



Facilities Council Meeting Minutes

October 11, 2016
 2:30 to 4:30pm
 Bldg. LCC 07/212K

Attendees: Alen Bahret, Bobby Kirkpatrick, Brian Kelly, Craig Taylor, Jennifer Hayward, Wilgen S. Brown
Recorder: Deborah Butler
Guests: Pat O'Connor, Dean of Advanced Tech
 Jennifer Steele, Strategic Planning/College Services
 Anna Scott

Item	Notes
Approval of Agenda/ Additions?	Agenda approved unanimously. No agenda additions noted.
Approval of Minutes	May 24, 2016 minutes approved unanimously.
Announcements	<p>Craig pointed the Council's attention to the college governance system website for resources about the charter for this council and other references. Brian reiterated that it was a useful resource and also mentioned that there would likely be an all-council meeting that would emphasize the role of charters and procedure in councils.</p> <p>Alen has been tracking the LTD/McVey project and believes that there has been a good deal of feedback from Springfield businesses concerned about the impact of</p>
Vacancies & Chair election	<p>New student member Wilgen S. Brown joined as an ASLCC appointee. Bobby Kirkpatrick also returned as an ASLCC appointee.</p> <p>Staff member Anna Scott attended the meeting, and has contacted Bob Baldwin about her interest in joining the council. Pending an official appointment as a classified representative, she will be considered a full member.</p> <p>Craig nominated Bobby to chair the council. Alen seconded. Motion passed. Bobby will work with Brian and Deborah to develop agendas and facilitate meetings as necessary. He anticipates that he will need to leave 30 minutes early on an occasional basis due to conflicting ASLCC meetings already scheduled.</p> <p>LCCEA and LCCEF leaders have been notified of vacancies, and the council is awaiting appointments of two faculty members and one classified member (anticipated to be Anna Scott).</p>

<p>Pat O'Connor</p>	<p>Keys for faculty members: Faculty who teach after hours normally need a staff person to open classrooms because they are not on-campus during normal key sign-out hours. In the past, Pat has been able to sign out a key on the faculty member's behalf. However, that practice is not allowed under the current COPPS procedures. DCA has a procedure for after-hours keys.</p> <p>Alen: Other departments aren't having the same problems, so what's happening there? Are departments keeping keys and passing them on to other faculty members? That is a problem.</p> <p>Brian & Jennifer: FMP would be able to stay open till 5 or 6pm a few times a term to give instructors adequate access. Let's choose a couple of individual dates together so we can communicate. [Pat and Brian agree that this is a reasonable suggestion and agree to discuss specific dates offline.]</p> <p>Jewelry Lab repurpose: Millwrights have been using the space and it's been used for a community education basic welding class (no welding in the space). Heath and his custodial team have done a great job cleaning up the space. All materials have been removed, including hazardous materials. Drills, presses, etc. have been either stored in Bldg 10 (Art Dept) or sent to surplus property.</p> <p>Brian and Anna are concerned about making sure that the HVAC is appropriate for the space and its current use, since the space was originally intended as a workspace with hoods for ventilation. Anna will look into it.</p> <p>Space Requests: Two space requests submitted in December 2015 have gone unanswered, and spaces are not being used except for unused equipment storage.</p> <p>Brian: Space requests are actually under the charge of FMP and are no longer handled by Facilities Council. There was a great deal of competition for space during the enrollment surge, and a 90-day "cooling off" period was enacted for all vacated spaces to allow time to review requests and make the best use of facilities campus-wide. These applications are well beyond that period, so advice is to take the issue to FMP directly and inquire about status.</p>
<p>FMP Master Plan (Jennifer Steele)</p>	<p>Discussion: Why do we need a Master Plan? Why now?</p> <p>Jen Steele: It makes sense to begin work on Master Plan while Learning Council and Finance Council do the same. The plans can be linked together, so we make sure that all align with the Strategic Plan. Having a Master Plan will ensure that we are prepared to take full advantage of opportunities for funding that may arise, because goals and needs will already be defined. It will allow us to adapt to enrollment surges and other environmental changes with greater agility, because principles and strategies will already be established.</p> <p>Alen: Who owns in it? What if Board and Council have a different vision of the Plan?</p>

	<p>Brian: Master Plan will be linked to the Learning and Finance long-term plans, which are being developed now. Now that we have enough of the “building blocks” of program review and an college-wide strategic plan, it’s the right time to develop the facilities Master Plan. This council has been charged with creating the plan, and will be able to utilize outside, expert assistance as well.</p> <p>Alen: Concerned about the time and energy for council members to engage in this big project work, because it could easily take 100+ hours of work. Faculty and Classified participants will need release time to make it work.</p> <p>Brian: We could do an “Everest” job at this project, but we can also make it a “Pisgah,” still solid and effective, but not as exhaustive. The college frequently needs to make decisions about space use and construction, and they are not always made in a consistent, methodic way. This project would allow us to do that more effectively.</p> <p>Jennifer: This is an important project, because we don’t have a single, documented plan for construction projects when we request funding or begin work on projects, which means that we are undertaking many projects on a piecemeal basis. For example, when we asked for funding for a Health Clinic Village, we didn’t have a master plan to reference as proof of our planning and strategic work. Scrambling for evidence that we need what we ask for won’t be necessary once we can create a Master Plan that is vetted and approved.</p> <p>Jen’s recommendations:</p> <ul style="list-style-type: none"> • Create a sub-committee to do initial planning work, timeline, and assistance moving the process forward • Determine what types of assistance/experts might be needed • Completion in the spring/fall would align with the learning plan and finance plan work goals • Regular check-ins with the larger group to make sure everyone’s on track with timeline and work • Look at existing plans to determine the best structure • Create drafts and do outreach for feedback: councils, open forums, conversation kit, etc. <p>Jen Will create a loose framework to share at a future meeting.</p>
<p>2016/17 Work Plan</p>	<p>Brian: This group has been ambitious about setting goals. If we’re serious about the Master Plan work, that will take up a big chunk of the time we have this year. We’ve also got the finishing steps of Space Use and Rental as well as the Hazard Communication Plan.</p> <p>Alen: We will need to make some decisions in the future about whether we’ll still be putting significant funding toward outdoor facilities and classrooms, or whether the direction of education at Lane will be online and extension. These are complicated issues.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> • Bill posting & Distribution of Literature in Center Bldg (has been updated in 2015 and now belongs to Christina Walsh, but enforcement in the Center Bldg could still be addressed) • Food and Drink policies in the Center Bldg – do check-in with the Library • Food and Drink containers/service standards for compostable or recyclable materials –check in with Lori

	<p>Wamsley, Tony Sanjume, and Mat Kline about Center Bldg facilities issues</p> <ul style="list-style-type: none"> • Utility Cart training – Procedure and Policy (carry over from last year) • Permit Parking (carry over from last year) <p>Deborah will create a draft Work Plan to present at the next meeting based on these suggestions.</p>
Status Report on Bldg 18	<p>Board provided initial approval for CMGC at September board meeting, and a public comment period will be held at the October 12 board meeting. The initial deadline for the project was June 2017 to use lottery funds set aside for the project, but we've asked for an extension from the state to December 2017. Response was that it would very likely be approved, and work is moving forward on that assurance. Provided the Board grants approval of CMGC after public comment period at the October 12 meeting, contractor selection will commence immediately.</p>
Bond Update	<p>Building 18, MOA lab, and Center punch list are still in progress. Central plant project is in commissioning phase now; a few odds and ends to complete; October 17 is anticipated substantial completion date. Renewable energy lab is still on the bond list, and there will be a public user group process planned.</p>
Space Use and Rental Procedure Update	<p>[group reviewed draft webform, based on work group input over the summer] Council members agreed that the form looked promising, and members will review the Rental Procedures Manual draft and email comments to Deborah or address them at a future meeting.</p> <p>Alen: We should make sure that the Public Safety recommendations for space use are included in the manual. Alen will email Jace Smith's Public Safety recommendations to Deborah, who will check to make sure all items are included in text of manual.</p> <p>Work Group will continue to meet as possible, and hopes to substantially complete both the webform and manual, along with recommendations for applicable COPPS procedures. Once approved by Facilities Council, all work would be passed on to College Council for final approval. Brian will attempt to clarify whether this group or College Council should attempt to organize forums for campus-wide feedback and comment.</p>
Meeting Adjourned	
Next Meeting	October 25, 2:30 to 4:30 in LCC 07/231K