Facility Team Meeting Minutes
DATE: June 22, 2022
TIME/LOCATION: 1pm – 3pm/Founders Room & via Zoom

Roll Call:

√	Don Koch		√	Lindsay Johnson, Chair
out	Virginia Chamness		√	Brandy Woods
√	Dwayne Fehrenbacher		√	Russ Stoup
√	Chris Clark			Anna Davenport
√	Lora Clark		√	Tina Dudley, Guest
	Kyle Smith			John Sparks
	Faculty Vacancy		√	Jonathan Van Meter

√ indicates attendance, leaving blank indicates absent

I. Call to Order
Lindsay Johnson, Chair called the meeting to order at 1:05 pm.
A quorum is present.

II. Approval of Minutes of May 18, 2022
Brandy Woods made a motion to approve the minutes as written, Don Koch seconded the motion. All members voted in favor and the motion was carried.

III. Additions to the Agenda
There were no additions to the agenda.

IV. Item(s) For Discussion

A. <u>Disposal of Surplus Equipment Procedure</u>
In conjunction with the Administrative Services Leadership Team, the Facilities Team drafted an expanded version of the current policy, incorporating definitions, donations, methods of disposal, timeline, and approvals as well as the development of a form for employee use to request disposal of surplus equipment. The draft will be presented to the Administrative Services Council on June 23.

B. <u>Expressive Activity & Commercial Solicitation Procedure</u>
Members reviewed an expressive activity and commercial solicitation policy. This policy addresses the use of the facility, types of activities, a formal request for using outside speakers/presenters, and do's/don'ts

regarding the use of all College locations. Members agreed that the Executive Director of Public Information & Marketing should be the lead staff in the overall process for enforcement and communication. This will go to the Administrative Services Council on June 23.

C. **IGEN Grant**

Chris reported that there are 3 projects that have been submitted for IGEN dollars: Lights at Main Campus, Electric Charging Station at Main Campus, and the boiler at Metro Center. Our maximum funding is $200,000 and all proposals are due July 18. The charging station equipment is approximately $2,000 and the hope is the remaining $6,500 could be used for the installation. For the boiler project, the hope is to recoup funds spent.

Items Requiring Action:

Don will touch base with the vendor regarding the lighting at the Anna Center.

D. **Facility Condition Assessment Update**

The RFPs have been sent with a few responses received. The proposal request will be re-sent with an extended deadline date for response.

V. New Business

Lindsay explained the survey (SurveyMonkey) related to prioritizing current policies related to Facilities.

Adjournment

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

The next meeting will be held on July 20, 2022, at 1:00 pm in the Founders Room and via Zoom.