



## Facility Management Team Meeting Minutes

DATE: August 20, 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	✓	Dr. Dane Muckler

✓ Indicates attendance; leaving blank indicates absence.

### I. Call to Order

Don Koch, Chair, called the meeting to order at 1:12 pm. A quorum is present.

### II. Approval of Minutes of June 18, 2025

*Dwayne made a motion to approve the minutes as written, and Adrian seconded the motion. All members voted in favor, and the motion carried.*

### III. Additions to the Agenda

Facilities/Information Technology Annual Report - Tina

### IV. Item(s) For Discussion

#### A. Fall Fire Drill

Fire Prevention Week is Sunday, October 5 through Saturday, October 11, 2025. Members agreed to hold a Safety (fire) drill on Tuesday, October 7 @2:50pm. Chris will present this information during the President's Cabinet meeting on August 27, so all members can communicate and prepare. Members will also alert the Nursing Department and Tester Center in order to have the least disruptions.

#### B. A7300.00 Facility Usage (Updates)

The Facility Usage Operation Standard (OS), previously approved by Executive Council on September 26, 2024, was presented for review. With a year of utilizing the OS, several clarifications, updates were presented for review and approval.

- Removal of the word “sponsored” when referring to events, and replaced with “College-Hosted” for internal events.
- Added a clear disclaimer: “SCC does not officially sponsor or endorse any event that is not planned, organized, and conducted by the College.”



- Added a Definitions section for “College-Hosted Event,” “External Event,” “After Hours,” and “Non-Profit Organizations.”

Operating in the Events Coordinator role, Adrian noted the word “sponsored” was creating confusion for external groups. Adding clear definitions should ensure consistency in interpretation.

The “Fees” section was also discussed:

- Increase the Gymnasium Fee to \$300, to cover the additional time/staffing to cover the floor with tarps.
- Remove Johnson County Center Classroom
- Increase the cancellation failure fee from \$35 to \$100
- Insert language to note that if there are more than 100 attendees, additional security may be required.
- Insert language to note that additional charges may be incurred if any changes are presented less than 48 hours from the event.

Other areas that were bolstered with clarifying language to improve navigation for applicants and limiting confusion for the end user, included:

- Approval & Denial Criteria
- Fees & Financial Transparency
- Insurance Requirements (coverage in an amount not less than \$1,000,000)
- Specificity-Education Center Usage
- Branding (Use of SCC Name/Logo)
- Facility Usage – Outside Areas
- Creation of an “Application for Waived Facility Usage (Fees)”
- Confirmation of the Event Request process (via mySCC and via the website) reflecting all changes and clarifications.

After updates have been completed, the OS will be reviewed and submitted to the Administrative Service Council.

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

Chairperson Koch provided the following construction project updates:

- Project 24010 – H&K Windows – 99% Completed, final punch list to be reviewed.
- Project 24011 – Cosmo HVAC – Completed.
- Project 24012 – Main Campus Parking Lot – Completed
- Project 25011 – ACEC Roof Replacement – Completed, final punch list to be reviewed, metal trim to be installed.



- Project 25012 - K-Building Window Replacement - on track for Summer of 2026
- Project 25013 - Building I Roof Replacement - new decking and metal roof to be installed. Project Board approved May 15, 2025 and will begin August 21, 2025. A small perimeter of L Parking Lot will be blocked off, but will not drastically affect parking.
- Project 25014 - I&J Building, Concession Area (Gym) - This is slated for Board Approval on August 21, 2025.
- Project 25015 - L Building, HVAC System Replacement. This project is slated to begin immediately after 2026 Commencement and will take 12-13 weeks. Director Koch has reached out Nursing (Dean Hannan) and Adult Ed (Ginger) regarding affected classroom areas; Adrian will reach out to U of I Extension and those entities using L Atrium, regarding other areas to use. Temporary cooling will be running in order to keep down humidity.
- Project 25023 - Baseball Field/Dugout/Facilities - Continues to move forward, Baseball scoreboard is being delivered, Softball scoreboard is working.
- CDB 810-086-015 - Mini Splits - should begin
- CDB 810-086-017 - Mechanical System Upgrade - Almost completed. A&W still had final work (about 5-6 hours) to complete.
- CDB 810-086-019 - Replace HVAC System Controls, BAS System, and VFDs. Approval letter was received today, August 20.

HCCTP program students will be constructing and installing 36 Tee Boxes for the Disc Golf Course. The Disc Golf Tournament is scheduled for October 18.

Discussion is ongoing regarding development of a Master Plan for Athletics.

## **V. New Business**

### **A. Chair Election**

With the start of a new fiscal year, it is time to elect a new chair and cochair. Dwayne was nominated for the Chair position, and Tim was nominated for the Co-Chair position. No other nominations were received.

*Tim made a motion to elect Dwayne as the Chair, with a second by Adrian. All members voted in favor and the motion carried.*

*Kyle made a motion to elect Tim as the Co-Chair, with a second by Dr. Muckler. All members voted in favor and the motion carried.*

*Dwayne appointed Jonathan as the Minute-Taker. Jonathan accepted the appointment.*



## **B. Facilities/Information Technology Annual Report**

As guest, Tina introduced the FY26 Board Policy Manual. Pending Board Approval on August 21, 2025, the frequency of the Facilities and the Information Technology reports will change to an annual basis (from a semi-annual basis). Tina requested feedback from the Team related to the topics “they” thought would be most useful and relevant to the Trustees. This will assist in composing the Annual Report.

Don noted that progress with each project is important to report; Dwayne agreed and that IT related projects, monitoring, future purchase needs, and cybersecurity measures, etc., are also important to report.

Team Members can provide further feedback at the next Facilities Team meeting.

## **VI. Adjournment**

Tim motioned to adjourn the meeting at 1:50 pm, with a second by Kyle. All voted in favor, and the motion carried.

The next meeting will be held on September 17, 2025, at 1:00 pm in the Founders Room and via Zoom.