

***Building, Security, & Technology Committee Meeting Minutes***  
***June 2, 2015***  
***Main Office Conference Room***  
***5:15PM***

Present: Dr. Bill Foster, Mr. James Hayden, Mr. Joseph Jagelka, Mr. Charles Kleinschmidt, Mr. Richard Hansen, Vince Loiacono, Mrs. Kathryn Strouse and Mr. Robert Vining

InfoSnap Student Forms Software: The Director of Facility Operations discussed the purchase of InfoSnap, a software package to allow the collection of required forms electronically. This would reduce the errors caused by re-entering the data from paper forms and is compatible with our Student Information system (PowerSchool). Committee members supported the purchase.

HVAC Bid Results: The Facility Manager discussed the outcome of the recent HVAC bid to replace the four units in the culinary area. Although the bid package was sent to several vendors, MBIT received only one completed bid package from Burns Mechanical. The next step is to review these results with the MBIT Authority. The committee was told that the facility department was comfortable with the bid from Burns. Committee members agreed that the bid results should be presented to the MBIT Authority for disposition.

Roof Evaluation and Assessment Results: The Facility Manager discussed the roof evaluation and assessment report as a first step to determining what actions would be taken to perform preventative maintenance on the roof as we work towards building a long-term plan for roof replacement. Committee members agreed to support the development of a short and long term plan for roof maintenance and replacement.

Summer Staff: The Director reviewed the purpose of our request for summer help, which provides an opportunity for real world experience to some of our Networking program students. Historically, the facility department seeks to hire two summer workers to aid the department in completing summer projects. The committee members supported the summer help requests.

Public Surplus, Inc.: The Business Manager discussed the use of Public Surplus, Inc. as on-line auction to allow the administration to discard obsolete equipment and material in a responsible manner. Mr. Vining discussed the need to utilize a service designed to allow other government agencies and interested parties opportunity to bid on equipment and material. We will receive 100% amount bid with winning bidder paying fees for service to Public Surplus. Alternative provider is Municibid. PASBO endorses Public Surplus. The committee members agreed and support the use of Public Surplus.

Interstate Cleaning Service Contract: The Director of Facility Operations discussed the administration's request to extend the current cleaning contract with Interstate Cleaning services for two years. As provided for in the contract the first year would have allow a cost increase of 2% and the second year would have a cost increase of 0%. The committee members supported extending the contract for two years.

The meeting adjourned at 6:10 PM.