

Finance & Facilities Division - Facilities Management  
**Facilities Services**  
 Minnesota State University, Mankato  
**November 12, 2024**




**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 & Administrative  
 Specialist Senior  
 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

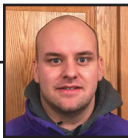
Postal Services  
 216000 / 216041  
 \$430,000 Postal Service Center  
 216041

Office Support  
 Services  
 215010 / 214006  
 Self-sustaining  
 Mass mailing/barcoding  
 Temporary clerical assistance  
 Address system maintenance



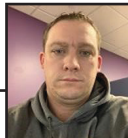
**Ricky Melvin**  
 Delivery & Surplus Coordinator  
 Central Services Administrative  
 Specialist Intermediate  
 1.0 FTE 214015

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



**Kevin Hughes**  
 Automobile Driver  
 1.0 FTE 214015


Postal Pickups and Delivery (non- residence hall)  
 Off-campus Pickups  
 Package Deliveries



**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 shelf  
 service center.

214006 - \$100,000  
 Self-Sustaining  
 Service Center



**Taylor Flanagan**  
 Maverick Shuttle  
 Automobile Driver  
 1.0 FTE 337870



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

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.



**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.

**Vacant**  
 Office &  
 Administrative  
 Specialist Intermediate  
 1.0 FTE 214006

**Vacant**  
 Office &  
 Administrative  
 Specialist Intermediate  
 1.0 FTE 215010