsible to provide trash removal for any off campus user who uses AS Catering and/or any AS sponsored event using AS Catering.

FMS- G. Morse
Oct. 28, 2003