



Facility Management Team Meeting Minutes

DATE: May 21, 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 1:05 pm.

A quorum is present.

II. Approval of Minutes of March 19, 2025

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

III. Additions to the Agenda

No additions were made.

IV. Item(s) For Discussion

A. CTE Booster

IT will evaluate the Wi-Fi at CTE and work with the staff to make sure adequate coverage is available. This may have to wait until fall if no summer classes are scheduled.

B. A7200.15 Recycling and Waste Reduction

The committee discussed the new Operating Standard. A motion was made by Tim and seconded by Adrian to move this on to the Administrative Services Council for further review.



C. Disc Golf Update

Don stated a that posts and signs were now at each tee. There is also a new sign at the beginning of the course. All 18 are now available for use. The only remaining thing is possibly pouring concrete tee boxes. Planning for an grand opening tournament is set for early October.

D. Construction Updates

Don stated the A&W Construction is finishing the kitchen vent hook project. There is still need for additional air conditioning in that area. Dehumidification has also been added to the library. This work is slated to be finished in the next couple of weeks. The Cosmetology HVAC reworking is going well and on schedule to be done in early July. Work began on the upper H window replacement project. This project also includes some of the K windows. Completion date is early August. Work on the parking lot has started. The lot is being patched followed by a reseal and new stripes painted. The Truck Driving parking lot is finished. Work is also being down on the lower L parking lot. This project is to be finished by early August. The parking lot at the Alexander County Extension Center is complete. Bids have been approved for the Cairo roof to be redone over summer. The roof over the storage on I building is set to be replaced in late August. The dugouts in the baseball field are set to send out to bid. A new concession stand is planned for the Gym area using a classroom in J building. First planning stages of a sports complex down by the ball field is underway.

V. New Business

A. Education Center Acoustical Panels

New acoustical panels are purchased for the Ed Center. Adrian will work with Kevin to select the appropriate color of these panels.

B. Union County Extension Center

Chris stated that we are nearly ready to submit a new lease with options to purchase the building that houses our extension center in Anna.



C. IGEN

Chris stated that Don and Matt will be looking to submit by August to IGEN three potential projects which will include lower K window replacement and Ed Center lighting.

Adjournment

Adrian motioned to adjourn the meeting at 1:55 pm, with a second by Kyle. All voted in favor, and the motion carried.

The next meeting will be held on June 18, 2025, at 1:00 pm in the Founders Room and via Zoom.