

FACILITIES LIAISONS MEETING MINUTES

Location: HLC 101

Date: February 25, 2019

Time: 12:00 PM – 12:30 PM

Facilitator: Morgan Phillips

Agenda Items

1. Building Updates
2. Quarterly Liaison Meetings
3. PROJ: p0930: Single-Stream Recycling & Secure Shredding
4. PROJ: p0885: JM Bistro Area

Items	Issue	Outcome
Building Updates:	BW – Karen Hocter	Ken stated that he does not believe so. He normally gets alerts from our BuildingLogix system and he did not get any.
		Bob stated that he hopes to come in over a weekend to get it done as he has other drywall repair to complete in HLC as well.
	BW – Heather Wollet (absent)	N/A
	BW – Stephanie Waffle-Stephenson	Stephanie stated that she has no issues.
	HLC – Becky Nicholson	Becky stated that she has no issues.
	JW – Becky Nicholson	Becky stated that she has no issues.
	WA – Deb Moyer (absent)	N/A

Items	Issue	Outcome
WA – Vincent Rose	Vincent stated that he has no issues.	
JM –	N/A	
GP – Sandra Phelan (absent)	N/A	
FH – Katie Fall	Katie let Facilities staff know that the PO for the cement pad (Cook Foundation & Flatwork) has been processed.	Nate will follow-up with Heather Bateman about the bleachers for this area.
	Katie stated that she let Facilities know about the curtains in the FH and how they need to be replaced. Let Facilities know that FH does not have the budget to replace, but is getting an update quote.	Jim let Katie know that Facilities does not have the budget currently to replace as well. This will be discussed in depth later.
	Katie asked the status of the leak in the rear restroom and what the plumbing issues may be.	Ken stated that the pump is fixed – which was causing the leak. However he is uncertain about the pipe issue – more research needs to be done to figure out the problem.
	Katie stated that she will be putting in a work order for some extra cleaning supplies for the scheduled deep clean of the weight room.	MAC was received and Ken will be completing the patch and paint; Veronica will be delivering the cleaning supplies closer to date.
JETS – Chas Lietaert	Chas stated that there are no current issues.	
PROJ: p0930	Single-Stream Recycling	Nate explained that three new single-stream recycling bins will be deployed. Two in Bert Walker and one in the Library (WA). Single-stream has been working well in the Hangar and Facilities is testing it in these higher trafficked areas on campus before (hopefully) deploying more to other buildings. Single-stream recycling can be anything except cardboard. Trash receptacles will be placed near single-stream, but not next to.
	Secure Shredding	Morgan explained that the college has been having some issues with Iron Mountain (current secure shredding provider) and we are now in the termination process with Iron Mountain. We will be moving to MDK Recycling which does on-site shredding and the start date will most likely be 04/01/2019.
PROJ: p0885	JM Bistro Area	Jim explained that Mercer will be demoing the JM Bistro Area in hopes of creating an office space and conference area. The office space will be completed for a new partnership with college (similar to the partnership with Siena Heights).

Items**Issue****Outcome**

There will be a perimeter wall going up around the Bistro space during the demo and until the new space is built. Duration is unknown due to the finalization of the partnership not being completed yet.

Vending will be moved to outside perimeter wall so that it may still be accessed. Seating will be moved to open area next to bistro (demo should not eliminate too much seating).