



## Facilities Management Team Meeting Minutes

DATE: October 15, 2025

TIME/LOCATION: 1:00PM / Founders Room

### Roll Call:

|     |                            |     |                    |
|-----|----------------------------|-----|--------------------|
| ✓   | Dwayne Fehrenbacher, Chair | ✓   | Jennifer Herren    |
| ✓   | Chris Clark                | ✓   | Eric Howard        |
|     | Alex Copley                |     | Lindsay Johnson    |
| ✓   | Tim Cornwell               | ✓   | Don Koch           |
|     | Beth Crowe                 | ✓ T | Kaylyn Meyers      |
|     | Sandy Fontana              | ✓   | Matthew Steinmetz  |
| ✓   | Adrian Fox                 | ✓ T | Kyle Smith         |
| ✓   | Tina Dudley, Special Guest | ✓   | Jonathan Van Meter |
| ✓ T | Virginia Chamness          |     | Dr. Dane Muckler   |

*✓ indicates attendance, leaving blank indicates absent*

### I. Call to Order

Dwayne Fehrenbacher, Chair called the meeting to order at 1:02 PM.  
A quorum is present.

### II. Approval of Minutes of September 17, 2025

Don Koch made the motion to approve the minutes with corrections if needed or as written, Tim Cornwell seconded the motion. All members voted in favor and the motion carried.

### III. Additions to the Agenda

### IV. Items For Discussion

#### a. Landscaping

- Don has been looking at different vendors for landscaping. He is gathering costs for next year's budget. He hopes to have something lined up before the team's next meeting.
- Members discussed which areas around campus are in the most need of landscaping.

#### b. A4100.50 Alternate/Remote Work Assignment OS

- Tina explained that this operating standard needed to be better examined by more people in the College. The team spent time reading the OS.



- ii. Tim brought up the importance of the IT Security part of the OS and emphasized the need to not allow official SCC software/VPN usage on personal devices.
- iii. Tina asked if any positions would not be eligible for remote work. Chris said if their area is covered we want to accommodate them.

**c. Facilities OS Updates**

- i. There was no update this meeting.

**d. Construction Updates**

- i. Don said the carpet in the back hallway has been cleaned and looks much better. Most of the punch list items have been finished.
- ii. The concession room upgrades are on schedule. All items have been ordered.
- iii. The back roof project has been completed.
- iv. Don has a meeting tomorrow about the L-Atrium HVAC renovation. November 6<sup>th</sup> will be the bid openings for this project.
- v. The baseball dugout project is in open bid.
- vi. Maintenance is working on the humidity in the library.
- vii. Matt said the state is negotiating with the general contractor for the building automation system.
- viii. Only 5 disc golf tee boxes are left to complete.

**V. New Business**

**Adjournment**

Tim Cornwell made a motion to adjourn the meeting at 1:52 PM, with a second by Kyle Smith. All voted in favor and the motion carried.

The next meeting will be held (date/time) and (location).