WUSM Operations & Facilities Management
Functional Organizational Chart

Melissa Hopkins
Assistant Vice Chancellor,
Assistant Dean for Operations & Facilities Management, Executive Leader Physical Planning, Operations Shared Services

Jamie Ryan
Business Operations

Michelle Lewis
Communication, Strategic Planning Support, Education & Development

John Ursch
Public Safety & Campus Services

Melissa Hopkins
Physical Planning

Steve Sobo
DCM & Specialty Projects

John Brauer
Capital Projects

Jim Stueber
Facilities Operations

- Financial Operations
- Capital Spending Mgmt
- Purchasing & Storeroom
- Rent Billing & Collections
- Financial Management & Administers Auxiliary Contract: Olin Residence Hall, Bon Appetit Food Service, Follett Campus Store, FedEx
- Dept. Budget Mgmt. & Salary Planning
- Education & Campus Support Services
- Academic Rollover Support Scheduling
- People & Place Program
- Facilities Integrated Service Center

- Communication Program
- Leadership Teams Coordination
- Lactation Room Program
- Website
- Department Strategic & Research Planning Support
- Department Performance Management Reporting
- Departmental Surveys & Guidelines
- Strategic Recruiting Efforts
- Employee Training Program
- Performance Management Program
- Employee Recognition Program
- Department’s HR liaison
- Community Outreach
- New Employee Orientation

- University Emergency Management and Planning
- Business Continuity Planning
- Campus Security and Services
- Investigations
- Crime Prevention/Safety Education and Outreach
- Access Control
- Parking Mgmt./Transportation
- Shuttle Liaison with BJC
- Public Realm
- Mail & Receiving
- Waste Mgmt.
- Locks and Keys
- Pest Control
- Pedestrian and Vehicle Safety & Education

- Space Intake & Information Mgmt.
- Planning Studies
- Programming – conceptual and pre-project includes conceptual estimates
- Layouts & Test Fits
- General Planning Support
- Annual Space Survey
- Vacancy & Space Reporting (utilization)
- Reporting, Analysis and Trends
- As-builts, CAD, O&M and Warranty Information
- EF Space Committee
- Real Estate & Leasing
- WUMC Transportation & Parking Advisory Committee

- DCM & Specialty projects
- City & Regulatory
- Planning for Projects & Streets
- MBE/WBE
- WUSTL Projects Committee Liaison
- Project Delivery Manual & Process
- Building Design Standards
- Building & Grounds Planning Support

- Constructability & Building Studies
- Project Management
- Capital Projects
- Renovations
- Cost Estimating
- Building Design Standards
- WUMC Facilities Officers Team Lead
- WUSTL Projects Committee Liaison

- Maintenance Operations
- Capital Renewal
- WUSM Utilities / EPP
- WUSM Utilities Master Planning
- Sustainability
- Energy Mgmt. and Reduction
- Fabrication Shop
- Custodial Services
- In-House Construction

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