

Facilities Liaisons Notes

Meeting Date: November 26, 2018
 Meeting Time: 12:00 PM – 1:00PM
 Purpose: Information Sharing
 Membership: Facilities Liaisons Group
 Meeting Facilitator: Morgan Phillips
 Location: BW 275

Building	Issue	Outcome
FH	N/A	
HLC	N/A	
JW	<p>Jordan inquired about the plans for JW 101 and if they would be using standard tables.</p> <p>Jordan asks that the sim. Trailer be plowed around and asks if it is on a cleaning schedule</p>	<p>Jim states that he does not have an answer yet from the academic staff.</p> <p>Veronica states that she will but the trailer on a schedule.</p>
WA –Library	<p>Deb has requested that snow be cleared enough to get to the mail boxes.</p> <p>Deb stated via Jen Adams that on Tuesday, break out room was so bad that they could not reserve it. Students were complaining</p>	<p>Nate stated he will make sure this gets completed.</p> <p>Veronica stated that she will look into why this was so bad and let Deb know that breakout rooms should be getting cleaned daily.</p>
WA - IT	Keegan asked for an extra hand sanitizer to be placed on the first floor by the printer.	Veronica will get a stand ordered and placed.
Housing	N/A	
JM	<p>Sarah stated that the hand sanitizers need to be checked due to dead batteries and refilled.</p> <p>Sarah inquired about salt for the entry ways.</p>	<p>Veronica stated that she will get this taken care of.</p> <p>Nate stated that every custodial closet should have a hand pump full of the liquid salt to be used at entry ways.</p>

Building	Issue	Outcome
BW – Dean/Faculty	Heather expressed concern about the mice issue and who takes care of them when caught.	Veronica and Morgan stated that Heather should call facilities and we will take care of them.
BW – Student Services	N/A	
GP	N/A	
Hangar	N/A	
Project Updates:	<p>West beltway, RFP end of December with construction starting in April.</p> <p>Fitness Trail discussion will be happening three weeks after RFP discussion – west sided of campus (staging)</p> <p>Study is to be completed for a tiny village, CV1 and CV2 courtyard</p> <p>HSK – chance that is going to go through during the lame duck period (Governors)</p> <p>The rest of the projects are moving toward deferred maintenance plans.</p>	
Agenda Items:	<p>Custodial updates: Veronica stated that she will be hiring two part time custodial works. Currently in the interview process.</p> <p>Grounds updates: Discussed handout about slip, trips, and falls in winter weather.</p>	

Attendance: Morgan Phillips, , Veronica Vandenburg, Heather Wollet, Sarah Ebersole, Jim Jones, Jordan Miko, Nate Schweizer, Deb Moyer, Ken Risinger, Bob Vandenburg