Facility Team Meeting Minutes
DATE: July 20, 2022
TIME/LOCATION: 1pm – 3pm/Founders Room & via Zoom

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Lindsay Johnson, Chair called the meeting to order at 1:07 pm.
A quorum is present.

II. Approval of Minutes of June 22, 2022

Don made a motion to approve the minutes as written, Russ seconded the motion. All members voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the agenda.

IV. Item(s) For Discussion

A. Facility Condition Assessment Update

Three proposals were received: Gordian, ISES and Farnsworth. The initial cost for the Assessment was approximately $50,000. The proposal from Farnsworth far exceeded that cost. The Facility Team chose to evaluate Gordian and ISES.

Brad provided guidance with the scoring sheets - including looking at the affordability issue. Noteworthy, both Gordian and ISES use industry standard software to house data. Before the presentation, each member should draft a score based on the proposal, then complete a day of scoring sheet after the presentation and compare the two. Brad will Zoom into the presentations, and following, will enter the scoring data to produce an overall summary.

The vendors will be contacted to set up evaluation dates. After evaluations are complete, the team will submit their recommendation to the Board of Trustees Meeting scheduled for August 1. Following Board approval, a Notification of Selection will be sent.

Russ made a motion to evaluate Gordian and ISES, Dwayne seconded the motion. All members voted in favor and the motion carried.

- ***Gordian – Tuesday, July 26 at 10:30am CST***
- ***ISES – Wednesday, July 27 at 10am CST***

V. New Business

A. First American Lease Line of Credit (Capital Purchases)

Brad explained this concept. A presentation outlining the procedures, justifications, pros/cons will be presented to the Board on August 1. The College will begin this process with the Fleet Vehicles.

Don will begin looking into any local dealers authorized for State purchasing.

B. Surplus Policy/Procedure

Brad had reviewed the current policy, making edits. Tina will update what has previously already been submitted for review by the Executive Council and ensure these edits are included.

Adjournment

Russ made a motion to adjourn the meeting at 2:02 pm, with a second by Jonathan. All voted in favor and the motion carried.

The next meeting will be held August 17, 2022, at 1:00 pm in the Founders Room and via Zoom.