Facility Management Team Minutes

Date: June 18, 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** @ 9:11 am

II. **Approve Minutes of** – Motion made by Lindsay and seconded by Tim, Motion carried

III. **Additions to the Agenda** – Office Move Request Form. Jon is putting together a request form for inter-office transfers.

IV. **Items for Discussion** –

- L Lower Doors remain Locked – Doors remain locked due to security reasons. Chris needs to address security and complete a survey and decide to lock and unlock doors.
- Disc Golf Update – Received the first 9 baskets. Process of ordering the other 9 baskets plus a practice basket.
- IGEN – Lights. Donnie and Chris discussed the deadline for IGEN submittal is August 1, 2024. We are planning on submitting a request for replacement lighting in the Ed Center, Massac County Extension Center, and L Atrium.
- Construction Updates – Work is moving along in the kitchen. Work is to be done by July 28, 2024. Renovation is ongoing with the lower bathrooms. New rooftop unit over library to scheduled to be set in place over Thanksgiving break when students and employees are not present.
- Dodd is looking at cost replacement for windows in H and K hallways
- Upgrade a/c units over Cosmetology.

- New Chair Election – Discussed that the team will be seeking a new chair in August.
- Electronic Sign by main entrance has been glitching, company from Marion, IL will be here this week to work on it.

V. New Business -

- Library Office Move – Team toured the library to see what office options there were to move into. Donnie made a motion to table the move until OTA Reno is complete due to all maintenance personnel will be involved with the set-up, move, and opening.

VI. Next Meeting – August 21, 2024 @ 10am

VII. Adjournment – Motion made by Kaylyn and seconded by Kyle, Motion Carried