Facility Management Team Minutes

Date: July 17, 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		Sandy Fontana	√	Kaylyn Meyers
	Eric Howard	√	Tim Cornwell		

Agenda Items:

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

II. **Approve Minutes of June 18, 2024 –** Motion was made by Lindsay and 2nd by Tim.

III. **Additions to the Agenda** – Special Guests: Kevin Hunsperger and Dan Kineman

IV. **Items for Discussion –**

- L Building Accessibility – Look into a keyless entry for students. Funds will be provided through the TORTE Fund. Motion made by Kaylyn and 2nd by Tim to move forward with the purchase.
- Cintas First Aid & Safety – This item has been tabled until Matt Steinmetz is available to present.
- Room Move Form / FMT's Role – Decided that Dwayne and Don should discuss with supervisors, why the reason for move. If approved, the request will move to Dr Taylor and the VP's to discuss the reason for the move and ultimately approve or deny the move. Motion was made by Kaylyn and 2nd by Lindsay.
- Tabled Library Move – Amber would like to move into an office. Facilities Team found a more appropriate area that would be more suitable for her as the Librarian. IT would provide a cordless phone for her to use if she needed to have a confidential conversation. At this time, Facilities Team is not recommending an office due to the relation between the library staff and students.

- Facilities Policies – Tabled until Lindsay can talk this over with Chris.
- Disc Golf Update – Nine baskets are on main campus with the other nine, plus a practice basket, being ordered. HCCTP will not be able to do the concrete tee pads until the spring semester.
- Construction Update – Union County Extension Center reno is nearly complete and will be completed on the timeline provided by Dodd Architects. Equipment from SICCM has been moved to the new OTA Lab at Union County Extension. CDB Project #810-086-017, Upgrade Mechanical System, has been delayed due to an oversite of a transformer, but still on track to be completed by August 8. 2024.

V. New Business –

- Kevin discussed the need for signage at UCEC for the hallways to direct students to classrooms and conference rooms.
- Kevin discussed either rewrapping the marquee sign out front of main campus or upgrading to a digital sign.
- Dan presented the new charging stations and how they will operate. A EV Charging team was put together for any issues pertaining to the EV charging stations. The Maintenance team will consist of Don Koch and Matt Steinmetz and Dan Kineman will be Technical Support. A sign will be placed on each charging station with contact information regarding any issues with the stations.
- Approved the following office moves:
  - Kristy Stephenson to office K1107
  - Dane Muckler to office K1105
  - Dr Micah Spicer to office K1104
  - Dr Karunanithy to office K1117
  - Instructor Maggie Calcaterra to office J1014
- Student Affairs office moves have been tabled until Facilities Team can speak with Jeff McGoy to see what all this major move will entail.

VI. Next Meeting _ Next Meeting will be August 21, @ 1 pm.

VII. Adjournment – Motion was made by Kaylyn and 2nd by Tim to adjourn.