
Date: March 3, 2011
To: Glen Haubold, Assistant Vice President
From: OFS Internal Advisory Committee
Subject:: Mission Statement

The Internal Advisory Committee created by the Assistant Vice President for Office of Facilities and Services was asked to review the expanded OFS division and unit names to determine a best fit and to develop a mission statement, values and long term goals. The Internal Advisory Committee is made up of nine volunteers recommended by Directors from each major unit; the intention is to represent a cross section of OFS Division. The current membership is listed here.

Members: Katrina Doolittle, EH&S, Chair
David Schoep, EH&S
Greg Vogel, EH&S
David Bollschweiler, Project Development -Engineering
Alton Looney, Project Development- Construction
Sheila Morgan, Project Development – Design
Melissa Fernandez, Administration
Fernando Ortega, Operations, HVAC
Rick Montoya, Operations- Electrical

The Committee determined that a rotation of members should occur every 12 months. This term of membership was recommended for three reasons.

- 1) A continuity in membership is needed so that OFS staff know who to talk to about issues and to create a sense of solidarity for this function
- 2) Term needs to be long enough to process more complex issues with research, evaluation, and solution development
- 3) To determine the effectiveness of the committee and whether it should be sustained

There was lengthy discussion about the overall objective of the Advisory Committee with three recommendations for successful implementation.

- 1) The Committee must report to the Assistant Vice President for Office of Facilities and Services
- 2) Beyond the naming and mission statement development objectives, the vision and overall objectives for the Advisory Committee is not well understood and will require direction from the Assistant Vice President for Office of Facilities and Services
- 3) Need OFS management commitment that recommendations from Advisory Committee will carry weight and serious consideration

Naming Task:

The Advisory Committee recommends a small change to the division name by dropping the “office” which seems inappropriate and becoming “Facilities and Services” Division. The Committee agreed that the unit names were appropriate and that further change would only create more confusion than is already felt by recent consolidation and internal reorganizations. We believe that stability in changing times is much more valuable. There is also concern regarding the cost related to any major name changes and this type of expense should be avoided because of budget reductions.

Mission Statement Task:

The Advisory Committee developed a mission statement for the Facilities and Services Division that is tied to Living the Vision goal “to be an excellent steward of all resources dedicated to achieving the vision of the University” and the vision for NMSU to be a premier university

Recommended Mission Statement for Facilities and Services

Efficiently provide a safe, well maintained and environmentally sustainable university community.

OFS Values

- 1) A safe environment
- 2) Professional organization
- 3) Integrity and accountability
- 4) Open and respectful communication
- 5) Teamwork and partnership

OFS Goals

- 1) Quality, timely, competitive, value added services
- 2) Continuous improvement of core business plan
- 3) Innovation and sustainability
- 4) Professional development and recognition

Action: The Internal Advisory Committee submits these recommendations for your consideration and requests a meeting with you to better define the overall objective of the Internal Advisory Committee.