

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, May 5, 2025

Camryn Collins, Director Tim Bentham, Assistant Director John Schmidt, Automotive Garage Supervisor Rodney Hayes, Electrical Supervisor Jim O'Connor, Supervising Plumer	Tim Lillie, Head Janitor Randy Grant, PUE I Rich Newton, Head Grounds Supervisor Jim Kuras, Structural Supervisor
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Camryn Collins

- Friendly reminder to please send your meeting notes prior to our meeting
- Commencement is fast approaching, thank you for your efforts and teamwork – I can't wait for the big day 😊
- Please help me in welcoming Dan Dake our new employee in the plumbing shop- welcome Dan!
- The following positions are moving into the interview stage
 - Central Stores -part time
 - Heating and Cooling Supervisor
 - Cleaner
- The following positions are moving into the posting stage
 - Electrician
 - Plumber
 - Grounds
 - Heating and cooling PUE1
- We are actively budget planning for the 25-26 fiscal year
- Any purchases needed must have a requisition by May 23, 2025! **Friendly reminder, all purchases over \$2,500 need 3 formal quotes on the vendor or contractor's letter head!
- We are finalizing academic summer work plans
- Resident Hall ARCR inspection schedule has been finalized
 - James Kuras is leading the trades inspections
 - Art Franklin and Tim Lilli are leading the custodial inspections
 - Inspections will start May 19 and be completed by June 6
- See Something, Say Something....
If you notice something that needs attention—like a missing ceiling tile, a bathroom in need of a deep clean, or an unusual noise coming from a mechanical room—please submit a work order.

Every member of Facilities Services is part of a team, and communication is key to our success! By reporting issues as you see them, you're helping your colleagues and contributing to a safe, clean, and efficient environment for everyone. Thank you for your help!

Tim Bentham

- Commencement is right around the corner. Let's please focus on making the field house and surrounding areas in top shape. Where are we at with the flag stands?
- Our new plumber started today Dan Dake, when you see Dan please give him a big SUNY Fredonia welcome.
- We are working on our summer project schedule for Residence and academic buildings.
- Just a reminder to think about projects that we can use MCM monies to complete.
- The Maytum Boiler Room Stair replacement project is near completion. The exterior concrete stair nosing repair has been completed as well. This stair was wrote up on fire inspection as a violation.
- JCI/TYCO is scheduled for 5/28 to repair the camera at the Lanford House. Joe will be using our JLG lift, please provide the 4'X8' mats to drive the lift on to prevent damage to the front lawn.
- As part of the FREDprint initiative we created a new copy paper order form page within in Central Receiving website. This new order page will force users to order copy paper using the new account that ITS created. They wanted a separate account just for copy paper to better keep track of the use of paper.
- We had to do an emergency repair to the main sanitary line in Dods parking lot-10. The repair is complete. S Tabone is scheduled today to repair the asphalt parking lot.
- We had to make an emergency repair to the Butler building sanitary pump. A new pump and associated fittings were installed, the electrical wiring will need to be repaired as well. While St. George was onsite I had them vacuum out the trench drain in front of the Butler building overhead door
- Working with Facilities Planning, the construction fund and the engineers on the emergency generator replacement project, RAC Air handler replacement project and the turf & track project
- Continue working on several MCM projects on campus

John Schmidt

- We are servicing and repairing fleet and grounds equipment as needed
- Building flag holders for the stage.
- Working on the list for surplus vehicles

Rodney Hayes

- Working on Fieldhouse lighting.
- Repaired broken receptacle for sanitary pump for the Grounds building.
- Working on various work orders and PMs

Jim O'Connor

- Working on work orders
- Waiting on quotes for buildings that need jetting

Randy Grant

- Looking into Athletic lighting energy efficiency
- Cooling tower start up has begun

Rich Newton

- Detailing of beds, planting flowers in major line-of-sight areas, and adding fresh mulch.
- Mowing and weed eating
- Working on cleanup of the swail behind the daycare
- Maintaining athletics fields
- Staging of barricades and cones for numerous events
 - Lots 10 and 13 for 5/8-5/9
 - Lot 13 5/10
 - Lot 24, lower end past old loading dock 5/9-5/10
 - Lots 10, 11, 27 and several street locations for commencement
- Providing extra trash cans and picnic tables for DINO DAY at Lot 24/Williams Center Patio/Gazebo area this Sat 5/10
- Providing cones and rope for the procession rope line for commencement.
- Setting out large flower planters for commencement.
- Whatever else comes up as it usually does.
- Hoping for better weather.

Tim Lillie

- Nick is off Monday, Wednesday and Friday this week and next week
- We are setting the Stage for Commencement on Wednesday morning 9:30
- Planning for a busy summer in the Res Halls

Jim Kuras

- Working on Commencement preparation
- Working on summer projects and quotes
- Still working on many lock and key issues
- Working on roof PM's

Click here to view upcoming events: <https://events.fredonia.edu/>

Campus Calendar 2025	
5/9	Last Day of Classes
5/12-5/16	Final Exams
5/17	Commencement
8/21-8/22	New Student Orientation
8/25	First Day of Classes
9/1	Labor Day-No Classes

Heating Services Schedule for 5/5-5/11							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st 7 am-3:30 pm	G. Tucker M. Hill C. Ackendorf R. Linnecke	G. Tucker H. Farner M. Hill C. Ackendorf R. Linnecke	G. Tucker H. Farner M. Hill C. Ackendorf R. Linnecke	G. Tucker H. Farner M. Hill C. Ackendorf R. Linnecke	H. Farner M. Hill C. Ackendorf R. Linnecke	H. Farner	G. Tucker
2nd 3 pm-11:30 pm	D. Halas	D. Halas	D. Halas	D. Halas	NO COVERAGE	NO COVERAGE	D. Halas
3rd 11 pm-7:30 am	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE	NO COVERAGE

Custodial Supervisor Schedule for 5/5-5/11								
	#	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tim Lillie	65	8 a-4:30 p	8 a-4:30 p	8 a-4:30 p	8 a-4:30 p	8 a-4:30 p	Off	Off
VACANT	51	6 a-2:30 p	6 a-2:30 p	6 a-2:30 p	6 a-2:30 p	6 a-2:30 p	Off	Off
Art Franklin	43	7 a-3:30 p	7 a-3:30 p	7 a-3:30 p	7 a-3:30 p	7 a-3:30p	Off	Off
Nick Valentine	32	Off	3:30 p-12 a	Off	3:30 p-12 a	Off	Off	Off
Rich Logan	62	3 p-11:30 p	3 p-11:30 p	3 p-11:30 p	3 p-11:30 p	3 p-11:30 p	Off	Off

Custodial Weekend Coverage Saturday, 5/10-Sunday, 5/11				
Academic Buildings				
Saturday	Athletics	6 am-2:30 pm	Mike McNaughton	17-01
	Mason	6 am-2:30 pm	Aaron Milks	02-04
	RAC	6 am-2:30 pm	Rachel Bialaszewski	04-04
	WC & Maytum	6 am-2:30 pm	Rob Rivera	05-01
	UC & WC	3:30 pm-12 am	Dan Schrader	74-03
	RAC	5 pm-11 pm	TBD	
Sunday	Athletics	6 am-2:30 pm	Chris Fenton	17-03
	Mason	6 am-2:30 pm	Melanie Mazur	02-01
	RAC & WC	6 am-2:30 pm	Richelle Steward	17-02
Residence Halls				
Sunday	Alumni	7 am-3:30 pm	Kristin Austin	20-02
	Chautauqua	7 am-3:30 pm	Elizabeth Meadows	08-02
	Disney	7 am-3:30 pm	Wade Austin	24-03
	Eisenhower	7 am-3:30 pm	Carmen Vazquez-Ruiz	24-02
	Gregory	7 am-1 pm		
	Grissom & Kasling	7 am-3:30 pm	Fred Babar	21-01
	McGinnies	7 am-3:30 pm	Zach Schober	08-02
	Nixon & UC	7 am-1 pm		

Residence Director Staff			
Residence Hall	RD	Office	Apt.
Alumni	Kassidy Kovac	4056	4057
Chautauqua	Donna Good-West	4058	4059
Disney	Aidan Ricotta	4060	4061
Eisenhower	Christian Taber	4062	4063
Gregory	Jacob Steinhoff	None	None
Grissom	Kyle Piscitelli	4065	4066
Kasling	Sabrina Sosa	4073	4074
McGinnies	Ronny Nissen	4054	4055
Nixon	Heather Williams	4075	4076
University Commons	Jacob Steinhoff	4081	4082
University Village	Jill Swanson	4083	4084

cc:
Facilities Services Staff
Gordon Carpenter
Wayne Lynch

Kathy Forster
Eric Hadley
Scott Martin

Markus Kessler
Marc Levy

Sarah Laurie
Don Scott
Mark Suida