

## Building & Grounds Committee 11/20/25 Meeting Minutes

### Members In Attendance:

Robert Scarbrough – Director, Facilities – Maintenance & Repairs  
Elisabeth Humphrey – College of Engineering  
Bobbi Severt – Exercise Science  
Tammy Boles – Environmental Sciences  
Torri Cheney – Facilities, Custodial Services  
Ed Beason – Director, Student Affairs  
Scott McCrary – Manager, Facilities – Grounds  
Colton Jeffries proxy for Leigh Waggoner – Accounting  
Emma Parson – Student  
Dan Warren – VP of Facilities & Business Services

### *Committee Executive Officer*

Michele Chumley – *Committee Administrative Services*

### Absent Members: *Link to meeting recording emailed to absent members*

Aeric Gunnels – Human Ecology  
Leigh Ann Ray – Health Services  
Fred Nichols – Director, University Police  
Steven Click – Civil & Environmental Engineering  
Joshua Edmonds – Manager, Residential Life  
Corey Heineman – Student  
Hope Boynton – Student

1. Meeting was called to order, and a quorum was perceived at 11:05 AM by Executive Officer, Dan Warren.
2. Executive Officer, Dan Warren, entertained a motion to approve the agenda. Motion was made by Torri Cheney and seconded by Elisabeth Humphrey. With no objections, motion passed.
3. Executive Officer, Dan Warren, entertained a motion to approve the previous meeting's minutes from 9/11/25. Motion was made by Elisabeth Humphrey and seconded by Torri Cheney. With no objections, motion passed.
4. Executive Officer Dan Warren shared opening comments thanking everyone for attending and stated that things are always moving, working on learning from past mistakes, and keeping busy.
5. Executive Officer, Dan Warren, shared that Leigh Ann Ray will not be maintaining the Chair position due to medical reasons, but the elected Vice Chair from the

previous meeting, Joshua Edmonds, will be moving into the role as Chair in her absence.

6. Old Business

- a. The new Concrete Finishing Services contractor is doing a very good job as shared by Robert Scarbrough. Robert Scarbrough stated that their workmanship is good as well as the speed they work. They have completed various projects including work by Pennebaker, the ramp at Matthews-Daniel, and installed bike rack pads at Clement and the Library. Dan Warren shared that they are continuing to look for a bike rack location at AIEB. *Dan and Elisabeth Humphrey will discuss further ideas for that area after the meeting.*
- b. Dan Warren shared that all buildings have had window washing except for window heavy buildings (The Burn, RUC, Lab Science, and AIEB). The interior windows of the window heavy buildings were done and the window washing company will be back to do their exterior windows. Dan shared that the quality of their work has been acceptable and, in some cases, they have gone above and beyond.
- c. Dan Warren shared that Foundation Hall has had a wall mounted blue light phone installed, as well as the one on the band practice stand. *Robert Scarbrough will confirm with Marty Reeder on the status of the lighting in the alley.*
- d. Dan shared that there is not any new information at this time on The Perch.
- e. No Miscellaneous Old Business

7. Miscellaneous New Business:

- a. No miscellaneous New Business

8. Status of Landscape Projects: Scott McCrary

- a. Scott shared that this is a very busy season for the Grounds crew. There is a Board Meeting coming up as well as Lighting of the Quad. *Dan Warren stated that they have outsourced some things for Lighting of the Quad, and he will get with Shanna Muncy prior to the event to ensure things are ready for the event night.*
- b. Scott shared that they are working on a few aspirational projects and areas as designated by the landscape master plan. Dan Warren shared that the Master Landscape Plan has been finalized and will guide us moving forward. We are following the lead of Duke University and will be a tree heavy campus with 30 trees per acre.
- c. There will also be high impact areas, high color and statement pieces. For example, the crescent moon behind the library Scott shared. They are planting mass tulip areas and bulbs in various targeted locations.
- d. The team has also been getting grass seed down, taking care of the falling leaves, and planting winter plants like kale and cabbage.

9. Status of Facilities Projects – Robert Scarbrough

- a. Robert shared that they are working on various buildings with brick work/ tuck pointing/ joints.
- b. *Robert shared that there are two spots with brick pavers sinking posing a potential trip hazard on Wilmore Way that will be addressed as soon as possible.* Dan Warren asked if there were work orders that identified these areas or if it was observed. Bob confirmed observation, no work orders.
- c. There have been four swings installed on the Plaza.
- d. They are actively working on a leak at Henderson.
- e. Robert shared that working with an engineer they identified and replaced 70 steam traps across campus. Dan acknowledged that they realize this improved one area but may have made another area worse.

10. Such Other Matters

- i. Ed Beason extended appreciation for addressing the accessibility issues for the student discussed at the previous meeting about elevation changes in the sidewalks and curb cuts. Ed also appreciated the efforts to fence off holes dug on campus to reduce injury. Dan Warren added that that is a bonus to them keeping our MS4 area up to date.
- ii. Dan Warren shared that the door to the Backdoor Playhouse will be installed as soon as they receive the delivery of the opener.
- iii. *Dan Warren invited Ed Beason to work with him, moving forward on identifying other areas on campus that are of concern with accessibility.*

11. Executive Officer, Dan Warren entertained a motion to adjourn. Motion was made by Ed Beason and seconded by Robert Scarbrough. Without objection, motion passed. Meeting was adjourned at 11:30 am.