

Facilities Council Meeting Minutes

April 12, 2016
2:30 to 4:30pm
Bldg. LCC 07/212K

Recorders: Deborah Butler

Attendees: Barbara Dumbleton, Brian Kelly, Chris Hawken, Jennifer Hayward, Mary Jeanne Kuhar, Mike Sims, Craig Taylor

Guests:

Item	Notes
Approval of Agenda/ Additions?	Agenda approved.
Approval of Minutes	March 29 minutes approved.
Announcements	Jennifer: Seismic rehabilitation grant received for retrofitting Bldg 18, \$686,576. Will probably re-submit applications for bldg. 2 & 19, since they have already been completed.
After Action Report	<p><u>Water Main break on 03/25 (discussed at last meeting also)</u></p> <p>Todd: Jennifer and Brian met with EWEB reps on Thursday last week. They confirmed there was a pressure spike at the time the water main on campus failed.</p> <p>Jennifer: Pressurization spike was due to human error on EWEB side, and they agreed to reimburse LCC for repairs and overtime. FMP was able to put together an estimate of costs, and Brian and Public Safety are working on the same. It's not clear yet whether estimate will include lost revenue for Titan Store and food services. Installation of a pressure valve would likely prevent similar incidents in the future, but it would cost up to \$50k and involve shutting off main campus water again.</p> <p>Paul: Concerned that FBI training took place in Bldg 16 when campus was closed. Because campus was evacuated, staff assumed there would not be any activity in the building until campus was reopened. As a result, offices were not all secured and many were unlocked still when campus was reopened.</p> <p>Todd: There was an additional delay to reopen campus due to EWEB water-boil notice/possible contaminants from their supply lines. Water pressurization/elimination of air from pipes as well as 18 hour water safety tests pushed back the reopen time.</p> <p>Chris: Would it be possible in water events in the future to carry on with planned events if preparations like potable water and restrooms are brought to site?</p>

	<p>Todd: Fire suppression was another reason for evacuation, so fire watch would also have to be considered. Closing campus is not an FMP decision, but a campus safety decision, so authorization to hold events would have to be part of that conversation.</p>
<p>Reports</p>	<p><u>Building 18/ Bond Update</u></p> <p>Todd: Still in design development phase and cost estimate is higher than planned budget, so there will be some continued work and compromise. Plan is to be ready for use at the beginning of calendar year 17. Major maintenance will pay for the roof. There is a significant benefit to planning items like seismic upgrades in conjunction with other projects like this remodel. The final potential bond project is a solar array, which we will be discussing soon. Bldg 17 obviously needs upgrades, but it doesn't look like there will be enough funds left from bond to do that work.</p> <p>Brian: This is a good example of using limited resources and finding funding to complete a major project with minimal disruption to classes.</p> <p>Craig: Will MA be displaced during renovations?</p> <p>Todd: Will attempt to most of the work in the summer and plan to minimize impact on the classrooms. Seismic upgrades involve first floor as well as second floor, so we will work with MOA around scheduling as much as possible and work off-hours if necessary.</p>
<p>Policy & Procedures</p>	<p><u>Permit Parking Policy Review</u></p> <ul style="list-style-type: none"> No update at this time. It is unlikely that there will be sufficient time to complete all items on the Facilities Council by the end of the year, so discussion open to reprioritization: <p>Brian: HazCom needs to be done by June 1. Barbara and Jennifer will be meeting tomorrow to discuss, and will have an update at next meeting.</p> <p>Citation committee: signage issue, could be some fmp overlap with public safety. Alen is on the committee, so we should check in with him. Brian will invite Jace Smith to join a future meeting as well.</p>
<p>Space Use and Rental Procedures</p>	<p><u>Space Use and Rental Procedures</u></p> <p>Chris: Sent out a draft based on PCC's site and manual. Met with IT and they agreed that they can put together a web form similar to PCC. Spoke to Mat Kline, and he felt it would be workable to have CML assist with reservations. No further discussion by committee yet, but would like to continue work, especially considering potential ask from UO for use of space for track and field trials in July.</p> <p>Todd: FMP is still aware that baseball fields need work and it's been placed on deferred maintenance list. Not yet</p>

	<p>sure about scope of project. [Chris responded that they have been working with PK park to rent while our field is unusable. Seems to be affected by the type of winter we've had this year, because it was okay for the past two years. Todd and Chris agreed that it may be early to make a plan to redo field because there are other events that may affect it, including bond conversation that will take place on Wednesday]</p> <p>Group: [Decision to review FMP manual draft that Chris prepared for committee review with remaining time]</p> <p>Discussion items included: Firearms/weapons policies, "Free Speech" areas, weather and unscheduled college closures, vendors and tabling, designated smoking areas, accessibility and accommodations (Brian will check), requirement of language that event is not "sponsored or endorsed" by LCC, parking/open parking policy), sponsored/affiliated groups, reservation timelines and limitations on long-range scheduling due to class calendar process, standardization of space definitions for classrooms, labs, meeting/conference rooms, etc., food service fees, right of first refusal/exclusive right for catering, alcohol, media equipment and smart classrooms, animals, insurance and insurance waivers [subcommittee will continue to review and produce a completed document]</p> <p>Brian: Let's look at the forms piece at the next meeting, and come up with a plan to engage campus for feedback. Once we review and come up with a document, we can provide it for College Council approval.</p>
<p>Long-Range Facilities Plan</p>	<p><u>Long-Range Facilities Plan</u></p> <p>Brian: We will have a Learning Plan and a Strategic Plan, so this council should be proactive and start work as soon as practicable to form a long-range Facilities Plan/Master Plan. If we're going to want someone to help us facilitate this project, there will need to be an RFP process and we need to identify funding (anticipated over \$25k)</p> <p>Craig: Would like to review existing documentation from past council work, and also make sure we are all clear about what a master plan or long-range facilities plan would encompass. Will send council a link to site with sample plans.</p> <p>Todd: AAPA has some resources for consultation and information about master plans, and may be a good connection with consultants. When council last discussed this project, there were no local consultants but some regional (California, Washington)</p> <p>Chris: Will this timeline and planning change according to whether there will be a bond ask this year?</p> <p>Brian: Not really. The master plan would create a prioritized list of items for upgrades, so we would have a better idea of our financial needs over time. The plan wouldn't necessarily be a huge document, but it would include a narrative that's aligned with our long-term values and plans across campus. One consideration would be whether there is a priority to use and maintain existing facilities or create new facilities. Sustainability is a goal, and we know that enrollment and staff levels are down, so those are things that should go into the planning conversation.</p> <p>Todd: Repurposing buildings on the main campus is challenging because of the architecture and construction of the</p>

	<p>buildings, but it can be done. FMP needs to play a role in this conversation throughout the process.</p> <p>Brian: We're working to try to give a name and project to major maintenance funds and include that information in the budget document. If cuts need to be discussed, maintenance budget funds will be identified and we'll know exactly where cuts are being made.</p>
Meeting Adjourned	
Next Meeting	April 26, 2016 2:30 – 4:30 LCC 07/231K