



Facilities Council Meeting Minutes

April 25, 2017
 2:30 to 4:30pm
 Bldg. LCC 07/212K

Attendees: Alen Bahret, Jennifer Hayward, Robyn Hohnstein, Susie Holmes, Bobby Kirkpatrick, Paul Ruscher, Mike Sims, Anna Scott, Craig Taylor
Recorder: Recorded by Carla Arciniega/Transcribed by Deborah Butler
Guests: Jace Smith, Chief of Public Safety

Item	Notes
Approval of Agenda/ Additions?	Agenda approved with amendment that the Animal Neglect Policy discussion be moved ahead of the Facilities Master Plan discussion so that guest Jace Smith would not have to wait as long to be heard.
Approval of Minutes	Craig moved to approve minutes for 03/14 as written. Anna seconded. Approved unanimously.
Announcements	<p>ADA Parking Lot improvement project will be put off until next summer because bids received were approximately \$100,000 higher than engineering estimates.</p> <p>Public Safety will be holding a drug take-back event on Saturday, April 29 from 10am to 2pm at both the main campus and downtown center. Anyone is welcome to drop off drugs of any type (OTC, prescription, veterinary).</p> <p>Mike announced that, in celebration of Transportation Awareness month in May, a walk/bike event is planned for Tuesday, May 2 at 7:30am for employees and students to meet at Amazon Station and walk or bike to the Lane main campus. Transportation Awareness activities are being planned in conjunction with Wellness Month activities to promote human-powered transportation.</p> <p>Susie will be meeting with Pam Reber of Lane County to walk the cloverleaf area off of Gonyea to examine the plants growing in the area and talk about how to best protect the habitat of the sensitive plant growing there. They will be meeting at 2pm.</p> <p>Anna invited the council to join the Institute for Sustainable Practices tomorrow in 19/232 at 2pm for a sustainability tour followed by a discussion about renewable energy on campus.</p>

<p>Whole Earth Nature School: summer term parking lot maintenance</p>	<p>Whole Earth Nature School previously used the lawn area outside of Bldg 16 for a pick-up and drop-off area. However, because of the Bldg 18 construction, that location will not be available this summer. Instead, they will be relocated to the lawn area to the south of Bldg 12 and to the north of Public Safety near the chiller building. The new spot may be a better fit. Students can use the restrooms in Bldg 12, and there will likely be less traffic in that corner.</p> <p>The group has also asked to set up a semi-permanent 8'x10' tent in that area for the two-month duration of the camps. The tent would be staked to the ground and no property would be left inside. The tent will have walls that can be rolled up and secured. Jennifer asked whether Mike had asked Craig in FMP about the tent, since it may have an impact on grounds maintenance.</p> <p>Whole Earth would like to do some cleanup of the outdoor classroom area they plan to use over the summer. FMP normally cannot maintain the area to high useable standards, given the large amount of poison oak and blackberries growing there. The school has volunteered to bring in a brush hog or similar equipment and cut back the poison oak and other growth as part of their rental agreement with Lane over the summer. Craig asked whether there are liability concerns involved in having volunteers come in to perform that type of work on Lane property. Mike said that the school would be willing to sign a liability release, and that he will be present during the cleanup as a helper, since his son attends the school. Guest Jace Smith recommended that Mike contact PIO Joan Aschim to let her know about the project. Mike will check with Craig about grounds maintenance aspect of the tent, and with Deborah about a possible liability waiver for volunteers. Paul asked Mike to keep him apprised of the planning, since it's possible that staff or students might like to volunteer to help as well. The group agreed that the question is procedural in nature and therefore did not require a vote to move forward.</p>
<p>Animal Neglect Procedure: 1st Read</p>	<p>Chief Smith noted that Public Safety responds to approximately 8 to 10 calls per year about animals left in unsafe conditions on Lane grounds. The purpose of this policy is to both notify pet owners of their responsibility and to penalize those who leave animals in unsafe conditions. Part of the reason that the policy is being recommended now is that Lane County Animal Control, which normally responds to such incidents when contacted by Public Safety officers, will be without an animal control officer for an extended period of time. Students in class often turn off their phones, so they are not easily reached even if their contact information can be found.</p> <p>Mike asked whether there was a benchmark temperature or conditions that warrant penalty under the proposed procedure. Jace said that decisions are made by officers based on a totality of circumstances rather than a single-number threshold. Conditions officers consider include the health of the animal, the breed and coat type of an animal, whether there is water available, and whether windows are partially open or there is shade available. Public Safety does not necessarily look for animals in distress, but they do respond to complaints. There was an incident on campus where several concerned people called about an animal trapped in a hot car. Public Safety did</p>

not have authorization to break the window, and could not reach the vehicle owner. A crowd of concerned people had gathered outside the vehicle and was prepared to take action on their own to assist the animal, which appeared to be in great distress. When the animal control officer arrived, Public Safety was granted authorization to break the window and rescue the animal, and the animal control officer issued \$1200 in tickets to the vehicle owner. The crowd was so agitated that it was unsafe for the owner to approach the vehicle. Right now, there is no policy in place to give officers clear authority to assist an animal in distress, which means that the department or college may be liable for property damage incurred while attempting to rescue an animal in distress.

Mike asked about how Public Safety is able to get legal authority to break into a vehicle to assist an animal in distress when the problem arises. Jace said that police or animal control may grant authority, and admitted that this policy is an “imperfect solution” because it may not technically create legal authority to enter a private vehicle to assist an animal in distress, but it does lay out a set of expectations for individuals who bring pets onto campus, and a set of consequences in the form of fines for those who do not comply.

Bobby asked how Public Safety is able to locate vehicle owners if an animal is reported. Jace replied that the department has access to DMV records and student records, and they can often use that information to locate the student in a particular class on campus. Bobby noted that at many colleges, students are required to register their vehicle in order to park on campus, which makes it easier to determine ownership if a situation arises.

Paul asked whether there is a statute or rule that would allow Public Safety officers to enter a private vehicle to assist an animal in distress. Jace replied that there is no such authority specifically granted to the department, because Public Safety officers are not sworn officers. While they could call the county sheriff to respond to an animal in distress, it is unknown whether officers would be available to respond or how long it would take for officers to respond. Given the staffing shortages in the Lane County Sheriff’s Office, there is no guarantee for a response. This policy proposal lays out a set of punitive measures, an education component, and a procedure for enforcement. There will still be gaps in authority/response if this policy is enacted, but they will be smaller than the gaps in policy that exist right now. Jace added that officers have body cameras that would record the animal at the scene, as well as the intervention and any contact with the vehicle owner.

Craig asked about the “reasonable time” language and whether there was a specific time limit that was typical in animal cases. Jace responded that the time was part of the “totality of circumstances” that officers would observe to determine whether intervention was necessary, but that it would vary depending on other factors.

Alen asked whether there is a similar policy for service animals on campus, in regards to requirements for appropriate treatment while on campus. Specifically, he wondered about animals (service or companion) that may be tethered outside and not in a vehicle. Jace stated that there is not a policy about that right now, but this proposal could be adjusted to include those situations as well.

	<p>Robyn noted that there is a font change in the document. Jace said that could be corrected.</p> <p>Anna and Craig asked about whether the proposal was a policy or procedure. Jace replied that it was a procedure. Craig noted that procedures must be connected to an existing policy. Potential policy linkage will need to be explored further. Mike pointed out that an animal procedure already exists in COPPS, but it's not linked directly to a policy. Because this is a procedure proposal and not a policy, no official approval is necessary. However, Jace has offered to make changes in accordance with council recommendations and return it for final review at the next meeting.</p>
<p>Facilities Master Plan</p>	<p>Jennifer provided a handout of draft Facilities Master Plan principles for council review.</p> <p>Anna asked that water conservation elements be added to “Enhance Sustainability and Resilience” and other places to ensure that water use should be considered not only in new construction, but outdoor design and planning as well.</p> <p>Paul asked about prioritization of deferred maintenance in the plan. Jennifer agreed that it should be addressed and would be added.</p> <p>Alen requested mention of daylight use in buildings whenever possible to reduce energy use for lighting. Mike and Jennifer said that it had been discussed as an element of energy conservation and also development of a campus identity. Alen also asked that “high-level” planning be defined clearly in terms of constituencies and stakeholders. Susie said that she looked up the term because she also had questions. She believes that the term refers to general planning, rather than detailed, procedural details.</p> <p>Craig had some questions about the planning principles, especially the idea of “high-level” input from the college community, since it was more likely that individuals would be contributing information that may be very specific in nature. Jen noted that the bullet points were taken directly from the Long-Range Financial Plan. She explained the “primary data” point as well. Craig also asked about the “safety” bullet point, and a possible inconsistency in the placement in the document. Jace provided some additional feedback from a Public Safety perspective.</p> <p>There was additional conversation about the “robust” bullet point. Council members recommended greater specificity about the types and manners of feedback that would be sought in the planning process. Robyn asked for clarification on the mention of “community” input, asking whether there was it was reference to internal college community or the greater external community. Jace answered that he understood the meaning to be primarily the internal college students, employees, and community members to the extent that they interact with the college. Jennifer noted that others had asked about the term as well, and recommended a minor change to</p>

	<p>the language to clarify. Jennifer will edit the document and provide an amended copy for council review.</p> <p>The Master Plan group has been interviewing vendors for a facilities conditions assessment and working with Bob Baldwin in purchasing. They hope to have a selection made by late next week.</p>
Space Use and Rental Work Group Update	<p>The CML is interested in becoming the “primary gateway” for rental inquiries, and is also pursuing a “first right of refusal” for catering and food service anywhere on campus. The CML would charge a fee or percentage of the total rental fee, and would also have the opportunity to upsell catering and other charges. Moving the work from the scheduler to the CML may necessitate additional staffing, which wasn’t addressed as part of the proposal. There was a recent event scheduled with the assistance of the CML that was booked internally by an employee, making it eligible for an internal rate. Because the event is technically being hosted by an external group and full services will be provided, the CML sees the change as lost revenue.</p> <p>Craig noted that since the rental procedures are not policies, the proposal is presented for feedback and comment only. The CML did not have a proposal document, but attended a meeting with the committee to propose the new workflow.</p> <p>Susie expressed a concern for existing relationships with non-profit groups who currently use college space. Paul said that the group did discuss that issue at the meeting, and would continue to do so. Jennifer also expressed a concern that groups that needed very little in terms of space and a/v needs would be directed to CML spaces and charged for all services at a rate that is much higher than has been traditionally charged.</p> <p>Alen pointed out the goal is not to compete with for-profit conference spaces available to rent, since college spaces are built and funded by taxpayer dollars.</p> <p>The goal of the group is to meet again soon and to present a proposal to the council, including a revised pricing schedule, by the end of the term.</p>
Bond Updates	<p>BLT met on Monday this week to review the budget for the few remaining projects. It’s unlikely that there will be any funding remaining after the promised projects have been completed. Cost of construction has crept up over time, which has created additional expense. Bldg 18 construction is budgeted and is expected to be complete on Dec. 8, 2017, which will allow Media Arts to move into the building for winter term. Noisy work will be completed over the summer, and all attempts will be made to minimize disruption to the Health Clinic during that time.</p> <p>Site locations are still being considered for the solar lab. Some of the considerations are building size, power lines</p>

	<p>and panel locations, ease of access, and potential future projects. Ideal site will have sunlight access for most of the day, but still be close to main campus roads for campus community to see it frequently.</p> <p>Archives move is ongoing, with pallets ready to move from downtown center as soon as shelving can be seismically attached in the new location in Bldg 4. It will take up much of the first floor, including some space for anticipated growth. There are boxes and equipment stored in the space that will need to be moved, and Jennifer believes it belongs to Health Professions.</p> <p>Craig asked whether there were any updated air quality reports in Bldg 4. Jennifer said that there hadn't been another report since the MOA program had been moved from the building. Craig noted that faculty should be notified, and should also share with their students, that they should report any environmental quality issues or health problems related to the spaces should they arise.</p> <p>CLASS project is almost completely done, but water flow meters and a couple of other minor HVAC fixes are being finished now. Construction on the central plant is undergoing commissioning. Staging for the Bldg 18 construction will be at Lot 2, near the Foundation. It is not anticipated that they will need any underground space.</p>
<p>UO Taphonomy Lab Proposal</p>	<p>UO has contacted the science department to propose placement of a taphonomy lab to study body decomposition on the Lane campus. Science department faculty have had some initial discussions about the concept, and Paul and Susie have asked for time at a future Facilities Council meeting to get initial feedback from the group.</p>
<p>Next Meeting</p>	<p>May 9, 2:30 to 4:30 in LCC 07/212K</p>