

Facilities Council Meeting Minutes

October 13, 2015
2:30 to 4:30pm
Bldg. LCC

Recorders: Deborah Butler

Attendees: Alen Bahret, Barbara Dumbleton, Chris Hawken, Jennifer Hayward, Brian Kelly, Mary Jeanne Kuhar, Paul Ruscher, Mike Sims, Todd Smith, Craig Taylor

Guest: Pat O'Connor

Item	Notes
Introductions	Introductions. Guest Pat O'Connor
Approval of Agenda/ Additions?	No additions. Moved Pat O'Connor to beginning of the agenda.
Approval of Minutes	No minutes approved at this meeting.
Handouts	Pat O'Connor ppt, FMP Project List/Timeline
Announcements	
Discussion	<p>Discussion: Debris outside Bldg 12 (handout)</p> <p>Pat –</p> <ul style="list-style-type: none"> ○ Concerned that space is being used as debris dump for discarded materials and construction waste, including recyclable materials. Construction-type waste may be a hazard for students and staff in area, especially ECCO students. ○ The piles of furniture, appliances and other materials don't contribute to a professional space or high-quality educational environment. Would like the council to consider the importance of storage space for items like these as they look forward at a possible bond. <p>Mike –</p> <ul style="list-style-type: none"> ○ Has spoken to Becky Thill in Recycling about whether the items in question were waiting for some type of recycling disposition. Reported that recycling assistance was not requested for those items. <p>Todd –</p> <ul style="list-style-type: none"> ○ Remodel project on the CLASS scale creates a lot of surplus supplies and furniture. Individual departments are responsible for their own materials and equipment, and many are reluctant to get rid of old materials they believe may still be usable. Original CLASS plan included a storage building, but FMP determined that

	<p>there was sufficient storage space if departments handled their own materials. It's possible that Bldg 17 could be used for temporary storage once Media Arts is relocated.</p>
<p>Discussion</p>	<p>Discussion: Bond Update</p> <p>Alen –</p> <ul style="list-style-type: none"> ○ BLT met yesterday. Punch list for CLASS project is still large, but there's continued progress. ○ Chiller building construction is taking place, so walkway is temporarily closed, probably till April 1, 2016. Todd is organizing a user team for the project. ○ Media arts will be moving out of Bldg 17 and into Bldg 18 as soon as possible, beginning with selecting an architect for the project; hopefully project will be completed in June. ○ Chiller is the last scheduled project for existing bond. Unknown at this time whether there will be enough money leftover for additional work on Bldg 17. ○ Flat screens are up and running in CLASS. If people in the building are having issues with noise/safety/unfinished portions of the project, please let Todd or Jennifer know so that they can work with builders to fix any immediate issues. <p>Todd –</p> <ul style="list-style-type: none"> ○ Will be looking at whether the CLASS fundraising gap can be filled in determining whether work on Bldg 17 can be completed. Work would be expensive, and \$3 million originally discussed wouldn't pay for all of the needed updates. Bldg is central to campus and would be great to upgrade, but the location and condition make it an expensive project.
	<p>Discussion: BLT/Facilities Council Forum Planning (handout)</p> <p>Todd –</p> <ul style="list-style-type: none"> ○ Tentative dates are October 21 and 29, from 1-4pm. Goal is to include as many people as possible (Wed and Thurs schedule would allow most faculty time to attend). Handout includes early ideas, but there is still a lot of room for suggestions for possible projects and feedback. Costs are approximate, very rough estimates at this time. More accurate cost information will be developed once a short list of projects is identified. ○ Will find and book forum space. Will work with Alen and Brian to coordinate communication regarding forums. Some criteria have been identified from this process in the past and can be helpful moving forward (Does this align with the Mission, Core Values of Lane? etc.) <p>Chris –</p> <ul style="list-style-type: none"> ○ Noted omission of multiple use athletic facility/pool facility, which was a project previously discussed. <p>Alen –</p> <ul style="list-style-type: none"> ○ BLT has done some outreach and come up with a beginning list of potential bond projects. ○ Any new bond before 2023 would be new bonds that must be approved by taxpayers. ○ Has been a good anecdotal response for plant stability, career/technical program improvements. Discussion

of list and identifying specific plans is first step (campus feedback at forums). After a short list is developed, process could move on to political polling, then General or Primary election. Believes General election, because of presidential election, would be best election for Bond because higher voter turnout is generally positive outcome for LCC. President Spilde has charged BLT & Facilities Council jointly with gathering feedback and measuring support and feasibility of projects for bond discussion.

- Is concerned about making sure there is good communication with Florence, Cottage Grove and airport facilities to make sure there is appropriate inclusion of ideas and feedback, and support of all Lane stakeholders is leveraged.
- Will speak to IT (Dean Middleton) for live-streaming options and recommendations. Will speak to Ian Coronado about creation of a simple blog to capture ideas and feedback quickly for those unable to make forums in person. (Question: Would blog be split into areas, or a single, all-inclusive list of projects?)
- Suggested providing a detailed list and description of the work that has been completed under recent bonds.

Brian –

- Informal polling on Council interest in moving forward on this project: no opposition from present members. There will be a lot of conversation about public safety in the months ahead, so that should be a consideration moving forward. Once needs are identified in October and November, ET will begin to look at projects and polling and political analysis can begin. Because this will be a new bond, the selection and messaging of the project will be very important moving forward. Also recommends good communication about improvements that have recently been made or that will be made soon with budgeted funds. Will discuss forums and planning process with Mary Spilde.

MJ –

- Potential project categories should include a separate public safety category, which could include a variety of safety-related projects.
- Concerned about ongoing communication as projects are selected, because there will likely be many worthy, important projects that aren't viable at this time or for this bond request.
- Career and Technical Education Advisory Committee meeting is on Wednesday, Nov. 18 from 7-9am. Will request 15 minutes of time at that meeting for bond discussion. Brian, Todd, Alen or someone else will attend and gather feedback. CTE Deans Meeting will be held Wednesday, Oct. 28.

Paul –

- Raised possibility of earthquake preparedness funding.

Discussion: Work Plan Suggestions for 2016

- Bond Exploration (Brian, all)
- Clarification of Room Rental policy (Chris and Barbara)
- Permitted Parking discussion (Todd)
 - Needs and expectations have changed over time, and there is no formal process to grant/revoke

	<p>reserved spaces</p> <ul style="list-style-type: none"> • Parking Citation Committee/Public Safety/Facilities communication and recommendations (Alen) • Utility Cart Policy messaging and enforcement (Todd) <ul style="list-style-type: none"> ○ Number of carts on campus has risen from 4 to over 30. Need a comprehensive policy for appropriate use, paths, etc. Safety Committee also voted for formal, campus-wide policy. Also can look at reducing use or possibly replacing carts with electric or bike-powered vehicles. • Bill-Posting Policy (Alen) <ul style="list-style-type: none"> ○ Was discussed previously, but no development of a formal set of rules. Discuss methods for community connection without crowding the glass in CLASS project. Digital signage use has increased. • Environmental Health and Safety (Barbara) <ul style="list-style-type: none"> ○ Develop a more comprehensive plan for entire campus, including HAZCOM, DEQ, bloodborne pathogens, etc. Required to update HAZCOM by June 2016, which could be a part of policy update. • Improve EPT, Safety Committee, BLT reporting and communication with Facilities Council (Brian) <ul style="list-style-type: none"> ○ Make sure committees are working toward common goals, work isn't being duplicated, and that this Council receives recommendations and reports about work on campus • Access to Wetlands (Paul) • Green Chemistry Club BioDiesel Project (Paul) • Motorpool Maintenance/Vehicle Replacement (Paul) <ul style="list-style-type: none"> ○ Brian and Todd have met with Enterprise about fleet management, and will continue to work on that project. • Smoking Policy (Paul) <ul style="list-style-type: none"> ○ Possibly review policy and consider smoke-free campus. Explanation of current smoking policy and history of smoking policy changes on campus (Alen). • Space Assignment Policy (Jennifer) <ul style="list-style-type: none"> ○ Procedure update has been completed; need to make sure policy is in line with procedure.
	<p>Discussion: New Members & Outreach</p> <p>Barbara –</p> <ul style="list-style-type: none"> ○ Suzie Holmes (Faculty) will join at next meeting. <p>MJ-</p> <ul style="list-style-type: none"> ○ Will connect with Christina Walsh about student members (2 student positions are open at this time). <p>Craig –</p> <ul style="list-style-type: none"> ○ Brainstorm ideas to raise the profile of councils and get more involvement from campus community; start with posting meeting minutes on website as soon as possible and continuing to discuss ways to improve outreach and welcome all stakeholders.
Future Agenda Items	

	<ul style="list-style-type: none">○ Selection of a new chair for council at next meeting, Oct 27.○ Jennifer, Mike and Brian will not be here for Oct 27 meeting; Craig and Alen will co-chair.
Meeting Adjourned	
Next Meeting	October 27, 2015 2:30 – 4:30 LCC 07/231J