

Facilities Committee Meeting Minutes

Date: Thursday, August 14, 2025

Time: 2:00 PM

Location: Boyd Conference Room

Members Present: Charlie Cole (Chair), Cathy Deeb, Luke Roberts, Shannon Remines (by phone), Tim McKenzie, Darrin Martin, Brent Benjamin, Cynthia Higgins-Atwell, Donna Linkous, Josh Grubb.

Absent:

Guests:

1. Call to Order:

The meeting was called to order by Josh Grubb at 2:00 PM.

2. Facilities Updates

a. Operations Organization

- i. Tim McKenzie will be leading facilities for the University effective August 1, 2025.
- ii. Transition is ongoing as Tim takes over responsibilities formerly handled by Brent Benjamin.
- iii. He will be working closely with Cynthia Higgins-Atwell and Brent Benjamin during this transition.

b. Current Projects

Deferred Maintenance

- i. Total identified: \$11.3M across multiple categories.

Timeline: Majority of projects expected to be completed by end of 2026.

Funding Source: State-allocated funds specifically earmarked for deferred maintenance, not general operating revenue.

- ii. Updates by category:

- **Alarm Maintenance** – Not yet started.

- **Lighting Upgrades** – Work scheduled to begin September 2.

- **Service Entrance Upgrades** – Began on August 11.

- **HVAC Upgrades** – Several projects currently underway; delays partly due to contractors also working at other local universities.

- **Roof Repair/Replacement** – Ongoing; Athletic Complex roof nearing completion by end of September.

- **Plumbing** – Scheduled to begin September 2.

- **Handrails, Sidewalks, and Drainage** – Bid process underway; initial work starting now.

Discussion Points:

- Payment process requires upfront 25% allocation from the state, with additional draws only after funds are spent. As of the meeting, ~\$2.9M had been received; ~\$1.9M spent.

- The Attorney General's office has begun processing approvals faster, though competition for contractors in the region remains a limiting factor.

- Concern raised about potential delays if Bluefield State must compete with other universities for the same contractors.
- A question was raised whether the \$11M allocation has a “sunset” (expiration). CFO guidance statewide has been “spend as quickly as possible,” but official clarification was not available.

MEC Housing Status – Floors 3 & 4, Fall 2025

- i. All MEC rooms were ready for student move-in by early August thanks to Facilities and Housekeeping.

Cottage Housing

- i. Renovations ongoing.
- ii. Two cottages expected online within two weeks (from the contractor’s August 18 meeting).
- iii. All but one cottage expected online by October 1, 2025.
- iv. One cottage may require additional structural repairs, possibly delaying full completion.

MEC Phases 2 and 3

- i. Phase 2
 - a. The sonography and radiology space that is part of Phase 2 expected to be completed early June 2026.
 - b. The bid has been prepared for this phase.
- ii. Phase 3
 - a. This is the south wing at the MEC on the second floor. Anticipated space for respiratory therapy. Nothing has started on this phase yet – the university is going to complete Phase 2 first.

MEC Out-buildings

- i. The committee discussed potential lease options for Building I at the MEC, which is the newest building (built in the 1980’s) at the MEC and is furthest West. Dr. Martin has a meeting with a local healthcare provider to discuss options for this space. Mr. Benjamin clarified that the University will need to get approval from PCH if discussions go further since there were provisions in the purchase agreement related to competing healthcare services at the MEC.

Campus Development Plan

- i. Mr. Benjamin raised awareness about the University’s Campus Development Plan which was last updated in 2021.
- ii. Discussion touched on Heritage Hall safety concerns. Insurance (BRIM) requires a temporary chain-link fence near a wall drop-off for student safety. Estimated cost ~\$6,000.
- iii. Concerns raised about aesthetics of chain-link fencing versus alternatives such as shrubbery, walls, or railings.

- iv. Suggestion made to form a committee to recommend long-term solutions for the area, considering future campus development (dorms, tiny homes, or park space). This committee can address and take lead in the updated campus development plan.

3. Adjournment

The meeting was adjourned at 2:55 PM.

Minutes submitted by: Donna Linkous, Executive Secretary