

 Location: MCCC 319
 Date: May 13, 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 May 13, 2026 at 11:00 am in MCCC 319 room.




II. Committee Members Present & Absent:

- Jason M. Phares – Present
- Eric L. Marks - Present
- Michael Wheeler - Absent
- David E. Hutchison - Present
- 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 - Absent
- Larry R. Baker -Absent
- Graylin Floyd - Absent

III. Approval of minutes from last meeting

Unanimous.



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IV. Action Items:

- **Confirm mural logistics**
Contact the mural artist today after the meeting to confirm start date, required materials/equipment, and whether the mobile or fixed painting setup will be used; report back on any access or staging needs for Tuesday start.
- **Brief elevator technician & obtain update**
When the elevator technician arrives, provide a full briefing of observed faults (button/floor behavior), obtain a written assessment, parts/timeline estimate and confirmation whether the \$130,000 full upgrade is required or if interim fixes are possible, and circulate findings to the committee.
- **Review Brightly/work-order migration with Eric**
Coordinate with Eric to step through the Brightly migration, clarify the distinction between work requests and formal work orders, remediate bond/documentation issues with contractors, and produce a short checklist for departments to submit funded work orders (target before July funding cycle).
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

- Minutes for April 15, 2026 were approved. No new agenda requests were raised at the start.
- Ongoing capital and deferred-maintenance work is active across sites: locks/cameras, track, elevator, handrails/parking, amphitheater, and Morris Family Project — several items await funding or vendor action.
- Critical items: elevator full upgrade ~\$130,000 (parts unavailable; safety/ADA impact), cameras delayed due to contractor emergency surgery, and a second/final round of deferred-maintenance funds expected (amount not yet disclosed).
- Short-term operational pressures: staffing for summer maintenance (posting up to 10 hires; 315 views/ 0 applicants so far), fleet availability and costs, and storage/space constraints causing safety concerns.

Minutes & Governance

- Meeting minutes from April 15, 2026 were moved, seconded and accepted unanimously.
- No additional formal agenda items were introduced at the opening; chair gave a project overview instead.
- Finance/funding for deferred maintenance remains tentative: officials confirmed selection of projects but will not disclose final dollar amounts until formal written award/contract is received.



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Deferred-maintenance program & master plan

- The state will provide another round (described as the second/final round) of deferred-maintenance funds; the dollar amount is not yet formalized in writing and remains subject to change when the contract is issued.
- Review process in progress: selected 4 projects from a multi-year list; projects were prioritized from submissions over the last 4–5 years.
- Team will reconcile previously transferred inner-contract overages and identify which projects remain to complete (examples: retaining walls, parking-lot repairs, elevator repairs, HVAC work).
- Next step: finalize formal award letter and circulate contract for review before any expenditure; until the award letter arrives teams should avoid committing those funds.

Locks, cameras & vendor delays

- Locks work in Pickens continues; no firm completion timeline reported.
- Cameras were scheduled to be delivered/installed but installation was delayed because the vendor had an emergency surgery; vendor texted that they will call to re-schedule and more info expected later today.
- Bond paperwork for the HVAC contractor was submitted incorrectly twice; a third corrected submission is in process to route to the Attorney General for approval.




Track & Morris Family Project

- Track work remains on schedule to start in about two weeks; originally targeted the 18th but weather could delay start by ~1 week.
- Morris Family Project: steel deliveries have arrived (noted 4 truckloads) and crews plan to start putting down flooring next week and to stand steel quickly; sequencing anticipates fast exterior framing once steel is up.

Elevator (building vertical transport)

- Elevator remains out of service; technicians could not source parts and recommended a full upgrade.
- Estimated upgrade cost: ~\$130,000.
- Operational implications: current panels require new circuit boards and button controllers when the OS/panel is changed, making the upgrade costly and complex; students and parents have reported access issues over recent months.
- Funding/timing constraint: cannot expend anticipated state funds until a formal award letter is received (likely after July 1); if award letter arrives, work will be scheduled and vendor will be briefed on observed button/floor behavior.
- Next step: elevator tech is scheduled to come in today; team will brief tech on all observed symptoms and get an updated timeline/report.



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Brightly system & Work-request process

- The organization is transitioning from an old work-request system to the Brightly work-order system (paid by the state).
- Current state: some users are still submitting requests via the old system (saved links) and the two systems do not integrate smoothly (no copy/paste transfer).
- Practical impact: dollar-sign fields and approval routing differ; staff must be trained so requests become funded work orders rather than informal requests.
- Next step: continue to migrate requests to Brightly and update workflows; leadership may need to clarify expectations so departments submit formal work orders where budget is required.

HVAC / Contractor issues

- The HVAC contractor submitted documentation incorrectly twice; team is awaiting corrected bond paperwork and the third submission for review.
- HVAC-related deferred-maintenance items remain on the list; some money had to be reallocated internally earlier to cover overages but the new funding round could restore those items.




Handrails / Amphitheater / Parking lot

- Temporary wooden handrails were installed while permanent metal handrails are delayed; replacements are on order.
- Amphitheater is a deferred-maintenance project on the list (no new status beyond being included).
- Parking-lot paving was discussed: base paving may take ~10 weeks; contractor sequencing requires base work then paving; timing unclear and may require the next funding round or some local contribution.

Staffing & Summer maintenance hiring

- Plan to post jobs today for up to 10 general maintenance workers (not OAs) to help with stripping/cleaning floors, moving furniture, etc.
- Posting metrics: 315 people viewed the posting but 0 applied previously; pay rate adjustments were discussed (some living-pay differences noted).
- HR/action: resume outreach and coordinate with Jesse Curtis/GAs for candidate recruitment; consider alternative sourcing (local contacts) to secure summer help.



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Fleet, shuttle & transportation economics

- Proposed fleet usage rates established: \$35/day per car, \$50/day per van, \$500/day per bus. Initial volume planning was reduced from 1,000 to 500 (planning target).
- Fleet trade-offs discussed: renting buses for short events (example: Fine Arts) can cost \$6,500–\$7,000 for four days vs operating own fleet for \$2,000–\$2,500.
- Bus condition: two older buses show >1,000,000 miles, two newer buses ~500,000 miles; breakdowns are possible and operating risk remains.
- Conclusion: keeping an owned fleet gives flexibility and long-term savings but requires driver staffing and maintenance resources.

State inspections & building repairs (academy / hotel)

- A Department of Corrections/state health-style inspection required repainting and cleaning in nearly every inspected room; structurally and mechanically the buildings passed, but cosmetic items (paint, carpet nap, minor wear) were written up and will require remediation.
- Team will request an exemption to permit phased painting/repairs over time so permit approvals can be issued rather than requiring all work be completed at once.




Storage, room reassignments, and safety concerns

- Multiple room reassignments occurred (volleyball coach moved into Mesinee-area mental health room in Waco; discussion of moving volleyball and making mental-health spaces more private).
- Storage/space pressures: demo work and added teams have reduced storage and created items in hallways; fire-exit and egress concerns were raised — leadership emphasized urgency to clear hallways and stop using exit routes for storage.
- Next step: leadership will increase pressure on teams to remove items from hallways and secure storage; coordinate post-summer to resolve longer-term storage and demo sequencing.

Community mural & facilities for events

- Downtown mural work scheduled to start Tuesday, expected duration about two weeks; painting team prefers the more mobile spray setup but can adapt to provided materials.
- Parking-lot layout for the mural and other events has been mapped; painting and layout for parking lot lines are planned to support the mural and Folk Festival timing.
- Action: artist scheduling and materials to be confirmed; teams plan to avoid blocking entire lots and use far-side staging to minimize disruption.



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New business: marketing / facilities list consolidation

- There is an existing but scattered facilities/space list spread across the web and departments; recommendation to consolidate a single marketing/ facilities card (brand piece) so student orgs and departments understand available facilities and costs.
- Suggestion: prepare consolidated marketing material, likely under the president's office or facilities page, ready before fall term.
- Next step: revisit this over the summer and prepare to publish before students return.

Outstanding risks & next steps

- Major risk areas: elevator out of service (safety/ADA), camera installation delays, contractor documentation delays (bond), insufficient summer maintenance staffing, storage/egress hazards.
- Leadership will wait for formal award letters before committing major deferred-maintenance expenditures; meanwhile teams will refine plans, coordinate temporary mitigations and vendor briefings.
- Expect follow-ups: elevator technician visits today; camera vendor to call to reschedule; contract/award circulation when formalized; murals and parking lot prep to coordinate for immediate two-week window.

VI. Adjournment

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