



## Facility Management Team Minutes

July 19, 2023

1:00 pm

Zoom & Founders Room

**Chair:** Lindsay Johnson and Dwayne Fehrenbacher

### Roll Call:

<input checked="" type="checkbox"/>	Krista Aud	<input checked="" type="checkbox"/>	Cheryl Cummins	<input checked="" type="checkbox"/>	Don Koch
<input type="checkbox"/>	David Black	<input checked="" type="checkbox"/>	Dwayne Fehrenbacher	<input checked="" type="checkbox"/>	Johnathan Van Meter
<input checked="" type="checkbox"/>	Virginia Chamness	<input checked="" type="checkbox"/>	Jennifer Herren	<input type="checkbox"/>	
<input type="checkbox"/>	Alexandrew Copley	<input type="checkbox"/>	Eric Howard	<input type="checkbox"/>	
<input type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Lindsay Johnson	<input type="checkbox"/>	

### Agenda Items:

- I. **Call to Order** - Meeting called to order at 1:04pm
- II. **Approve Minutes of June 21, 2023** - Don Koch made a motion and Dwayne Fehrenbacher seconded motion to approve minutes. Motion passed.
- III. **Additions to the Agenda** - No Additions were made to agenda.
- IV. **Items for Discussion** -
  - Decided who would approve applications for service animals on campus.
  - Motion was made by Virginia Chamness and seconded by Jennifer Herren to pass the updated Service Animals Policy to Administrative Services Council for their approval.
  - Johnathan Van Meter is setting up a return email for anyone requesting a facility event, that states, "Thank you for your event request, this is a copy for your records." This will only be for external requests only.
  - 1<sup>st</sup> Read on updated Safety Plan with intent for approval in August. Invite Becky Hawes to go over any questions for the August meeting.
  - Summit Environmental took air/mold samples, focusing on lower level. Humidifiers are operating every day, except over weekends and holidays.

**V. New Business -**

- All teams should now be compressed with Chair, co-chair, and members in place. Our chair and co-chair are Dwayne Fehrenbacher and Lindsay Johnson.
- Plans are being made to purchase another hybrid vehicle and a truck for maintenance in the FY 24.

**VI. Adjournment -** Motion made by Don Koch and seconded by Dwayne Fehrenbacher to adjourn. Motion carried.