

Faculty Senate Meeting

October 9, 2016

Attendees: Jennifer Belew, Kenya Ray, Susan Black, Martha Deen, Laura Pauley, Ginger Dennis, William Stowe, Elizabeth Johnson, Debbie Williams, Julian Redfern, Michael Ferguson, Jeff Stanglin, Paula Carter

Guest Speakers: Duane McNaney, Jeff Pierce

SSC Expectations:

2009 – Cost for grounds, maintenance and custodial was too much to maintain for the school. Custodial was the starting point.

New work order system being brought in by SSC will track repeated work on an area. Terry Huckaby is in charge of EPA. HVAC people have not been hired at the moment. The info in the old system was not transferred to new system.

Admin. Assistants will be able to put in work orders. Not all people will have access to submit work orders.

Custodial is 100% staffed – shifts are changing – still determining what correct ratio of custodial for square foot age plus additional floor crew

Grounds fully staffed and will be doing trash campus wide. Currently working to get irrigation working properly and getting the plant life cut back. Winterizing the lawn so the plants look good for all year. Grounds crew will inspect the buildings on a daily basis.

Contact for SSC – personnel contact – physical plant number directly ext 8257 – Sarina

Most “bulk” cleaning will be done at night.

30-60 days will see noticeable difference for grounds and custodial.

Currently they are teaching everyone to use equipment and proper clean precedures. Seasonal help will be hired. Maintenance staff is short right now so using contractors. Currently back logged in work orders. Maintenance connection is new work orders system. Stop work orders through old system. Send in work orders to new system. If something has not been fixed put work order into new system. Be as descriptive as possible in work order. Contact KC PD if emergency occurs – they will contact Jeff.

They have hired adequate plumbing and electrical staff.

Working on a preventative maintenance plan.

SSC is contracted to change the landscaping 2-3 times per year. No cleaning of the exterior of buildings. That would be contracted out by the school. Additional exterior light is also contracted out by school.

AT bldg. is highest priority for new HVAC. It will be phased in.

Library completion for Jan. opening as scheduled.

AC fixes may be put aside to begin working on heating and to prepare for the winter. Heating and air systems are not designed to be immediately switched over.

All new heating and cooling systems will be 4 pipe system as opposed to two pipe.

jeffrey.pierce@ssc.serv.com - 903-490-1590 – emergency number only (Jeff is site manager for Kilgore College)

In the future, staff will be contacted weekly about what needs to be done as far as custodial work and whether or not there are areas that need improvement.

Ken Morris – cleaning manager from Good Shepard has been hired to implement quality cleaning procedures.

If a large cleaning project comes around put in work order instead of asking the custodial people in the building. This way they can be provided with additional help and do not fall behind on their daily requirements.