



Minutes

Committee Name: Facilities Committee

Date: November 17, 2021

Time: 1:00 – 2:00pm

Location: Virtual “ZOOM”

Present: Cody Pauxtis, Penny Talley, Scott Cameron, Deanna Campbell, Frank Timpone

Absent: Lisa Stephens, Kristie Nichols, Daniel Reed

Non-members in attendance: Inge Olsen

1. **Call to Order** – 1:07am
2. **Approval of Agenda** – Cody referred the committee to Teams for meeting Agenda and materials. He would like the group to direct any questions to Teams for group chat between meetings.
3. **Approval of Minutes from 10/20/21 and Action Items:** Minutes reviewed and approved from 10/20/21 with no changes. Agenda approved.

4. Agenda Items

4.1 Key checkout and Key cards: Cody shared information on the online key request form that he has been working on with Resa Hess. The M&O Department will be taking over the key assignment process beginning July 1, 2022. Cody would like members to share the information with their constituent groups for feedback. He asked the group to post any concerns or feedback received in Teams for comment. Cody is working to streamline the number of keys an individual has, ideally only two keys per person.

Action: Cody will review classroom access and evaluate what keys people currently have to streamline the number of keys an individual will need in the new system.

4.2 Alarm System Upgrade: Cody shared information on the alarm system upgrades. The alarm will work with the key cards and during specific hours. Staff will no longer need to disable alarm when entering during scheduled business hours. The project is approximately \$25,000 and will be funded by one-time scheduled maintenance funds. Cody will test system before going live. Cody stated there is an active call center for troubleshooting and



Minutes

verification help. He would like members to share the information with constituent groups for feedback. He asked the group to post any concerns or feedback received in Teams for comment. There were questions on how the alarm schedule will be shared with staff and if there is a plan for system failure.

Action: Cody will follow up on process for sharing the alarm schedule with staff. He will make sure there is a mutual understanding on the night and weekend schedules. He will also inquire about the backup plan if door alarm system fails.

4.3 M&O Update on AUP: Cody reviewed PowerPoint on the Maintenance & Operations AUP with the committee.

4.4 Measure J Project Update: Cody provided an update on Measure J projects. He shared the branding decals in the gym. Deanna would like branding decals for ESCC when funds are available.

4.5 COVID Money: Cody is working on getting furniture quotes and starting the scope of work on the outside teaching space.

4.6 Open remarks / New business: Inge asked about KRV door and blinds.

Action: Cody will follow up with Lisa Couch on KRV door and blinds.

5. Review of Action Items

5.1 Cody will review classroom access and evaluate what keys people currently have to streamline the number of keys an individual will need in the new system.

5.2 Cody will follow up on process for sharing the alarm schedule with staff. He will make sure there is a mutual understanding on the night and weekend schedules. He will also inquire about the backup plan if door alarm system fails.

5.3 Cody will follow up with Lisa Couch on KRV door and blinds.



Minutes

6. Future Agenda Items –

6.1 Continue discussion on Future Key Program

6.2 Continue discussion on Alarm system.

6.3 M&O Program Review, Employee, and Student survey questions.

6.4 Discussion on how employees can submit projects to M&O via a formal request that can route for approvals year-round.

7. Future Meeting Dates -

Wednesday 15 December 2021

Wednesday 19 January 2022

8. Adjournment

Meeting Chair: Cody Pauxtis

Recorder: Crystal Leffler