



# OSWEGO

STATE UNIVERSITY OF NEW YORK

Date: April 1, 2015

To: All Facilities Services Employees

From: Mitch Fields, Associate Vice President  
Amy Plotner, Director of Human Resources

Re: Project Launch

On March 25<sup>th</sup>, a meeting was held with supervisors to kick off a project that will analyze Oswego's staffing levels by making comparisons with other colleges. The results will assist in future planning and to assess the appropriateness of our staffing levels.

As you may know, SUNY Oswego's Facilities Service Department employs approximately 250 employees including custodial services for both residential and academic buildings, grounds and landscaping, building maintenance, core trades, heating plant, central stores, facilities planning/construction, environmental health and safety, Mahar stockroom, utilities and fleet garage. The department oversees maintenance and construction activities for campus property, including many buildings.

Maintaining a talented workforce to provide all the services necessary to service our college customers is an important element for our success.

OneGroup has been tasked to provide comparative data so we can determine if Oswego's staffing levels are at the appropriate levels- not only the overall number of staff but the distribution of staff by job classification.

This project begins now and will conclude in July. A page has been created on the Facilities website and project details will be provided there for your information. I encourage you to visit the site to review the project schedule and to re-visit it periodically for updates.

If you have questions, please contact Mitch Fields at x2861 or Amy Plotner at x2230.

Cc: Supervisors  
Leadership Team  
CSEA Labor Management



## PROJECT STEPS AND TIMELINE

STEPS	COMMUNICATIONS	DELIVERABLES	TIMING
1. Review the implementation strategy	<p>Meeting with supervisors to discuss project and introduce Consultant</p> <p>Note to bargaining unit/ Supervisors explaining project</p> <p>Post on facilities page</p> <ul style="list-style-type: none"> <li>• Agenda supervisors meeting</li> <li>• Note to employees</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of strategy</li> <li>• Supervisors have the opportunity to learn about the project and to ask questions. Expectations for the project will be explained.</li> <li>• Employees are notified of the project by email</li> <li>• Website established and will be updated as the project continues</li> </ul>	March 25 at 1 p.m.
2. Meet stakeholders	<p>Post stakeholder information and note to employees</p>	<ul style="list-style-type: none"> <li>• Another layer of communications is built by meeting with stakeholders and by listening to their comments on staffing. Expectations will also be covered.</li> <li>• The purpose behind the communication steps is to set the reality, establish a transparent process including encouraging employees to ask questions</li> </ul>	<p>Leadership Team April 1, 1 p.m.</p> <p>April 9 LMC Meeting 9 a.m.</p>
3. Review comparative data	<p>Updates as appropriate</p>	<ul style="list-style-type: none"> <li>• Compare and contrast Oswego expectations v. the Geneseo report- adjust as necessary</li> <li>• Identify gaps and design steps to obtain new data</li> <li>• Define outsourcing component at Oswego to ensure uniformity when considering data from the comparison schools</li> </ul>	Week of April 20
4. Tour campus and review data on scope	<p>Updates as appropriate</p>	<ul style="list-style-type: none"> <li>• Provide consultant with a better feel for the scope data including the length and breadth of the campus</li> </ul>	Week of April 20
5. Collect and refine data	<p>Updates as appropriate</p>	<ul style="list-style-type: none"> <li>• Data collection completed</li> </ul>	Week of May 11
6. Assemble data and review in draft form	<p>Updates as appropriate</p>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> cut on the data reviewed including preliminary results</li> </ul>	Week of June 22
7. Final report	<p>Present to Mitch/ Amy and to stakeholders if necessary</p>	<ul style="list-style-type: none"> <li>• Submission of final report</li> </ul>	Week of July 13
8. Next steps	<p>Mitch/ Amy/ Neil</p>	<ul style="list-style-type: none"> <li>• Discuss and define next steps</li> <li>• Proposal to follow</li> </ul>	Week of July 27