



Minutes

Committee Name: Facilities Committee

Date: 16 September 2020

Time: 10:00 – 11:00am

Location: Virtual “ZOOM”

Present: Cody Pauxtis, Deanna Campbell, Lisa Stephens, Daniel Reed, Frank Timpone, Scott Cameron, Penny Talley, Kristie Nichols

Absent:

Non-members in attendance: James Markham

1. **Call to Order** - 10:00am
2. **Approval of Agenda**
3. **Approval of Minutes and Action Items** - Minutes reviewed and approved from 2/20/20.
4. **Agenda Items**
 - 4.1 **Earthquake Repairs:** (98%) Complete on all repairs related to earthquake damage. Only remaining repairs are warranty related; light fixtures in the LRC, and flooring in the Main Building. Expect repairs for each to be completed before the next term. Cody reported the earthquake repairs are 100% complete.
 - 4.2 **Bishop Parking Lot repairs:** The ESCC Bishop campus parking lot received extensive repairs, and work was completed over the summer break. Cody confirmed this project has been completed.
 - 4.3 **The way forward:** My focus as the M&O Director is to fix the little things. Work spaces, classrooms, and community areas need to be functional and safe. Our focus over the last five months has been to address as many issues as possible that only cost us the time to fix. HVAC Controls, and related issues remain a high priority, and we are better prepared this year, then previous, coming into Fall/Winter months. Cody's priority is to maintain a safe and comfortable working and learning environment for staff and students.
 - 4.4 **School Dudes:** M&O is only doing work, if there is a “School Dude” submitted. For emergency or safety related fixes that require immediate solutions, we will of course follow up later with a school dude. All repair requests, future requests for installation of equipment, small projects, etc., will require a school dude, and be prioritized. Cody expressed his concern with previous requests not being completed or addressed properly. He is currently sending out bi-weekly Work order status updates. He shared a



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copy of the Work order status via email with the committee on 9/16 for review. Cody would like all requests related to facilities to come thru School Dude. A comment was made about how students can report facility issues to M&O. Cody stated he will work with IT to create an M&O email or link for students to be able to report facility concerns. Cody will work with the PIO Office to share information with staff and students on use of School Dude and how the process works in an upcoming newsletter.

Action: Cody will work with IT to create an M&O email or link for students to be able to report facility issues.

Action: Cody will follow up with the PIO Office to share information on School Dude access and reporting in an upcoming newsletter.

4.5 Open remarks / new business: The committee continued to discuss making sure students had a way to report facility concerns.

5. Review of Action Items

5.1 Cody will work with IT to create an M&O email or link for students to be able to report facility issues.

5.2 Cody will follow up with the PIO Office to share information on School Dude access and reporting in an upcoming newsletter.

6. Future Agenda Items - Cody reported he will be collaborating with the committee on Measure J projects and Campus clean up initiatives at our next meeting.

6.1 Measure "J" project status.

6.2 Campus clean up initiatives.

7. Future Meeting Dates

Oct 21, 2020 10:00 AM
Nov 18, 2020 10:00 AM
Dec 16, 2020 10:00 AM
Jan 20, 2021 10:00 AM
Feb 17, 2021 10:00 AM
Mar 17, 2021 10:00 AM
Apr 21, 2021 10:00 AM



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8. Adjournment

Meeting Chair: Cody Pauxtis
Recorder: Crystal Leffler