



## Advisory Group Charter

<b>Group Name:</b>	Facilities Focus Group
<b>Date:</b>	December 15, 2013
<b>Expiration Date:</b>	One year after creation, with six month minimum membership term
<b>Sponsors:</b>	Julie Grant, Assistant Vice President for Business Operations John Kaufhold, Director of Finance & Administration, Facilities

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### ***Purpose/Objective:***

The purpose of the Facilities Advisory Group (d.b.a. Facilities Focus Group) is to provide the community/users of Yale Facilities a forum to:

1. Provide community discussion and feedback on Facilities partnership with departments including operations and renovation/construction.
2. Review open issues and discuss charging methodologies, structure, organization, as well as provide input into prioritization of enhancements to business processes.
3. Develop and share tips and problem resolution with the user community regarding partnership, processes and charging methodologies (not intended for individual bill/cost disputes).

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### ***Membership:***

1. The Group shall consist of Lead Administrators and Business Operations representatives as well as appropriate representation from Facilities management.
  2. The members shall be nominated by Operating Group (OG) and Facilities; appointed by the AVP for Business Operations; and shall serve for a minimum term of six months, not to exceed one year.
  3. The Director of Finance & Administration for Facilities shall serve as the Co-Chair of the group along with a Co-Chair nominated by the Operating Group, and appointed by the AVP for Business Operations, in consultation with Facilities.
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***Responsibilities:***

1. The Group shall hold monthly meetings (or more frequently as needed) as established by the Chairs.
  2. The Chairs shall be responsible for setting the meeting agenda and keeping BOLT and the OG informed of the Group's decisions. Additionally, the Chairs shall escalate issues to OG that, in the Group's judgment, require intervention by the OG or a decision to be made by OG.
  3. The Group shall provide feedback to Facilities, both regarding items that are or should be improved from the perspective of the business office and the community, and the priorities to be established. The Chairs shall provide the feedback to Facilities in writing. The feedback shall be incorporated into Facilities decision making process.
  4. Business Operations shall provide administrative support to assist the Chairs with meeting logistics and meeting minutes.
  5. The OG and Facilities shall review this Charter within sixty (60) days of its expiration. If the OG and Facilities decide to renew this Charter it shall be stated in writing. The document shall specify any changes to the Charter, the Group membership, the Chair(s) and the new expiration date as applicable.
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Business Operations, Yale University

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Julie Grant  
Assistant Vice President for Business Operations  
Date: \_\_\_\_\_

Facilities, Yale University

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John Kaufhold  
Director of Finance and Administration, Facilities  
Date: \_\_\_\_\_

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# Appendix

## *2013 Membership:*

<b>Name</b>	<b>Time Commitment</b>
**Chair(s)	3-4 hours a month
**Members	2-3 hours a month

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## *Proposed Agenda Template:*

15 Min - Review action items from prior meeting and report on status

15 Min - Review current items for prioritization

30 Min - Open discussion regarding recommendations or new issues discovered

15 Min - Identify information to be communicated to community and who will assist in development

15 Min - Review Action Items

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## Facilities Focus Group List of Members

John Kaufhold      Co-Chair      (Facilities)  
Sue Wells          Co-Chair      (Forestry)

Sandra Lynch      (Divinity)  
Forrest Temple    (Athletics)  
Jessica Labbe      (Art Gallery)  
Lisa Merola-Grimm (Health)  
Jennifer Franssen (Health)  
Becky Brandriff   (WC)  
Sue McDonald      (Law)  
Sheila Daykin      (Forestry)  
Steve Zotto        (Facilities - Operations)  
Catherine Triplett (Facilities - Utilities)  
Karen Gagnon      (Facilities - Capital)  
Nicole Gilmore    (Business Operations)

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