

Facilities Council Meeting Minutes

March 29, 2016
2:30 to 4:30pm
Bldg. LCC 07/212K

Recorders: Deborah Butler

Attendees: Alen Bahret, Barbara Dumbleton, Brian Kelly, Chris Hawken, Jennifer Hayward, Susie Holmes, Mary Jeanne Kuhar, Michael Sims, Craig Taylor

Guests:

Item	Notes
Approval of Agenda/ Additions?	Agenda approved.
Approval of Minutes	February 22 minutes approved.
Announcements	<ul style="list-style-type: none"> • Diego Llewelyn-Jones has been hired as a permanent learning garden specialist. He, Susie and others worked to plant the bio-swale near the public safety building. • Men's and Women's basketball teams both finished well this year. Women's team won NWAC Championship!
After Action Report	<p><u>Water Main break on 03/25</u></p> <ul style="list-style-type: none"> • Discussion about water main break at Bldg 19. Cause is not known at this time, but Brian and FMP will be meeting with EWEB next week. IT was the first to find the problem; there was an alert created when hardware was affected by water level. Thad Cowdin responded first at approximately 3:15pm. • Bobby: LaneAlert system activated very quickly. Message stated, "Updates will be sent," but updates were done through email and the website from Friday night forward, so updates were not sent through LaneAlert. • MJ: Public Safety and CCERT was very quick to coordinate about events and the campus closure. • Chris coordinated cancellation of soccer practice and other events occurring on campus on Friday and Saturday. There was some confusion about a little league practice taking place at Oak Hill School, which was a problem because Eldon Schafer Rd. was closed to block LCC access. • Alen: There used to be assigned "sweepers" in each building who would walk through the building and ensure that everyone has evacuated. We no longer have evacuation maps in every building [Barbara responded: That information is no longer posted for due to violent actor safety concerns, but it should be shared regularly within each department.] • Bobby and Chris: There are safety drills, but sometimes the alarms are ignored and evacuation doesn't take place. We have noticed that this is a common response when alarms are activated, because people don't always interpret the situation as an emergency.

	<ul style="list-style-type: none"> • Chris: Participation in drills is often voluntary, so we may have inadvertently invited complacent alarm response. It would be a cultural shift to make evacuation mandatory for all alarm testing. • Brian: Every after-action discussion teaches us additional information, so these discussions are important. • Barbara: Orientation and inservice are good times to revisit safety issues and training for all Lane employees. We still have work to do.
Reports	<p><u>Building 18/ Bond Update</u></p> <ul style="list-style-type: none"> • Jennifer: Schematic design has been agreed on, and PUG is still meeting. Still awaiting notice on seismic grants, but electrical plans are progressing. No classes are being scheduled on the top floor of Bldg 18. No plans to move the downstairs classes at this time. MOA classroom will be empty in the summer, so noisier work shouldn't bother them. Construction is expected to begin in the summer. • MJ: Be sure that instructors and workers in the building are aware of the schedule. • Craig: It would be difficult to move MOA to another location for fall term. Hopefully, it won't be necessary. But if moving becomes necessary, they will need time to move and plan for an alternate location.
	<p><u>2016 Bond: Next Steps</u></p> <ul style="list-style-type: none"> • Brian: Polling was completed quickly. More than 35% of calls were cell phones, and we'll have exact numbers soon. Information is being reviewed and aggregated, and ET will see a presentation from Patinkin Research on April 1. Board will make decision about whether to move forward at April 13 meeting. As a reminder, if the Board chooses to pursue a bond, that work will be done by a team of volunteers outside their college duties and with separate PAC funding. We would want to see 60-65% support at least, because there are some favorable votes that are lost through voter fatigue and other issues. It will be a crowded ballot, given that it is a major election year and several other agencies are expected to pursue a bond measure.
Policy & Procedures	<p><u>Permit Parking Policy Review</u></p> <ul style="list-style-type: none"> • No update at this time.
	<p><u>Space Use and Rental Policy</u></p> <p>Chris: Presentation given at Managers Forum to request information from managers about rental/space use procedures within departments. Some responses received, but awaiting more. An official message from this council would be helpful in getting the word out that the conversation will be going forward and every department that may have a stake in the process is welcome to provide feedback and suggestions.</p> <p>MJ: There isn't a great understanding about where the money goes in the rental process; 50% goes to the dept, 25% goes to the sinking fund, and 25% goes to the college for FMP, custodial, etc.</p> <p>Alen: That may cause departments to consider charging a higher rate to cover expenses. It will be important to make sure that payments systems are within the college expectations.</p>

	<p>Brian: Next steps to create a procedure document for review?</p> <p>Chris: Met with IT and discussed website design, which sounds like it would be relatively simple with enough lead time. Everyone seems to like the PCC template. There was a potential safety concern about posting room schematics the way that PCC has done, so that will need to be determined. [Alen mentioned that there was a request from EPT to remove that information from the public portion of 25Live, but it can be reactivated.] Committee can create a draft document for review, but we need to determine what categories will receive different rates.</p> <p>Barbara: There are Community Partner events, like Mt. Pisgah group. We want to continue that relationship and others like it.</p> <p>MJ: The CML has stated that they are willing to be the contact point for rentals in the future. Individuals could contact the department directly, or just contact the CML and be directed to the right person.</p> <p>Chris: Those can be included in the “Lane sponsored” category, but there will be a formula to give a price to an outside group. There also needs to be a “clearinghouse” function that informs necessary departments if there are multiple events at the same time (like public safety). College closures are another consideration; we need to be able to contact a specific, responsible party if notification is necessary.</p>
Meeting Adjourned	
Next Meeting	April 12, 2016 2:30 – 4:30 LCC 07/231K