

Finance & Facilities Division - Facilities Management
Facilities Services
 Minnesota State University, Mankato
 February 5, 2025




Paul Corcoran
 Assistant Vice President for
 Facilities Management



David Cowan
 Facilities Services Director
 Administrative Management
 Director I
 0.65 FTE 215022; 0.35 FTE 337830

Parking and Transportation Services (\$1.4 Million): Buses, Maverick Shuttle and Red Eye Shuttles
 Facilities Management Website Maintenance
 Vending Administration (\$50,000)
 Budget Coordination for Facilities Management
 Bookstore Contract Administrator
 Traffic Control for Special Events and Intersections
 Surplus Pickup and Disposition



Tammy Trcka
 Office Support Services
 Coordinator
 Lead Worker (WOC)
 Central Services Administrative
 Specialist Senior
 1.0 FTE 215010



Helen Walters
 Office Manager and
 Vehicle Operations Coordinator
 Office and Administrative
 Specialist, Principal
 0.40 FTE 215022; 0.15 331010;
 0.45 216043



Jill Rollings
 Facilities Purchasing
 Coordinator
 Buyer 2
 1.0 FTE 215022

Receiving & Delivery Services
 214015

University Stores &
 Fixed Asset Inventory
 Management
 214013/216032

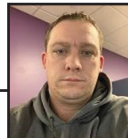
216032
 Janitorial/Maint, Svc. Cnt. \$400,000
 216025
 Office Supply Services Center \$10,000



Ricky Melvin
 Delivery & Surplus Coordinator
 Central Services Administrative
 Specialist Intermediate
 1.0 FTE 214015



Tammy Melvin
 Receiving
 Coordinator
 Central Services
 Administrative Specialist
 Intermediate
 1.0 FTE 214015



Doug Hendley
 University Stores Coordinator
 Central Services Administrative
 Specialist Principal
 1.0 FTE 214013

Coordinate all inventory functions, issue and purchase all maintenance items.
 Receives non-stock (\$500,000 + from M&E, R&R and revenue fund) and in-stock merchandise.
 Provides oversight to \$300,000 in-stock storeroom self service center.




Kevin Hughes
 Assistant Coordinator
 1.0 FTE 215010
 Central Services Administrative Specialist

Provides support to OSS
 Coordinator

Office Moves
 Delivery and Surplus,
 Surplus Pickups & Pre-price
 Equipment Moves
 Storeroom Deliveries
 Other Deliveries as Assigned

Shipments checked against purchase orders and known credit card purchases. Coordination of outgoing and incoming commercial carrier deliveries (UPS, Federal Express, Speedy, etc.) Ensures routine downloading of internal MSU package tracking system.



Taylor Flanagan
 Maverick Shuttle
 Automobile Driver
 1.0 FTE 337870



James Petersen
 Business Asset Coordinator
 Office & Administrative
 Specialist Intermediate
 1.0 FTE 214013

Prepares purchasing card reconciliations. Does all data entries, maintenance and janitorial chargebacks. Business Asset Tagged Inventory Management Program.
 Monitors student worker payroll outlays against allocations.

Postal Services
 216000 / 216041

\$430,000 Postal Service Center
 216041

Office Support
 Services
 215010 / 214006
 Self-sustaining

Mass mailing/barcoding
 Temporary clerical assistance
 Address system maintenance