



# Facility Management Team Minutes

Date: November 20, 2024

Zoom & Founders Room

**Chair:** Don Koch

## Roll Call

✓	Virginia Chamness		Dwayne Fehrenbacher		Lindsay Johnson
	Chris Clark		Sandy Fontana	✓	Don Koch
	Alex Copley	✓	Adrian Fox		Kaylyn Meyers
✓	Tim Cornwell		Jennifer Herren		Kyle Smith
✓	Beth Crow		Eric Howard	✓	Jonathan Van Meter
✓	Cheryl Cummins				

## Agenda Items:

- I. **Call to Order** - Meeting was called to order at 1:05pm
- II. **Approve Minutes of** - Motion was made by Tim and seconded by Adrian
- III. **Additions to the Agenda** - There were no new additions to the agenda
- IV. **Items for Discussion** -
  - Behavioral Threat Training - Jeff and Chris decided training needed to be provided. Training will be held January 30 and 31<sup>st</sup> of 2025
  - Vehicle Purchases - Specs have been written and bid ads have been placed in local newspapers. Bid opening will be Friday, December 6 @ 2pm
  - Access Control Operating Standard (Tim) - Limit users to access our network. Motion was made by Beth and seconded by Virginia to move to Administrative Services Council as is
  - Disc Golf Update - All 18 baskets and T-boxes are installed. Concrete T-Boxes will be installed in the spring by the HCCT Program. Need to move forward with purchasing discs for rental
  - Construction Updates - Work is done in the library, there are only a few punch-list items that need to be checked
- V. **New Business** - Chris spoke to members regarding the need to upgrade the student lounge and requested some ideas for moving forward with the upgrade
- VI. **Next Meeting** - Wednesday, December 18, 2024
- VII. **Adjournment** - Motion was made by Tim and seconded by Jonathan to adjourn @ 1:30pm