

# Colorado Springs Fine Arts Center at Colorado College

## Operational Transition Update – February 23, 2017

### 1. Facilities

- a. All external maintenance and grounds including snow removal transferred to CC effective October.
- b. The FAC “board” room equipped so that it can function as a CC classroom. Utilization of that space began in block 3 and will continue throughout the academic year.
- c. The ceiling in the historic library has been removed and the paneling and shelves have been renovated. Restoration of the ceiling has been postponed pending the closing out of a current State Historic Fund project at the FAC.
- d. FAC Facilities Manager offered HVAC job at CC which became effective Jan 9.
- e. All Facilities support assumed by CC effective Jan 9.
- f. Automatic door openers have been installed to improve handicapped access to the main building (ADA accessibility).
- g. Electronic key card access reworked and integrated with CC effective 2/22/17.
- h. Rekeying of the entire FAC facility is underway.
- i. Project underway to rehabilitate terrazzo floors in main grand hallways and stairs.

### 2. Information Technology

- a. Assessment of FAC hardware, software, networks completed.
- b. A new fiber optic cable was laid to connect the FAC with CC’s IT infrastructure and high speed internet. Previous FAC provider contracts canceled.
- c. FAC computers cut over to CC networks Jan 16. Anti-virus software installed on all FAC computers Jan 17.
- d. CC assumed all IT support effective Feb 1.

### 3. Security

- a. Campus Safety assumed top level security responsibilities and a discrete set of daily security tasks effective 2/20/17. FAC will continue museum-specific gallery monitoring and visitor services responsibilities.
- b. Campus Safety to provide training for FAC staff on 2/23/17.
- c. Campus Safety assuming responsibility for FAC security systems including cameras, intrusion alarms, key access etc.
- d. Upgrades and replacements for FAC electronic surveillance, intrusion alarms and fire suppression systems are underway.

#### 4. Events

- a. CC hired a new staff position to provide full service event support for FAC events. This will become effective May 1, 2017.
- b. Food and Beverage will move to Bon Appetit by July 1 but hopefully earlier. FAC Bar and Events Manager has resigned.
- c. Liquor License being renewed at the FAC and being transferred to Bon Appetit.

#### 5. Personnel / HR

- a. FAC employees of the Museum department became CC employees September 2016.
- b. FAC staff in the Bemis School of Art and FAC Theater (with one exception) received letters in December informing them that they will become CC employees on July 1, 2017.
- c. Positions descriptions have been revised and salary comparisons are being completed for all Bemis and Theatre transferring positions by end of February. Salary and job descriptions will be confirmed for each of these employees by CC's HR department.
- d. July 1 FAC organizational chart has been finalized and positions confirmed.
- e. FAC employees that will continue beyond June 30 will receive letters from CC by Feb 28.
- f. David Dahlin will complete his post as president and CEO of the FAC until that position goes away on June 30.
- g. Erin Hannan has been appointed to the new position of Director of the Fine Arts Center reporting to Jill effective May 1.
- h. FAC retirement plan being evaluated to determine best path forward.
- i. FAC occasional / contract / PT employees being evaluated as to how to handle July 1. (Teachers, actors, musicians, etc.)

#### 6. Insurance

- a. CC evaluating overall insurance needs. Most FAC policies will continue through June 30 with coverage being assumed by CC July 1, 2017.
- b. The FAC art collection was insured for \$26.4 million in 2011 and 2012. In 2014, the insured value was decreased to \$10 million. It is currently insured for \$20 million. CC's insurance policy provides for up to \$1 billion coverage for art.
- c. The art collection will be valued by an external firm for purposes of insurance and financial disclosures before June 30.

#### 7. Museum

- a. A museum collections management system has been chosen.
- b. Current collections data has been sent to vendor for conversion and initial set up.
- c. IDEA Space programs being merged with FAC museum programming.

8. Capital Improvements

- a. CC approved a list of capital improvements for the current fiscal year totaling an estimated \$727,000. This list was presented to the FAC board as agreed upon and projects are underway. (See separate document.)

9. Finance

- a. Conversations continue with Wells Fargo on resolving the FAC bond debt and swap.
- b. Discussions continue on determining future accounting functions and reconciliation of FAC revenue streams into CC accounts July 1.
- c. Plans being developed to wrap up of FAC fiscal year, bank accounts, audits, tax filings etc. post June 30.

10. Marketing and Communications

- a. Determinations made to continue FAC marketing and communications within the FAC operating unit with a close relationship to CC Communications.
- b. Cross-organization team explored modifications to FAC Logo and visual presentation to integrate with CC brand guidelines. Ready for approval and implementation.

11. Advancement

- a. Discussions on how to manage future fundraising for the FAC continue.
- b. Plans to use next fiscal year to build long term approach.