



College Station Independent School District

Success...each life...each day...each hour

College Station Independent School District Management Oversight Workshop Minutes June 17, 2021 11:00 a.m. Board Room

There will be a Management Oversight Workshop of the Board of Trustees of the College Station Independent School District on Thursday, June 17, 2021 at 11:00 a.m. in the CSISD Board Room, 1812 Welsh Ave., College Station, Texas. The following items are on the agenda:

A. CALL TO ORDER

President Mike Nugent called the meeting to order 11:01am.

B. DECLARATION OF QUORUM/WELCOME

President Nugent declared a quorum with seven members present. In attendance were President Mike Nugent, Vice President Geralyn Nolan, Secretary Jeff Horak, Trustee Joshua Benn, Trustee Amanda Green, Trustee Thomas Hall and Trustee Kimberly McAdams.

C. PUBLIC COMMENT

1. Comments related to the agenda item for this workshop will be heard at this time.

There were no citizens wishing to address the Board at this time.

**D. CONSIDERATION, DISCUSSION AND POSSIBLE ACTION RELATED TO A
MANAGEMENT OVERSIGHT WORKSHOP FOR THE CSISD FACILITIES
DEPARTMENT**

Jon Hall, Executive Director for Facilities, and Amy Drozd, Chief Financial Officer, presented a report to the Board of Trustees on the Facilities Department. This report included the purpose of the Facilities Department and the policies that govern said department. He then reviewed the organizational chart for the department which covers maintenance, grounds, and custodial. He reviewed the coverage per acre for maintenance staff and coverage per square foot for custodial services, the budget associated with each department, including utilities for each campus. He then reviewed the deferred maintenance as it relates to the general fund budget and bond funds. We do allow use and rental of our facilities, gyms, fields, and natatorium, for a nominal fee. We do not charge the City of College Station for facilities use. The group took a break to grab some lunch at 11:52 am and returned at 12:00 pm to continue with a review of system integrity. This covers bidding, accountability and transparency. We utilize Competitive Sealed Proposals, Request for Proposal for major equipment purchases, Buy Board and Purchasing Cooperatives and purchase orders for routine purchases. He then moved to a review of the hiring and training process. CSISD will have an auxiliary

staff job fair in July for all auxiliary positions but it does include custodial services, which is generally our hardest to fill positions. Executive Director Hall utilizes the “praise in public, discipline in private” method of discipline with the Facilities employees. He reviewed the supervision process procedures in accordance with the CSISD Employee Handbook. Jon Hall is in charge of safety and security for the entire District. One of the biggest of the challenges is managing safety within the Facilities Department when it encompasses so many different areas. He gave an overview of the metrics for safety of employees in regard to workplace accidents and injuries. Jon will explore a way to more accurately determine the industry standard for this metric. He measures productivity in Facilities for the maintenance department by the number of work orders completed, the total square footage cleaned daily by the custodial staff, and the total acreage maintained per grounds worker. For quality measurement, the industry standard is 50% with licenses or certifications, and ours run above 58% consistently. For the grounds staff, quality is measured by the annual turnover rate of less than 20%. The same rate is applied for custodial staff but has consistently been over 30% due to the nature of the market, and specifically since unemployment benefits have been increased. Discussion occurred regarding the pay rate and retention of custodians as well. The metric for the maintenance staff is a turnover rate of less than 4%, which has mostly been on target. The timeline for routine work order completion is 48 hours per the industry standard of 85%, which we consistently meet. The customer satisfaction goal is a 3.5 rating on a yearly customer satisfaction survey. We found that we are slightly below our target on this rating and will strive to improve communications with campus administrators. Other areas that we feel need to be addressed are productivity due to a need for hiring more staff along with reducing workplace injuries, for which, additional training is being provided. Discussion occurred.

E. ADJOURNMENT

Without objection, President Nugent adjourned the meeting at 1:07 p.m.

MIKE NUGENT

Board President

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, chapter 551, subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

This notice was posted in compliance with the Texas Open Meetings Act.

MN/ch

MIKE NUGENT – PRESIDENT

JEFF HORAK - SECRETARY