Facility Management Team Minutes

Date: October 18, 2023 @ 1:00 pm
Zoom & Founders Room

Chair: Lindsay Johnson and Dwayne Fehrenbacher

Roll Call:

√	Virginia Chamness	√	Lindsay Johnson	√	Cheryl Cummins
	Chris Clark	√	Don Koch		Alex Copley
√	Dwayne Fahrenbacher	√	Jonathan Van Meter		Kyle Smith
√	Jennifer Herren	√	Alicia Farris		Kaylyn Meyers
	Eric Howard	√	Tim Cornwell	√	Sandy Fontana

Agenda Items:

I. **Call to Order** –

II. **Approve Minutes of September 20, 2023 Meeting** – Motion was made by Don and seconded by Tim

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

IV. **Items for Discussion** –

- Truck and Hybrid Sedan Board Rec Memo will be presented at the Board Meeting October 19, 2023. Upon Approval, bid awards will be sent to appropriate dealership and begin the purchase process.
- Waiting on several reports from different departments for Illinois Counties Risk Management Trust renewal that is due to renew on December 1, 2023.
- Discussed The Team will be reviewing procedures for policies that Administrative Services Council are working on.
- Dodd Architects and Markum Engineering were on Main Campus today discussing plans for the Union County Extension Center's OTA/Med Asst, CNA, and Biology Lab renovations. Board Rec Memo will go to the December 21, 2023 Board Meeting with OTA/Med Asst and CNA classroom and labs being main bid with an alternative bid for the Biology Lab. Upon approval, renovation could start as soon as March 2024.

- Union County Extension Center is waiting on wall mounts for the 3 TV's that are being replaced.
- Lindsay is looking at reducing the computer labs at the Union County Extension Center from two, down to one, in order to make more classroom space.

V. **New Business** – Sandy brought to the Teams attention, the need for a walkway coming from the Main campus to the Pavilion on the lake. The grass makes it difficult, for anyone with a disability, to get to the Pavilion with ease. Once there, the Pavilion has a ramp, wi-fi and receptacles. The Team is looking into ways to fund this project.

VI. **Next Meeting will be November 15, 2023 @ 1pm**

VII. **Adjournment** – Motion was made by Alicia and seconded by Lindsay