



Facility Management Team Meeting Minutes

DATE: March 19, 2025

TIME/LOCATION: 1 pm – 3 pm/Founders Room & via Zoom

Roll Call:

✓	Virginia Chamness	✓	Jennifer Herren
✓	Chris Clark	✓	Eric Howard
	Alex Copley	✓	Lindsay Johnson
✓	Tim Cornwell	✓	Don Koch, Chair
✓	Beth Crowe		Kaylyn Meyers
✓	Dwayne Fehrenbacher	✓	Matthew Steinmetz
	Sandy Fontana		Kyle Smith
✓	Adrian Fox	✓	Jonathan Van Meter

✓Indicates attendance; leaving blank indicates absence.

I. Call to Order

Don Koch, Chair, called the meeting to order at 1:06 pm.

A quorum is present.

II. Approval of Minutes of February 19, 2025

Tim made a motion to approve the minutes as written, and Jonathan seconded the motion. All members voted in favor, and the motion carried.

III. Additions to the Agenda

Chris requested that a procedure for office moves be added to the April 2025 agenda for discussion.

IV. Item(s) For Discussion

A. Fleet Vehicles

A recommendation on the future of fleet vehicle replacement was discussed. After discussion, the Facility Management team recommended replacing one vehicle per year.

B. Vending Contracts

The Facility Team reviewed and approved a bid for the vending machine contract. The two bids submitted were from Robertson Vending and Pepsi Mid-America. The extension centers and others from the main campus



expressed satisfaction with the current company. Matt made a motion to recommend Robertson Vending, and Tim seconded it. All members voted in favor, and the motion carried.

C. Campus Clean-up Day

The team discussed the day that would work best for the main campus to host the clean-up campus day prior to graduation. The team settled on Friday, May 9th.

D. CTE Booster

Several reports of reception issues with Wi-Fi in the CTE building have occurred. Novacom submitted a bid to purchase a cell phone booster kit. The committee asked if a wireless router in each room might be a cheaper solution. The committee has asked to table this until next month so further cost analysis between Novacom and wireless routers can be researched.

E. Disc Golf Update

An update on the status of the main campus disc golf course was given. The equipment (discs, bags, retrievers) has been purchased, and the rest of the signs have been ordered. HCCTP students will be pouring concrete pads this spring semester.

F. Construction Updates

Don Koch gave the committee an overview of projects beginning in the Summer of 2025. Installation of new HVAC in the cosmetology area and heating and chill coils will start as soon as the spring semester ends. An AC unit will be added to the automotive lab. New windows will be installed in the H building to help increase efficiency and has been funded by an I-GEN grant. ET Simonds will reseal and restripe the main campus parking lots this summer. The installation of new nets and scoreboards for the ball fields is almost finished.

V. New Business

A. Campus project plans for 2025-2026



According to Don Koch, projects for next year are already in the works. The L Building needs a new boiler/chiller. The windows in the J and K buildings need to be replaced. The Alexander County Extension Center building needs a new roof. Behind the gym at the main campus, the roofing over the storage area is being replaced. Plans are also in place to convert a room near the gym into a concession stand area.

B. Facility Master Plan Update

The Facility Master Plan will be presented to the Board of Trustees on March 20th. The facility team members were encouraged to attend or listen to the meeting for updates.

Adjournment

Matt Steinmetz motioned to adjourn the meeting at 2:20 pm, with a second by Adrian Fox. All voted in favor, and the motion carried.

The next meeting will be held on April 16, 2025, at 1:00 pm in the Founders Room and via Zoom.