

Facilities Council Meeting Minutes

January 12, 2016
2:30 to 4:30pm
Bldg. LCC

Recorders: Deborah Butler

Attendees: Alen Bahret, Barbara Dumbleton, Chris Hawken, Mary Jeanne Kuhar, Paul Ruscher, Mike Sims, Todd Smith, Craig Taylor, Jennifer Hayward, Michael Sims, Brian Kelly, Suzie Holmes

Guests:

Item	Notes
Approval of Agenda/ Additions?	Agenda approved.
Approval of Minutes	November 24 minutes approved.
Announcements	<p>Mike: Oregon Higher Education Sustainability Conference (OHESC) will be happening on February 4-6, 2016. If anyone expresses an interest but cannot attend due to the expense, members are encouraged to contact Deborah or Brian for possible assistance.</p> <p>Brian: January 27 CLASS project Grand Reopening. Main event will take place between noon and 1pm, and all council members are encouraged to attend.</p> <p>Jennifer: FMP applied for seismic grants for buildings 2, 18 & 19. Will find out by March if successful. Building 18 would be a very good candidate for the grant, because upgrades could be included in the current grant project.</p> <p>Deborah: IEC and College Council has requested 15-20 minutes on a January or February agenda to discuss Strategic Directions. [will be added to 01/26/16 meeting agenda]</p>
Discussion	<p><u>Discussion: 2015-16 Work Plan updates</u></p> <ul style="list-style-type: none"> • Bond Exploration: Board will give decision on whether to go ahead with bond measure on March 9. (Brian and Alen) • College Space/Facility Rental Policy Review: Alen started work on this, but hit multiple snags in locating the information or reconcile conflicting information. Several members of the council expressed similar concerns and offered assistance where possible. There was general agreement that some of this work would definitely need to be carried into winter term. Chris had some specific concern about the upcoming Olympic Track and Field trials in July, for which no current contract has been signed (has been provided to

appropriate parties at UO multiple times.) (Alen)

- **Utility Cart Policy & Procedure Review:** Discussed and approved by the council; just needs to be updated formally, which Todd and Jennifer will do. (Todd and Jennifer)
- **Permit Parking Policy Review:** Procedure has been updated in COPPS, but there is need to make sure policy and procedures are aligned. (Todd)
- **Space Assignment:** FMP didn't assign most current spaces, because many departments assigned in-house. A survey of spaces is being conducted now, and will be reviewed by the council. Barbara expressed concern that departments be involved in the decision-making process about spaces within their areas moving forward. Todd agreed that communication would be important, but also had a concern that inconsistency in policies across campus is problematic and hopes a new policy would address that issue as well. (Alen, Craig, Todd and Chris)

Discussion: Torch Distribution Boxes

Brian: Tall Torch distribution boxes have been placed on campus with advertising panels on the side. They do not appear to be bolted or secured against high winds/tipping, and there was no request for approval or placement by FMP, Student Life and Leadership, or Facilities Council. Recycling staff also had questions about the locked recycling bins in the boxes and whether the college had any responsibility for those receptacles. Brian has reached out to the Torch staff to attempt to start a discussion about the approval process, but has not had a response at this time.

Discussion: Building 19 Career Center signs

Brian: There appear to be several large signs pointing to the Career Center that haven't been reviewed or approved by FMP or this council. College wayfinding and signage should be consistent and installed by FMP, so these inconsistent signs are problematic.

MJ: Has not yet had an opportunity to discuss the signs with Al King or Career Center, but is aware of a general concern that labels and wayfinding in building 19 is not intuitive or clear and students and others have a hard time locating services. How should departments arrange signage changes in the future?

Todd: A member of FMP would be glad to attend a meeting or discussion about signage in any department that makes a request. Current signage standards were created by a Wayfinding Committee, so they were reviewed and approved after an opportunity for campus feedback. Building 19 is a slightly different situation because of the non-

	<p>standard room numbers, so FMP can assist departments with any special requests.</p>
	<p><u>Office of Civil Rights visit</u></p> <p>MJ: Visit will be from Feb. 29-Mar. 4. 29th is set aside for Florence, and 1st and 2nd are probably going to be site visits. March 3rd and 4th are reserved for document review and interviews with students, faculty and staff. This is a routine audit that is normally scheduled every 10 years (it's been 11 years since Lane's last audit). The focus is not about how to deal with an individual student need, but how to make the campus and services generally accessible to everyone who may want to utilize them. Anna Kate Malliris, Deborah Butler and Leanne Guthrie will be coordinating information collection, so please comply with any requests for information or access you receive. The checklist lists specific requirements/statutes, along with suggested documentation to show compliance and has been provided to this council for review.</p> <p>Brian: This will be a lot of work for several people on this council, especially in FMP. The requirements have changed over the years, so compliance requires a lot of information about the dates work was done and the regulations at that time.</p> <p>Mike: If there are other facility-specific or department-specific concerns, those parties should be notified as soon as possible to ensure compliance.</p>
<p>Reports</p>	<p><u>Bond Update</u></p> <p>Todd and Alen: Grand Staircase in CLASS is now open. Façade work is being completed, and the TitanStore sign has arrived. The Retiree board has been redesigned in stainless steel and will be reinstalled alongside the TitanStore. Chillers are here and waiting for installation. Work will be ongoing through July.</p> <p>Barbara, Suzie and Paul: Concern about some stairs on campus and handrails in various locations. Todd responded that the railing does meet current regulations, but it has been reviewed as a safety concern for future upgrades as funding allows. The new stairs on the west side of the Center building do not have lights, making them very dark at night. Todd has contacted the architects about the issue and is awaiting a response.</p>
	<p><u>Building 18 Update</u></p> <p>Alen: Building 18 User Group met twice over the winter break and discussed plans for remodeling the space. At this time, it looks like MOA program would have to be moved to an alternate location if Media Arts will be completely housed in that building as planned and vacate the other spaces in use around campus. There is no funding identified for remodeling additional spaces (outside 18) for MOA or Media Arts, so it will be a challenge to meet the space needs for both programs. Architect is working on plans to best use the space.</p> <p>MJ: Concerned about moving MOA, given the history of the program and disruptiveness of program moves to</p>

	<p>faculty and students. If possible, it would be ideal to leave them in the current space.</p> <p>Todd: If seismic grant is approved for Building 18, building work will be pushed back to facilitate the additional planning and instruction (possibly till December 2016).</p>
	<p><u>2016 Bond: Next Steps</u></p> <p>Brian: ET has reviewed the work of BLT and Facilities Council from last term, and has requested additional information about specific projects for potential bond measure exploration. They will meet again on January 25 to review, and refer some items to outside polling agency.</p> <p>MJ: ET members will look at individual items and attempt to find links with self-evaluation information and accomplishments.</p>
Policies & Procedures	<p><u>Permit Parking Policy</u></p> <p>Todd will review and prepare for discussion at a future meeting.</p>
	<p><u>Space Assignment Policy</u></p> <p>Alen: [reviewed information he has gathered in regards to existing policies and procedures with the group for casual review and brainstorming; information will be presented formally at a future meeting] Alen will continue to gather information and refine the document for council review, and will ask for assistance in locating Lane web pages that list conflicting or department-specific rental information to be edited or removed to avoid confusion in the future. Alen, Todd, Craig and Chris will meet prior to the next council meeting.</p>
Future Agenda Items	<ul style="list-style-type: none"> • IEC/Planning Subcommittee of College Council • Permit Parking Policy and Space Assignment Policy review
Meeting Adjourned	
Next Meeting	January 26, 2016 2:30 – 4:30 LCC 07/231J