Facility Management Team Minutes

Date: August 16, 2023
Location: Founders Room

Chair: Lindsay Johnson and Dwayne Fehrenbacher

Roll Call:

X	Tim Cornwell	X	Cheryl Cummins	X	Don Koch
	David Black	X	Dwayne Fehrenbacher	X	Johnathan Van Meter
X	Virginia Chamness	X	Jennifer Herren	X	Alicia Farris
	Alexandrew Copley	X	Eric Howard		
X	Chris Clark	X	Lindsay Johnson		

Agenda Items:

I. **Call to Order** – Meeting was called to order at 2:01pm

II. **Approve Minutes of** – Motion was made by Don and 2nd by Tim to approve minutes from July 19, 2023

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

IV. **Items for Discussion** –

- Campus Safety Plan FY24
  - Campus Safety Plan FY24 is updated
  - Spiral bound Emergency Plans were given to faculty and staff at convocation
  - Discussed the need to update safety plans at all extension centers
  - Motion was made by Dwayne and 2nd by Tim to approve the Campus Safety Plan. Plan has to be submitted to ICCB no later than October 1, 2023
- Revisit and revise Animal Safety Policy
  - Revised policy needs to have a value statement
  - Changed verbiage to mimic what commercial airlines require for ADA and ESA animals
  - Added section to ADA/ESA animal application requesting vaccination records of ADA/ESA animal seeking approval
- Update on purchase of hybrid compact SUV and truck
  - Don and Matt are working on bid specs for the SUV and truck. Once specs are put together, Cheryl will place bid ads in The Metropolis Planet and Monday's Pub
- Online event request for anyone outside of SCC
  - Johnathan is going to create a button on the SCC website for anyone outside of SCC that would like to request use of the facilities

V. **New Business** – Nims Training
   - Discussed current employees who are NIMS Certified and the need for anyone who is on the Campus Safety Emergency Plan needs to be certified if not already. NIMS is an online training that certifies employees with a lifetime certification.
   - Those certified in the Campus Safety Plan are, Don Koch, Chris Clark, Dwayne Fehrenbacher, and Tim Cornwell

VI. **Next Meeting** – September 20, 2023

VII. **Adjournment** – Motion was made by Don and 2nd by Dwayne to adjourn