



Facility Management Team Minutes

Date: March 20, 2024
Zoom & Founders Room

Chair: Dwayne Fehrenbacher

Roll Call:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td>Virginia Chamness</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Chris Clark</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Dwayne Fahrenbacher</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Jennifer Herren</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Eric Howard</td></tr> </table>		Virginia Chamness	✓	Chris Clark	✓	Dwayne Fahrenbacher	✓	Jennifer Herren		Eric Howard	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Lindsay Johnson</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Don Koch</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Jonathan Van Meter</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Alicia Farris</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Tim Cornwell</td></tr> </table>	✓	Lindsay Johnson	✓	Don Koch	✓	Jonathan Van Meter	✓	Alicia Farris	✓	Tim Cornwell	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Cheryl Cummins</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td><td>Alex Copley</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Kyle Smith</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Kaylyn Meyers</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Sandy Fontana</td></tr> </table>	✓	Cheryl Cummins	✓	Alex Copley		Kyle Smith		Kaylyn Meyers		Sandy Fontana
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Agenda Items:

- I. **Call to Order** - Called to order by Lindsay at 1:03pm
- II. **Approve Minutes of** - Motion was made by Tim and seconded by Alicia. Motion Carried
- III. **Additions to the Agenda** - No additions were made
- IV. **Items for Discussion** -
 - Facilities Event Procedure(s)
 - Look at adding sound and lighting fees
 - Who do we charge and who do we waive fees
 - Implement anyone coming on campus to have liability insurance
 - Include the same procedures for Extension Centers
 - Policy A6100, IT Infrastructure Quality
 - Updated procedure for purchasing IT Equipment
 - IT created a Technology Purchase Request Form that all employees will use to request any IT Purchase
 - Developed a step-by-step procedure for the approval process for IT Equipment
 - Procedure will go to IT Manual
- V. **New Business** - Discussed the need to purchase new furniture for the back hallway for students to be able to utilize the space.
- VI. **Next Meeting** - April 17, 2024 @ 1pm in the Founders Room
- VII. **Adjournment** - Motion was made by Lindsay and seconded by Alicia. Motion carried