Facility Management Team Minutes

July 19, 2023
1:00 pm
Zoom & Founders Room

Chair: Lindsay Johnson and Dwayne Fehrenbacher

Roll Call:

√	Krista Aud	√	Cheryl Cummins	√	Don Koch
	David Black	√	Dwayne Fehrenbacher	√	Johnathan Van Meter
√	Virginia Chamness	√	Jennifer Herren		
	Alexandrew Copley		Eric Howard		
	Chris Clark	√	Lindsay Johnson		

Agenda Items:

I. **Call to Order** – Meeting called to order at 1:04pm

II. **Approve Minutes of June 21, 2023** – Don Koch made a motion and Dwayne Fehrenbacher seconded motion to approve minutes. Motion passed.

III. **Additions to the Agenda** – No Additions were made to agenda.

IV. **Items for Discussion** –

- Decided who would approve applications for service animals on campus.
- Motion was made by Virginia Chamness and seconded by Jennifer Herren to pass the updated Service Animals Policy to Administrative Services Council for their approval.
- Johnathan Van Meter is setting up a return email for anyone requesting a facility event, that states, "Thank you for your event request, this is a copy for your records." This will only be for external requests only.
- 1st Read on updated Safety Plan with intent for approval in August. Invite Becky Hawes to go over any questions for the August meeting.
- Summit Environmental took air/mold samples, focusing on lower level. Humidifiers are operating every day, except over weekends and holidays.

V. **New Business** –

- All teams should now be compressed with Chair, co-chair, and members in place. Our chair and co-chair are Dwayne Fehrenbacher and Lindsay Johnson.
- Plans are being made to purchase another hybrid vehicle and a truck for maintenance in the FY 24.

VI. **Adjournment** – Motion made by Don Koch and seconded by Dwayne Fehrenbacher to adjourn. Motion carried.