

APPROVED



Voices for International Business and Education

Minutes

April Facilities Committee Meeting

Date and Time

Tuesday April 7, 2020 at 5:30 PM

Location

Remote Zoom Call: <https://us02web.zoom.us/j/3094464753>; Password: 557290

One tap mobile

+19294362866,,3094464753# US (New York)

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Dial by your location

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+1 346 248 7799 US (Houston)

Meeting ID: 309 446 4753

Password: 557290

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Committee Members Present

A. Tufail (remote), K. Katner (remote), M. Stewart (remote), S. Retzlaff (remote), S. Wilson (remote)

Committee Members Absent

K. Vo

Guests Present

M. Roney (remote)

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 Tuesday Apr 7, 2020 at 5:33 PM.

C. Approve 02/04/20 Minutes

S. Retzlaff made a motion to approve the minutes from February Facilities Committee Meeting on 02-04-20.

A. Tufail seconded the motion.

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

II. Committee Business

A. COVID-19 matters

Overview of the facility closure.

FK disinfected and sanitized the building.

Faculty and Staff in the building daily. Using surface cleaning daily.

Cleaning and disinfecting the building daily.

Primary areas of members COVID-19 infected members disinfected.

All work is confined to the first office on the first floor.

Application for PPP & EIDL through the SBA

Building hours 8-11 M - Th, closed on Fridays.

Tracking costs for COVID-19

IT needs sanitizers for laptops

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B. Update on 2019-2020 Goals for Facilities Committee

MS reached out to Genie D at OPSB to discuss modernization the building.

C. Facilities Report / Major Projects Update

Starting the summer projects now since the building is empty.

Maintaining AC units

Painting offices and rooms.

Roof & Basement projects

Roof replacement: begins May 21.

Basement Repairs: met March 22

- phase 1 complete: sump pump, installation of the grease trap,
- Phase 2: fill in windows and insert mini-splits to continue air circulation in the basements.

D. Facilities budget items

Revised budget to be presented at the next meeting.

III. Other Business

A. Set next meeting date

Discussion regarding committee members.

The next meeting is on June 2, 2020, at 5:30. If necessary, May 5, 2020.

B. Public Comment

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 6:04 PM.

Respectfully Submitted,
S. Wilson