



Facility Management Team Meeting Minutes

DATE: September 17, 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
	Beth Crowe	✓	Kaylyn Meyers
✓	Dwayne Fehrenbacher, Chair	✓	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

Dwayne Fehrenbacher, Chair, called the meeting to order at 1:06 pm. A quorum is present.

II. Approval of Minutes of June 18, 2025

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

III. Additions to the Agenda

No additions.

IV. Item(s) For Discussion

- Tina discussed new operating standards.
 - Dr. Taylor has created a framework for developing operating standards (A1000.00). She noted that headings and subheadings will be numbered going forward, i.e. “**1.0 Policy Statement**”. She also said that we are not under pressure to “pump out” operating standards. The framework is here to help us keep pace into the future.
 - Tina showed the team A1000.05 Policy & Operating Standard Creation. She discussed a five-year cycle of updating things. We have a complete manual digitally, which is broken up into individual files. Dr. Taylor wants the website to be the most updated record, even if the complete PDF manual isn’t up to date. This effort is to increase transparency.
 - Tina showed the team A1000.10 Developing Operating Standards.
 - Tina asked about classroom whiteboards for J1044. Don said they are normal 4x8 whiteboards.
 - Tina showed the team A1000.15 Definitions List Management.



- Tina showed the team A1000.20 Shared Governance Manual.
- Construction Updates.
 - Adrian has finished the Educational Center acoustic panel installation.
 - H&K Window Replacement is 99% complete, final punch list to be reviewed.
 - Project 25012 K-Building Window Replacement – on track for Summer of 2026
 - Project 25013 Building I Roof Replacement – Currently 85% complete. They still need to complete a final punch-list next week. It will hopefully be done by the end of September.
 - Project 25014 – I&J Concession Area (Gym) – should hopefully be completed by the end of December.
 - Project 25015L Building HVAC System Replacement – Hope to start after May 15, 2026 and be done by the beginning of Fall semester. Will involve the closing of all of L Building.
 - Project 25023 – Baseball Field / Dugout / Facilities – Will be moving out to bid soon. Hopefully will be completed by April 1, 2026.
 - CDB 810-086-015 Mini Splits – should be done by the end of September. Pictures will be taken to show how our students learn on this project.
 - CDB 810-086-017 Mechanical System Upgrades – 90% completed. There will still be some warranty work to be finished.
 - CDB 810-086-019 Replace HVAC System Controls, BAS System and VFDs – likely to take several years to complete. There are a lot of moving parts to this process.
 - HCCTP Program started working on Disc Golf tee boxes last week. 10 tee boxes are formed or will be formed by next Friday. They should be done by the beginning of October.
 - Old tennis court is going to become a training lot for the EMT ambulance driving program by January 2026.

V. New Business

- Recommendation is being taken to the Board to purchase the Union County Extension Center.
- Adrian has a \$5,400 quote for an air wall for the Educational Center.
- Discussed adding Educational Center lighting, new science labs to the capital projects list
- Discussed graphic design/naming for new concessions area, acquiring historical images of SCC

VI. Adjournment



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