

Facilities Meeting Minutes

Thursday, August 31,, 2023 at 1:30 pm

Location- Zoom

Join Zoom Meeting

On Zoom unless otherwise stated: <https://us06web.zoom.us/j/9705685456>

Meeting ID: 970 568 5456

Meeting Name: mscsconnect

Meeting host: [Hillary Mizia](#)

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A. Opening,

A1. Call to Order

Attendance- Chris West (Facilities Chair), Liv Helmericks (MSCS Director), Hillary Mizia (Administrative Support Manager), Amanda Griffith (MSCS Business Manager), Jon Pointer (Community Member)

Absent:

Guest- Annah Moore (CCIM Vice President CBRE/ Advisory & Transaction Services)

B. Preliminary Matters -

B1. Call for Late Additions to Agenda

B2. Approve Minutes from the last meeting

-  **Facilities Committee Notes**

C. Regular Business

C1. Follow up from last meeting

C1.1 Update from Hillary: architecture design

Hopefully I will have a tour sometime next week.

MSCS Team with Rick and Jeff (Anyone else involved outside the tour) to finalize

C1.2 Update from Annah - any news from Wheaton? Any other potential properties

No updates properties.

C1.3 Update from Amanda- We will miss you

C1.4. Update from Liv- Any news to share to the group

Faculty input for design from Faculty Circle to collect. Maybe have a Faculty Circle Rep come and tour Wheaton building

C2. New Business

C2.1: Meeting schedule? Monthly, bi-weekly, week? Does this schedule work for most?
keep meeting on-going weekly for check-in. Move start time to 2pm, unless someone has a schedule conflict

C2.2: General Board Committee Meetings SOP  SOP board committee meetings

C2.3: Facilities Committee Chair Role Description (work in progress)

 MSCS Board Committee -Facilities Committee

C2.4: How long a design time will need.

Waiting for Jeff and Rick

D. Closing

G1. Review Action Items

AI: Annah will get back to us on time to tour Wheaton with Jeff and Rick

AI: Liv will connect with faculty circle on a rep to tour Wheaton

AI:

G2. Call for Final Comments

G3. Next Meeting

Thursday, September 7 @ 2:00 pm on Zoom

G4. Move to Adjourn