Location: MCCC 319
Date: June 22, 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 June 22, 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 - Absent
- Duane Chapman -Present (Lainey Moore- representative)
- Eric Squires - Absent
- Kendra K. Pullen -Present
- Thomas R. Ratliff - Present
- William D. Boone - Absent
- Trae Sprague - Absent
- Clay Chesser - Absent
- Larry R. Baker - Present
- Graylin Floyd – Absent

III. Approval of minutes from last meeting

Unanimous

IV. Action Items:

Confirm projects before Wednesday

Meet with Doc Manchin and Drew before the Wednesday meeting to confirm the project list and how items will be presented for board/department approval.

Update facility request form

Revise the work-order/facility request form to include an explicit cost line (showing billed amount) that the area approver signs to accept budget responsibility; implement before the July 1 policy start date.

Provide billing codes and support

Supply the billing/coding guidance for charging back vehicle and event costs to departments/foundations, and assist teams in applying these codes during the form/process rollout.

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V. Overview

- Leadership reviewed multiple facilities projects and tightened operational controls; policy changes start July 1.
- Budget pressure: key recurring costs flagged — $60–$70k annual platform fee estimate vs current $5–
- $6k payments; vehicle fees $35 (car) / $50 (van) / $500 (bus); pilot platform spends $178,000 per school.
- Fleet/shuttle economics are high: diesel & operational costs can reach $12,000–$12,300 (fuel per bus trip cited) and up to ~$4,000/day with diesel; charging $500 per trip is being used to reflect real costs.
- Work-order / Brightly rollout confusion persists (old vs new links); committee will enforce request vs order discipline and add cost visibility to approvals.
- Deferred maintenance funding: $4.0M expected (arrival early–mid August); allocation will cover multiple projects.
- Security infrastructure rollout (locks, cameras, switches) is a multi-step effort tied to student-network switch replacements; camera installation targeted before/early in fall term, full completion by end of fall term.
- Stadium/athletics work progressing: structural steel arriving; Phase 1 targeted complete by July 15, full Phase 2 targeted by Dec 31 with external operations ready for a Sept 3 televised football game.
- Elevator in Goodwin cannot be reliably repaired with current parts; replacement/upgrade estimated at $130,000 and qualifies under deferred maintenance.

Brightly / Work-order system

- Team discussed the new Brightly system rollout and confusion from legacy bookmarks; both old and new requests are still being monitored.
- Brightly was intended to tag equipment (QR codes) so staff can scan and close work orders directly from the field; adoption problems observed (staff reluctant to use tablets/QR flow).
- Implementation cost and licensing is high: pilot schools funded at $178,000 each, and ongoing licensing could be $60–$70k/year; some schools were piloted instead of this campus.
- Committee will continue monitoring both systems and will not pilot additional campus-wide rollouts
  until adoption issues are resolved; decision path: watch usage and report back at next meeting.

Facilities projects (LBH, parking, roofs, handrails)

- LBH / parking: state-funded work via Brightly was discussed; crews may come this week to prep parking lot at LBH and paint lines once weather permits. Streetlights for the upper side were already purchased to match campus fixtures.
- Handrails are delayed; temporary wooden handrails were used on LVH project while permanent metal handrails remain slow to arrive.
- A change order remains with roofing contractors; warranty period has started for completed roofing scopes but one change order (coping / reroof at science hall edge) was added late and architect delayed signing — resolution in scope to finish work is in progress.
- Deferred maintenance: options to lower power/gas utilities, relocate/high-voltage lines and remove pond/access road remain under discussion but require additional funds and board/department approvals; not in current deferred maintenance funding unless project end-phase funds permit.
- Next steps: crews to continue prep, confirm roofing change order status, and report project list/approvals by the upcoming board submission cycle.

Fleet, shuttle & vehicle charging policy

- New tighter stance on approving facility & fleet usage requests: approvals will require explicit sign-off and cost acceptance by area approver; the work/facility request form will be updated to show the cost line that approver signs.
- Vehicle charging examples: per-vehicle monthly monitoring costs noted; facility fleet reservation fees were clarified as $35 (car) / $50 (van) and $500 for buses (per event/trip).
- Shuttle usage has very low baseline demand outside events; operational cost drivers (labor, fuel) make routine shuttle runs costly — tracking and viability analysis will be run before continuing non-event shuttle services.
- Enforcement timeline: policy and form changes roll out with the July 1 effective date; requests without funding will be denied or billed back.

Budget posture & spending discipline

- Leadership emphasized dialing back discretionary spending and enforcing chargebacks where appropriate; examples include charging employees for vehicle accidents/deductibles and billing event-related vehicle costs to departments/foundations when applicable.
- Facilities will add cost lines to approval forms so signers acknowledge budget impact; recommendations will be sent to the president for items needing change.
- The committee will prioritize deferred maintenance projects (Pickens, Pioneer Village, Scout Wing plumbing) to enable larger repairs that are difficult with occupied spaces — goal: complete many items by mid-fall and have permits in place.

Accreditation, PR & miscellaneous wins

- DMAP accreditation: facility received 99/99 on accreditation review; state health inspection graded the new building with minimal punch-list items and will supply labor support for painting/finishes.
- Mural: grand opening completed; positive PR and local engagement noted.
- Deferred maintenance funding: $4.0M expected (arrival early–mid August); allocation will cover multiple projects.
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- Stadium/athletics work progressing: structural steel arriving; Phase 1 targeted complete by July 15, full Phase 2 targeted by Dec 31 with external operations ready for a Sept 3 televised football game.
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Amphitheater & lighting

- The amphitheater lighting work is near completion; crew removed defective fixtures, repaired them a machine shop and reinstalled replacements.
- Brackets were adjusted to fit large mechanical lights; shop will replicate the correction for the remaining nine brackets to match the fixed unit.
- Staff expect this sub-work to be completed within the next couple of weeks, enabling continuous music programming planning for events (including back-to-school)

General contractor, punch-list and retainage

- Project general contractor met with staff; final mulch and small finish items were applied recently.
- There was a dispute over a portion of a retaining wall the contractor had cut below grade; staff negotiated to defer some issues once that element is completed.
- The team is holding a sizable block of project funds and retainages to compel completion of outstanding items (sidewalk/concrete repairs remain withheld).
- Expect most open contractor items to be settled by year-end, allowing remaining scope to be closed out.

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Deferred maintenance funding & reallocation

- Conference attendance confirmed award; the campus will receive $4,000,000 in deferred maintenance funds (some other schools received less due to claims against withholding funds).
- Past project overruns required internal transfers (example: Project A roofing grew from $1.0M to $1.2M; $200,000 moved from Project B to cover overruns).
- With the incoming funds, prior scope reductions can be restored and remaining deferred maintenance projects advanced; staff caution that state accounting/audits sometimes delay fund availability (likely early–mid August arrival.)

Security systems: locks, cameras, switches, student network

- Door lock installations are ongoing; a crew is onsite and billeted in Pickens to complete residence-hall work first.
- Cameras are on campus, allocated to target buildings and an installation timetable is in development expectation is to start installations within the next couple of weeks and aim for resident-hall coverage before or early in the fall term.
- Camera deployment depends on network infrastructure: the student-network switches must be replaced/upgraded first so ports and APs can support cameras and wireless.
- This is a staged, chained process (switch replacement → APs/cameras → final commissioning) with realistic completion projected by the end of the fall term; IT coordination is required before mass camera hookups.

Stadium, track and athletics facilities

- Structural steel deliveries have begun (tractor-trailer loads of studs arrived); crews are installing cube decking and roofing elements for the main structure.
- Phase 1 (press box, bleachers, coaches' offices, restrooms) is targeted to be wrapped and function by July 15.
- Phase 2 (health & fitness complex, interior spaces) is expected to be substantially complete by Dec 31, with some interior areas (locker rooms/upstairs) likely usable by October.
- Track surface: old track removed, new pavement down and curing; must wait 28 days after paving before track surface can be installed — crew is preparing to place the track surface as soon as curing permits.
- Goal is to host events (including an NCAA regional and a televised home game on Sept 3RD with external operations ready even if some interior finishes finish later.

Elevator in Goodwin

- Initial repair attempts failed: original boards could not be repaired; a returned repaired board cost $11,000 and did not operate reliably.
- A replacement board was purchased from Radwell and installed but would not accept the required programming despite appearing identical; attempts to fix have been exhausted.
- Staff recommend an upgrade option (~$130,000) that qualifies under deferred maintenance; funds are being tracked and staff believe there is enough in the current deferred maintenance allocation to proceed.
- In the meantime, one elevator remains operational servicing all floors except the 5th and 6th; accommodations were relocated as needed to maintain ADA compliance.

Concessions, events and temporary solutions

- Concession operations for early events (including the Sept 3 televised game) are under discussion: permanent concession infrastructure is part of Phase 2 and may not be ready by kickoff. Short-term plans include using the old Lions Club temporary building for smaller events and inviting 3 food trucks for the main televised game to expand offering.

For point-of-sale connectivity (credit card processing) campus will not rely on wired infrastructure if unavailable; staff proposed Starlink as a temporary internet solution and confirmed availability of at least two staff members with Starlink hardware to support a backup link for event payment and media needs.

Next steps /Outlook

- Staff will proceed with staged security deployments (switches → cameras → APs) and coordinate IT to ensure installation sequencing.
- With $4.0M incoming deferred maintenance funds (expected early–mid August), teams plan to restore reduced scopes and fund critical items (elevator upgrade, remaining roofing/roof-related scope).
- Stadium Phase 1 progress aims for July 15 readiness; broader site and building completions are targeted through fall and Dec 31 for final closeout.
- Expect continued retention of project funds/retainages until contractor deficiencies (sidewalks, retaining wall, punch-list) are resolved.

VI. Adjournment

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

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