

Facilities Council Meeting Minutes

May 24, 2016
2:30 to 4:30pm
Bldg. LCC 07/212K

Recorders: Deborah Butler

Attendees: Alen Bahret, , Jennifer Hayward, Brian Kelly, MJ Kuhar, Mike Sims, Todd Smith

Guests:

Item	Notes
Approval of Agenda/ Additions?	
Approval of Minutes	May 10 minutes approved.
Announcements	<p>Bobby has been elected the next ASLCC president. Congratulations, Bobby!</p> <p>Alen noticed that the Arlie Park team is working hard on clearing brush and cutting a trail. Paul Ruscher reported that he went to the community meeting convened by Philip Richardson a couple of weeks ago, where it was expressed that LCC would be an important partner in the project. Todd has a meeting scheduled with the LC Parks and Open Space manager tomorrow, and he will report back on the conversation and ways for the LCC community. Paul is also working on a grant with the Meier Memorial Trust for some wetlands nature education opportunities. Paul also mentioned that we might want to ask about the possibility for a wildlife crossing for newts, beavers, and other animals. Todd said there has been discussion about a possible wildlife crossing in the past, and would be willing to reopen that conversation if the opportunity arises. [Alen notified the group that City of Springfield and LTD are currently working on a transportation study for the corridor that includes McVay Hwy, available at www.ourmainstreetspringfield.org]</p>
Hazard Communication Plan	<p>Jennifer presented the edited plan, which was reviewed by this council at the last meeting and has since been reviewed by Safety Committee. Approved.</p> <p>Jennifer will post the plan online immediately, since it will have an effective date of June 1. The online SDS tool is being populated and it is expected that it will be completed on time.</p>
Hazard Communication Plan	<p>Work team of Jennifer, Barbara and Kevin Lewis reviewed current Hazard Communication Plan and OSHA's model plan and made appropriate updates.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Location where alternative language data sheets will be stored. Old regulations didn't require non-english

	<p>language data sheets, so this is a new requirement. [Can we change policy to confirm that SDS are available using online database in multiple languages, and can be provided on request?]</p> <ul style="list-style-type: none"> • Concerned about tracking training and making sure training is appropriate for all departments. Safe Colleges training can be documented automatically, but some trainings may be in-person or some other format. Todd suggested that FMP draft a Hazard Plan, and then share it with other departments for adjustment if needed. Proposal that a confirmation form be created and distributed to all managers so that there are individuals responsible for training and tracking. Potential problem: onboarding process is already unwieldy and extensive, and this requirement would add to that issue.] • Jennifer explains the shift from MSDS to SDS and the online database that will assist with the transition. • If employees use custodial chemicals to clean their own work spaces, do they need training as well? Jennifer will look into that.
Building 18	<p>Everything on schedule. Not a lot of change since our last meeting, since project is still in design/plan stages. LED lighting was re-added to the project, but there are still about \$250k worth of projects that they will need to take to BLT for decisions about what will ultimately be completed. Many of the proposed projects are for energy efficiency or related to the communication of the building with the campus community and environment. BLT will look at potential additional funding sources and also to contingency fund if appropriate.</p> <p>There is still \$1.7 million earmarked for Bldg 17, but that might be reduced by any Bldg 18 projects paid from that fund. Most urgent needs in Bldg 17 include gutters, mechanical repairs, and AV upgrades. Bobby noted that it would be good for students to have larger chairs or non-modular desk units. Todd noted that the sloped classroom spaces create accessibility issues, so any future project would be designed differently.</p>
Space Use and Rental Procedures	<p><u>Space Use and Rental Procedures</u></p> <p>Subcommittee has not met since our last meeting. The policy is fine, but it points to procedures that conflict with one another. There's been very little feedback on the existing policy/procedures, and that should be the next step. Need for a work committee to discuss the issue and come to an agreement about how to move forward.</p> <p>The two procedures that need adjustment are controlled by FMP and IRAP, so there would need to be some additional coordination with that as well to make sure that all events go through the scheduling and facilities process and any potential problems are addressed prior to the event. Also a need for a formal expression of priorities for space use. Procedures are within the prevue of this group, but there are other departments involved—any dept that rents space to any group, budget & finance which tracks “sinking fund” fee, sense of personal/departamental ownership of the spaces, etc. Need some clarification about what is within the scope of this council. May be some clarification needed about the difference between entrepreneurial</p> <p>Where we're at:</p> <ul style="list-style-type: none"> • Next step: group needs to work with IT to begin behind-the-scenes work on a possible tool for rentals, as

	<p>well as a clear recommendation about who owns it, who maintains it, who is responsible for it.</p> <ul style="list-style-type: none"> • Maybe a summer project? May be a Community Conversation Kit? Maybe outreach to groups: Deans & Directors, Career-Tech, FMP, etc. [MJ will schedule FMP and committee to come and discuss at next Career Tech meeting, on June 8] • Policy discussion with Pres. needed to determine whether we can amend the linked procedures, which would change the current situation, which puts the president in charge of all rentals. • Need a clear direction that the committee or this council can create a set of procedures that will be enforced, and what types of feedback are important to the process (consider sinking fund procedures, schedule for non-standard events or large events that may require negotiation, etc.)
<p>Utility Vehicle Policy, Procedure & Training</p>	<p>Jennifer provided a draft policy, procedure and training manual to the group. This council reviewed the document in February, and all recommended changes have been incorporated. The document is used by FMP and Public Safety right now, but there are several departments that have carts now, and no overarching policy. Todd and Jennifer have had discussions with Food Services, HP, SSS and others to review, as well as Safety Committee, and there was general support by all groups.</p> <p>Alen: Was drivers license required before this policy? If someone who needs to use a cart in job duties but does not have a drivers license, how will that be handled under this procedure? If there is potential for additional background checks/identification/job requirements, those items need to be part of labor negotiation. [Todd: Current process used by FMP is an honor system; this document shouldn't change the process. Craig: Current policy requires driver to notify manager if license has been revoked or suspended.]</p> <p>What is the purpose of this document? Is the goal to minimize conflict between motorized vehicles and pedestrians? Limit the scope of utility cart use?</p> <ul style="list-style-type: none"> • Would the document be renewed on a regular basis? • Add definition of “utility vehicle” • Restrict to employees? • Follow up with Dawn Barth re: insurance, liability in relation with carts, incl. Lane employee/volunteer/community member differentiation • Are passengers allowed? Athletic event officials are not employees, and in some cases PEA is required to transport them to the work site by regulation; Pow Wow use is to transport elders, who are not employees. • Should there be a policy about purchase of a utility cart? Right now, departments can purchase without any special authorization except for dollar amount limits. Should departments be required to demonstrate need? Related question: should carts be owned by individual departments at all? • Is there any requirement for maintenance or safety inspections? • Are the discipline actions appropriate? [Brian: Would like retraining to be required at the first violation.]
<p>Meeting Adjourned</p>	

Next Meeting

June 14, 2016 2:30 – 4:30 LCC 07/231K (note: academic term ends on June 10; will contact members prior to that date to request feedback on final projects to be discussed)