



Facilities Management Team Meeting Minutes

DATE: January 21, 2026

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
✓ T	Beth Crowe	✓	Kaylyn Meyers
	Sandy Fontana		Matthew Steinmetz
✓	Adrian Fox	✓	Kyle Smith
✓	Tyler Dixon (Special Guest)	✓	Jonathan Van Meter
✓	Tina Dudley (Special Guest)	✓	Evelyn Davis (Special Guest)
✓	Mandy Palmer (Special Guest)	✓	Cheryl Cummins (Special Guest)
✓	Kevin Hunsperger (Extra Special Guest)		

✓ indicates attendance, leaving blank indicates absent

I. Call to Order

Dwayne Fehrenbacher, Chair called the meeting to order at 1:01 PM.
A quorum is present.

II. Approval of Minutes of December 17, 2025

Adrian Fox 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

1. Purchase of additional First Aid Cabinets – Cheryl Cummins

- There is a need for additional first aid cabinets. There are currently only two cabinets. There are none in automotive or near the gymnasium. Cheryl proposed that all cabinets have Stop the Bleed kits in them. Extension centers will also need cabinets.



- b. Cheryl recommended cabinets at a price of \$79.99 that are close to the size of our current cabinets. The total would be \$559.93. Tina recommended looking into current grants to fund the cabinets.
- c. Kaylyn Meyers made a motion to go forward with the purchase. Tim Cornwell seconded the motion. All members voted in favor and the motion carried.

2. ETS Rearrangement

- a. Tyler proposed that Evelyn's office in H2085 stay as it is. The Director's office should move to H2084 to enhance communication with Evelyn. H2083 would be for the Academic Specialists. The current Director's office in H2082 would become an "activity room".

3. UCEC Office Moves

- a. Mandy proposed moving her office in Room 101 to Room 104. ROE would move from Room 108 to Room 101. Room 108 would be made into an office for Allied Health instructors that teach regularly at the Union County center.

4. Main Campus CTC Cellular Signal

- a. Cellphone signal needs to be improved at Main Campus and in the CTC building. Dwayne acquired a quote from Novacom for cell boosters and other equipment at Main Campus, totaling \$26,378.80. The proposal for the equipment at CTC was \$5,368.32. Dwayne said we would like to budget for this for next year if the team likes the proposal. Tina recommended to ask Christina to look at line items for using grant funds.
- b. Tim Cornwell made a motion to go through with the proposals. Adrian Fox seconded the motion. All members voted in favor and the motion carried.

5. MC Digital Signage

- a. The sign in front of Main Campus has frequent issues with panels going out. Replacing panels is expensive. Adrian said we can continue to replace panels at \$1,000 apiece, or we could purchase all new higher resolution screens for around \$37,000. Adrian estimates that about 10 panels need replaced per year.
- b. Dwayne tabled the request until we can determine if it counts as a "technology" purchase that doesn't need to go out for bidding.



6. Community Partner Call-Down Drills

- a. Kevin was appointed as the point of contact.

7. Construction Updates

- a. The work at the baseball fields has not started yet.
- b. The HVAC work in L-Building is still set to start the day after graduation and wrapped up the first day in August.
- c. Work for the metal structure for the ambulances is set to start by February. It should take less than 2 weeks.

V. New Business

1. Concessions Rules

- a. Adrian stated that the new concessions room needs rules, cleaning checklists, and guidelines on how to reserve it. The team reviewed his proposed rules. The team determined the concessions room should only be added to the internal event request form.

Adjournment

Don made a motion to adjourn the meeting at 2:20PM, with a second by Tim Cornwell.