Facility Management Team Minutes

Date: March 20, 2024
Zoom & Founders Room

Chair: 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** – Called to order by Lindsay at 1:03pm

II. **Approve Minutes of** – Motion was made by Tim and seconded by Alicia. Motion Carried

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

IV. **Items for Discussion** –
- Facilities Event Procedure(s)
  - Look at adding sound and lighting fees
  - Who do we charge and who do we waive fees
  - Implement anyone coming on campus to have liability insurance
  - Include the same procedures for Extension Centers
- Policy A6100, IT Infrastructure Quality
  - Updated procedure for purchasing IT Equipment
  - IT created a Technology Purchase Request Form that all employees will use to request any IT Purchase
  - Developed a step-by-step procedure for the approval process for IT Equipment
  - Procedure will go to IT Manual

V. **New Business** – Discussed the need to purchase new furniture for the back hallway for students to be able to utilize the space.

VI. **Next Meeting** – April 17, 2024 @ 1pm in the Founders Room

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