



**Facilities Council  
October 25, 2017  
Burns Hall 3<sup>rd</sup> Floor Board Room  
Meeting Minutes**

**Members Present:** Debi Buckley, Carol Cooper, Jim Lay, Dale Montgomery, Eric Smith

**Members Absent:** Dr. Ricky Tompkins, Teresa Taylor

**Guests:** Dr. Marvin Galloway, Dena Stone, Darrel Watson

The meeting was called to order at 9:32 a.m. by Debi Buckley.

**Action Items**

The Facilities Council received these facilities modification requests:

**Burns Hall**

**I. Dean of Science and Math – Dr. Marvin Galloway**

- 1327 – Replacement of a prep lab fume hood.
- 1408 – Installation of a safety shower base
- 1455 – Installation of new sink and faucets.
- 2327 – Rewiring of overhead lights.

The original fume hood located in BH 1327 is approximately 26 years old. The machinery is no longer within code and replacement parts are difficult to find. Stock chemicals are stored and mixed in the room. No architects or outside contractors are needed to complete the project. Debi Buckley requested the replacement of ceiling tiles in the room.

The safety shower located in 1408 needs replacement piping due to corrosion. The group discussed alternatives for sealing the area surrounding the shower. Jim Lay

suggested that the floor areas be recaulked. The Physical Plant can complete this project with a work request. Darrel Watson will also check caulking around the other lab safety showers.

The lab located in BH 1455 was created for geology and physical science classes. It includes two single sinks. The room is now utilized by an increasing number of microbiology students. A replacement double sink and two faucets will better accommodate student needs.

Lights located in BH 2327 are all on one switch. The group discussed possibilities for adding an additional switch so that students can see well enough to take notes while they view a monitor. A dimmer may also be added.

Jim Lay requested that these meeting minutes include a list of responsible parties for each of Dr. Galloway's facilities requests. The group agreed on these assignments:

BH 1327 – Dr. Galloway will purchase a replacement fume hood. The Physical Plant will complete electrical and ductwork. Jim Lay and Dena Stone will remove the counter.

BH 1408 – Dr. Galloway will purchase a replacement shower and the Physical Plant will install it and caulk the walls and floor.

BH 1455 – Jim Lay and Dena Stone will purchase the sink and faucets and complete the installation.

BH 2327 – Darrel Watson will gather lighting materials and the Physical Plant will complete installation.

*Jim Lay made a motion to approve all items (in one block) as requested. Dale Montgomery seconded the motion. Debi Buckley called the question to vote. Vote: approved unanimously.*

### **Informational Items**

- I. Dr. Galloway shared information with the group about the sustainability garden. The stones surrounding the garden need to be moved so that a fence can be installed. The fence will protect plants from animal foraging. Darrel Watson will explore fencing material options. Jim Lay requested a drawing of the garden. Dr. Galloway will present a formal facilities request at a later date.
- II. Dr. Galloway brought up a prior approval request for computer installation in BH 2328, saying that the work was never performed. He would like to address the wiring issues and computer installation. It was suggested that IT and the Physical Plant assist with this project.

- III. Judge's benches are located in NCPTC rooms 1007, 1010, 1037, and 1039. The mock courtrooms are underutilized and can be repurposed as larger capacity classrooms. The group discussed possible methods of removing and repurposing the benches. Debi Buckley mentioned that committee members will receive additional information and formal requests.
  
- IV. Jim Lay shared information with the group concerning the creation of an Emergency Operations Center. During an emergency, the office of the Executive Director of Construction, which is located in the parking garage, would be utilized as an emergency command center. Resources, including backup computers and phones, will be located in a nearby storage area. Jim Lay and Brandon Massey will share more information with the group about potential costs to complete this project.

The meeting was adjourned at 10:38 a.m.  
Recorded by Todd Glass