Facility Team Meeting Minutes
DATE: May 18, 2022
1:00 pm – 3:00 pm

Roll Call:

√	Virginia Chamness		√	John Sparks
	Chris Clark		√	Lee VanAlstine
√	Lora Clark		√	Brandy Woods
	Anna Davenport			Russ Stoup
√	Dwayne Fehrenbacher		√	Jonathan Van Meter
√	Lindsay Johnson, Chairperson		√	Guest, Brad McCormick
√	Don Koch		√	Guest, Tina Dudley
√	Kyle Smith			

√ indicates attendance, leaving blank indicates absent

I. Call to Order
Lindsay Johnson called the meeting to order at 1:03 pm.

II. Approval of Minutes of April 20, 2022
Virginia made a motion to approve the April 20, 2022 Minutes as written, with a second by Kyle. All voted in favor and the motion carried.

III. Additions to the Agenda
Don gave an update on the Ballfield/Roadway/Access project. The architect is still working on some details and it is not ready to bid out. Should have the final sketches, etc., by the summer.

May 24, coinciding with the groundbreaking ceremony at the Metro Extension Center, work may actually begin!

IV. Items For Discussion

A. Facility Condition Assessment – Brad McCormick

Lindsay provided a summary sheet indicating the process of securing, and evaluating a third-party firm as well as a timeline for completion. Also included, was a listing of third-party firms utilized by other IL Colleges.

Brad stressed the Strategic Plan notes the completion of a Facilities Conditions Assessment before the Facility Master Plan is finished. Brad will create an RFP along with a scoring sheet. This will be reviewed by Lindsay.

Mailing then occurs. The third-party firms should outline their process and can be evaluated by the Facilities Team as well as select Senior Leadership either via Zoom or in person.

Although there is no "bid" required as this is a professional service, the College should still submit a formal advertisement in the newspaper.

It is hoped this can be completed by July 20, with the Conditions Assessment being completed by the end of the calendar year.

B. Transportation Management Plan Review

Lindsay shared the vehicle listing auction/surplus listing, seeking Don's review. This listing is ready to go to Chris for budgeting.

Brad mentioned the govdeals.com online auction tool. This topic was discussed during the Administrative Leadership Team meeting on May 17, 2022.

Items Requiring Action

Lindsay will forward the vehicle listing to Chris.

C. RAMP Projects – Brandy Woods

Brandy discussed the Resource Allocation Management Plan (RAMP) Projects. We should choose projects, and attach a dollar amount as well as a description. These projects should include the "dream big" projects.

Don made a motion with a second by Brandy to submit the following projects: Vocational/CTE Building and Renovation of All Main Campus Lab Facilities.

V. New Business

Tina shared the work of the Administrative Leadership Team. The Disposal of Surplus policy was reviewed and edited. The Facilities Team should review the Policy Statement and Administrative Procedure.

Board Policy and Procedures/DRAFT Administrative Policies by Councils/Administrative Services Council/College Facility A6xxx/Working Folder/Disposal of Surplus Equipment 7246 Procedure

VI. Adjournment

Jonathan made a motion to adjourn the meeting at 1:51 pm, with a second by Dwayne. All voted in favor and the motion carried.

The next meeting will be held June 15, 2022 at 1:00pm in the Founders Room and via zoom for Extension Centers/Remote Employees.