

APPROVED



## Voices for International Business and Education

### Minutes

#### Facility Committee Meeting

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**Date and Time**

Wednesday December 7, 2016 at 7:00 PM

**Location**

IHSNO Community Room

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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**Committee Members Present****Committee Members Absent**

A. Tufail, C. Allen, K. Katner, L. Lopez, M. Roney, R. Keller, S. Wilson, T. McGregor

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

K. Katner called a meeting of the Facility Committee of Voices for International Business and Education to order on Wednesday Dec 7, 2016 at 6:57 PM.

**C. Approve Minutes from Prior Committee Chair - May 3, 2016**

M. Roney made a motion to approve minutes from the Facility Committee Meeting on 05-03-16 Facility Committee Meeting on 05-03-16.

A. Tufail seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**D. Approve Meeting minutes of 12/1/2015**

M. Roney made a motion to approve minutes from the Facility Committee Meeting on 12-01-15 Facility Committee Meeting on 12-01-15.

A. Tufail seconded the motion.

The committee **VOTED** unanimously to approve the motion.

M. Roney made a motion to approve minutes from the Facility Committee Meeting on 12-01-15 Facility Committee Meeting on 12-01-15.

A. Tufail seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**E. Approve Meeting Minutes of 8/11/2015**

M. Roney made a motion to approve minutes from the Facility Committee Meeting on 08-11-15 Facility Committee Meeting on 08-11-15.

A. Tufail seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**II. Facility: A. Discuss and Outline Committee Goals:**

**A. Discuss the Goals of the committee in relationship with the Operational Plan**

- Mr. Tufail received his VIBE Board of Directors Guidebook. He will go over the strategic plan and come up with questions regarding information that will impact the facility committee.
- We are currently working on having all committees complete their goals.
- A question was asked regarding each of the pillars having a capital amount.
- There hasn't been much done in the facility committee in the previous years. We are now catching up with projects, plans and goals.
- Studies on how to maximize the use of the building and the cost will be conducted. Input and support will be seek from the architect students at Tulane University.
- We are interested in renegotiating the lease of the building. The building is currently under RSD. The building belongs to the School board.
- 3) Implement and build the facility strategic plan.
- 4) Implement special projects (park, roof and hanging gardens)
- 5) Tim's improvement plan.
- K. Katner has proposed a list of goals and the committee will review and propose edits.
- Through the strategic plan, there are components that apply to the facilities committee. K. Katner has already tabbed those specific items. It is suggested by A. Tufail to extract those components and consolidate a list to house this specific items.

- We are currently putting together a database/ inventory of all the assets housed in the school.
- The current negotiation is to understand who owns the building, the different thresholds of responsibility and ownership. Part of this process is to remove the building from the RSD ownership and move it to the state as the rightful owner and then negotiate with OBSP the building lease.

#### **B. III. Review Renovations, Repairs and Safety Concerns with building.**

- All the RSD-identified deficiencies have been repaired
- room 316's floor will go under repair soon. Termite damage.
- We are down to 23 service tickets overall after having hundreds of them open
- Currently working on getting camera system quotes. We currently cover 70% of the building around the building. We are looking at covering 100% of the perimeter of the building with better picture/image and the ability to zoom in.
- Conversations are continuing with the hanging gardens leads.
- Conversations about the "legacy project" are continuing. We have expressed our concerns with the project.
- The roof project is stalled as RSD continues to work on the budget/quote. We have the old roof.
- Pumping station is running at 50%. We have it running and is serviced by an outside provider. It is a suction pump.
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### **III. Other Business**

#### **A. IV. Future Plans**

- Next Executive meeting will be on January 5. The facility committee will have a list to share for approval with the board.
- We should have a description of the hanging gardens and urban park to post it on our website. We are the only school with the hanging gardens project.
- We should look into sending press releases about these projects.
- K. Katner will re-apply to be on the list for be considered for their graduate students to work on our school as a project.
- We have upgraded the technology server. We have been granted E-rate funding for wireless access points, battery back up systems and switches. In that process all the passwords have changed and will not be given out until access to the network is controlled.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:02 PM.

Respectfully Submitted,

K. Katner

A. Tufail made a motion to adjourn the meeting.

M. Roney seconded the motion.

The committee **VOTED** unanimously to approve the motion.