



## Facility Management Team Meeting Minutes

DATE: June 18, 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
✓	Tina Dudley, Guest		

✓ 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 May 21, 2025

*Tim made a motion to approve the minutes as written, and Kyle 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. Campus Safety Plan

The Plans were updated with current staffing, emergency services numbers/contacts reviewed as well as the SaintsAlert system (Main Campus Plan) area updated to reflect current practice.

*Dwayne made a motion to approve the Campus Safety Plans as submitted. Kyle seconded the motion. All members voted in favor, and the Chairperson declared the motion carried.*

#### B. Disc Golf Update

Chairperson Koch provided the following updates related to the Disc Golf Course:

- Students and Employees may check out equipment, and the equipment is housed in the library.
- The HCCTP Fall 2025 Class will be building/pouring concrete for the tee boxes.
- A tournament has been rescheduled for October 18, 2025.



### **C. Construction Project Update**

Chairperson Koch provided the following construction project updates:

- Project 24011 - Cosmo HVAC - on target to be completed mid-july
- Project 24010 - H&K Windows - on target and will be moving to the lower area
- Project 24012 - Main Campus Parking Lot - slated to be on target, with latest completion date of August 1
- Project 25011 - ACEC Roof Replacement - work will begin 2<sup>nd</sup> week of July
- Project 25023 - Baseball Field/Dugout/Facilities - athletics department has rendered a “master plan”, also, fiber will be available in the dugout area
- Project 25013 - Building I Roof Replacement - new decking and metal roof to be installed.
- CDB 810-086-015 - Mini Splits - should begin
- CDB 810-086-017 - Mechanical System Upgrade - final punch list and this project is winding down.

### **V. New Business**

#### **A. Facility Team Committee Charge & Composition**

As the Shared Governance manual is undergoing its annual review for presentation to the Board on August 21, the Facility Team discussed the following:

- Composition - no revisions
- Meeting Date/Time - no revisions
- Charge - to be updated with the removal of items that have been accomplished as well as the FY25 priority areas, updated to those indicated for FY26.

Numbered Policy Status Spreadsheet (available on the shared Policies and Operating Standards drive), identified areas of policy development and/or operating standard development for this team includes:

- A6300 - Protection of Information Assets
- A6300.00 - Email Accounts

### **Adjournment**

Kyle motioned to adjourn the meeting at 1:40 pm, with a second by Tim. All voted in favor, and the motion carried.

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