

 Location: MCCC 319
 Date: April 15, 2026
 Time: 11:00 am – 12:00 pm

Facilities Committee / Threat Assessment **Meeting Minutes**

I. Call to order

Tom Ratliff called to order the regular meeting of the Facilities Committee/ Threat Assessment on April 15, 2026 at 11:00 am in MCCC 319 room.




II. Committee Members Present & Absent:

- Jason M. Phares – Present
- Eric L. Marks - Present
- Michael Wheeler - Present
- David E. Hutchison - Absent
- Duane Chapman -Present
- Eric Squires - Absent
- Kendra K. Pullen -Present
- Thomas R. Ratliff - Present
- William D. Boone - Absent
- Trae Sprague - Absent
- Timothy Henline -Absent
- Clay Chesser - Present
- Larry R. Baker -Absent
- Graylin Floyd - Absent

III. Approval of minutes from last meeting

Unanimous.



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IV. Action Items:

- **Camera storage & retention analysis**
Investigate camera storage and retention options (local NVRs vs cloud), size storage needs, coordinate with Doug/Tim, estimate costs and operational impacts, and report findings back to the group.
- **Support contract delivery**
Assist (Eric) in obtaining and processing the Phase 3 / camera contracts and related procurement paperwork.
- **Provide Goodwin Hall delivery address**
Email the definitive Goodwin Hall delivery address to so it can be entered into the Walmart/delivery app for campus deliveries.
- **Enter delivery info and configure app**
Receive Goodwin Hall address enter it into the delivery's app/book, forward confirmations to stakeholders, and enforce the new delivery/drop-off protocol.




V. Overview

- Major progress on campus projects: 150 yards of concrete poured, fiber and stub-outs ready; 10 big light poles installed, ~25 poles left to change.
- Significant systems risk: power line damage caused AC/equipment failures (WVU Medicine running at ~50% capacity) and possible air-handling unit/compressor replacements.
- Security upgrade in progress: new cameras + 2 NVRs (8 TB each) and electronic locks being installed; NVR cost ~\$20,000 each; storage/retention strategy pending.
- Deferred maintenance & critical repairs prioritized: Goodwin Hall elevator board unrepairable (upgrade ~ \$128,000); campus controls upgrade scoped at \$1.9M.
- Fleet & delivery policy tightening: shuttle/fleet costs high (\$40,000 fuel last month); new per-day chargebacks: \$/car, \$/van, \$/bus.

Power, HVAC & Concrete

- Placed 150+ yards of concrete on floors last week; stub-outs completed and preparations are in place to run fiber and power to all locations.
- Phone-company power lines were torn down; near Mental Road a pickup nearly tore additional lines down; ongoing dispute with the phone company created setbacks.
- Power-line incident caused phase interaction and tripped overloads, likely damaging the main air-handling unit for WVU Medicine; land-resources AC restored yesterday; WVU Medicine and nursing areas at ~50% capacity this morning; possible compressor replacement requires procurement lead time.
- Phase three contract for track resurfacing mailed to the Attorney General this morning.



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Track / Amphitheater / Lighting

- Funding has arrived; cleanup change orders will implement previously provisioned work and the area will be blocked most of the summer.
- Phase three track resurfacing contract was mailed to the AG; resurfacing is scheduled to start May 18; high school throwing nets are in use, javelin surface is pending, and the track team is expected around May 25.
- Roofing contractor completed coping and corrected reversed emergency overflow drains that were flooding the amphitheater; nearing warranty sign-off and a small change order was processed.
- Cleaner/solvent used during roof work was sucked into an air intake, caused strong odor and a Friday-night disruption.
- Pioneer Way lighting progress: 10 large poles installed; production lighting truck arriving around noon with crew working through the weekend to meet Monday deadline; amphitheater security lights are operational; approximately 25 campus poles remain to be replaced starting at Clark Hall toward the library/admin; new poles provide higher light output and complaints about brightness are anticipated.




Cameras, NVRs & Electronic Locks

- Installation status uncertain; Doug to coordinate with Tim; planned start in Goodwin Hall (elevators) then Pioneer Village; multiple crews to work simultaneously.
- Retention is defined by the controller as either fixed days (commonly 30 days) or storage size; recording frequency determines retention; discussions considered 6 months or semester-based cycles.
- Current system is overwriting footage after ~30 days, causing loss of evidence for incidents discovered 30–40 days later; Pickens Hall closed due to lack of front desk and missing surveillance.
- NVRs provide 8 TB storage each; plan includes two NVRs (~16 TB total); NVR unit cost \$20,000.
- Cloud backup and licensing complexities exist; cloud retention may require equivalent on-prem storage and significant cost; team will investigate options with Doug and finance/facilities.

Deferred Maintenance & Elevators

- Multiple repair attempts (sent to Atlanta, Radwell, Tiss & Crump) failed; control board is non-repairable and discontinued; repeated button damage caused electrical interference.



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- Upgrade required costing about \$128,000; three campus elevators use the same board (this car, second Goodwin car, PE elevator), creating risk of additional failures.
- Soliciting pricing from other elevator companies to replace the car/system or implement an alternative takeover solution.
- Deferred-maintenance policy: only previously approved projects funded unless emergency; will reprioritize unfunded items; limited funds may permit elevator repair but not before graduation; target completion by August for move-in.
- Stairs remain usable; suggestion made to restrict access or hire a doorman.

Fleet, Shuttle & Deliveries

- Fleet usage charged back to budgets at \$/day (car), \$/day (van), \$/day (bus).
- Charge announced early to allow departments to adjust budgets.
- Policy equates fleet consumables to IT printers; consumption is controlled via departmental budgets.
- Recent fuel bill reached \$40,000 (diesel); gasoline near \$4/gal; shuttle operations consume substantial fuel due to continuous running.
- Booking a tour bus for 10 people instead of a van increases costs (driver + fuel).

vi. Adjournment

Tom Ratliff adjourned the meeting at time 12:00 pm.