



Facilities Council Meeting Minutes

October 25, 2016
 2:30 to 4:30pm
 Bldg. LCC 07/212K

Attendees: Alen Bahret, Wilgen S. Brown, Brian Kelly, Bobby Kirkpatrick, MJ Kuhar, Paul Ruscher, Craig Taylor
Recorder: Deborah Butler
Guests: Elaine Eiler-Mough, Instructional Specialist, SAI
 Jennifer Steele, Strategic Planning/College Services

| Item | Notes |
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| Approval of Agenda/ Additions? | Agenda approved unanimously. No agenda additions noted. |
| Approval of Minutes | October 10, 2016 minutes approved unanimously. Craig noted that the membership list is not current with this year's membership. [Deborah will update prior to next meeting.] |
| Announcements | <p>MJ announced that she will be leaving Lane for Blue Mountain Community College at the end of November. Several council members thanked her for her service and wished her luck in her new position.</p> <p>Paul Ruscher's presentation, "Climate Science, Chemtrails, and Clickbait: A Meteorologist's View of Pseudoscience" will be held tomorrow evening, Oct 26, at the Downtown Center at 7pm.</p> |
| Guest: Elaine Eiler-Mough | <p>Special Needs Evacuations from Downtown Center</p> <p>No marked Areas of Rescue for evacuation of persons in building with disabilities, and no procedure in place to ensure that those people are evacuated. Would also like to have an evacutrac, but understanding is that local fire officials didn't want the building to have one at that time, so it wasn't built into plans. When Fire Marshal visited and spoke to Elaine a couple of years ago, he was unable to find any record of fire dept opposition, and there is no current opposition to an evacutrac or similar device.</p> <p>Elevator is not reliable, and Elaine has been in the elevator when it stopped operating, and the emergency phone didn't connect to an operator. There are several students in the building who would likely be unable to get out in an emergency without assistance. The fire alarms go off when Titan Court residents burn food in their apartments,</p> |

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| | <p>so there are frequent alarms and potential evacuations. Titan Court has the same issues (they are not represented at this meeting). Knows that it will be difficult to fix all safety hazards in the building, but the simple step of creating Areas of Rescue would be significant.</p> <p>Bobby asked how many signs or what type of signage would be required to create the Areas of Rescue. Elaine responded that it would be signage for four floors, and an accompanying procedure for evacuation procedures.</p> <p>Paul asked whether the OCR visit identified this issue, and for clarity regarding the council’s jurisdiction. Brian clarified that the council is responsible for policy and procedures, and implementation is handled on a department level. Additionally, it’s important to rely on our community partner first responders in the event of an emergency. EvacuTracs require training, and can create additional safety hazards if used without appropriate instruction. There are additional complexities in relation to designations of Areas of Rescue in a location. This might be more appropriate for an FMP issue, because it will take time and resources to move forward.</p> <p>MJ asked whether there might be an in-between step that would allow Facilities Council to make a follow-up statement to Elaine and the DCA regarding follow-up and next steps with a general timeline. Brian volunteered to connect with Jennifer/FMP and provide a statement or plan by the end of the term.</p> <p>Craig asked whether there are specific written evacuation instructions in COPPS (they are located in Emergency Plan). There was also conversation around building-specific evacuation routes and the danger of posting them in plain sight due to the danger of a violent actor targeting evacuating groups of people gathered in a specific area.</p> |
| Welcome from Bobby | <p>Bobby thanked the council for welcoming him as Chair and encouraged the council to make council meetings as inclusive and welcoming to students and others as possible, by using gender-inclusive language, listening to student contributions, and explaining processes that may be new to student members and visitors.</p> |
| Work Plan Draft | <p>Wilgen mentioned that there were student requests for sanitary disposal containers. Craig recommended the request go directly to Facilities Management and Planning.</p> <p>Bobby mentioned that the Hazard Communication plan probably doesn’t need to be on the list, since it was updated in COPPS in May 2016.</p> <p>Brian and Alen previously discussed food in classroom spaces and drafted a plan but didn’t put it forward for implementation because the council decided to wait and determine whether it was a problem. The policy for food and drink outside the CLASS project is very clear and concise, and forbids food and drink in classrooms. This item, if included on the work plan, should start with a visit and feedback from Lori Wamsley and others in the CLASS building.</p> |

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| | <p>MJ moved to approve the plan with the omission of the Hazard Communication Plan. Wilgen seconded. The council agreed unanimously to adopt the plan. Deborah will make the requested adjustment and email to the council, and Brian and Bobby (chair and co-chair) will share the plan at the all-council meeting scheduled for November 10.</p> |
| <p>FMP Master Plan (Jennifer Steele)</p> | <p>Jennifer presented a planning process draft to the council, including a basic timeline. The first step would require establishment of a planning subcommittee to begin work gathering documentation and establishing the planning principles. [draft Calendar and Work Plan attached herein]</p> <p>Brian asked for comments from the council regarding the 2-year timeline. Bobby responded that although he does not plan to be a Lane student in two years, he thinks the timeline is appropriate for a project of this scope. He also suggested that assessment of Learning Plan could be added to summer work.</p> <p>Craig noted that perhaps a lesson from the strategic planning process was that erring on the side of more time and more feedback was useful to ensure that all involved groups had a chance to review and participate in the process.</p> <p>MJ asked whether there was a line where more time became less useful and dragged out a project too long and was less effective because of it. One benefit of the longer timeline is that the Learning Plan could be incorporated into the work.</p> <p>Paul said he appreciated the longer timeline, due to the ability to include the Learning Plan, and possible inclusion of a Bond project in the planning process.</p> <p>Brian suggested that in addition to a mid-point assessment, a mid-point product could be added to the plan, so that the principles and introduction could be prepared and reviewed to make sure the work is on track.</p> <p>Jen noted that the timeline, as is, could be viewed as an “outside” timeline, with the understanding that the plan could be completed sooner. More information will be needed before the council can make definite commitments to timeline, and priorities can then be solidified.</p> <p>Alen asked about composition of work group to ensure representation of stakeholders. Brian noted that while the work group may not have complete representation, there will be many feedback opportunities through the process and the final product must be approved by both Facilities Council and College Council, so there will be an opportunity for everyone to participate and comment.</p> |
| <p>Bond Update</p> | |

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| | <p>[Alen presented a working list of bond projects, attached]</p> <p>CLASS: Punch list items, including kitchen hoods, is in-progress. It was discovered after fire suppression activation at start of term that all hoods are connected, which means that if fire suppression is activated at LimeFresh, the Ren Room kitchen is also doused in suppressant. Further investigation into original contract language is ongoing to determine responsibility for setup and how to move forward with re-wiring, as well as responsibility for the expense of cleanup and lost revenue that resulted from the event.</p> <p>Bldg 18: Construction was “wrapped into” the CLASS project, but has been separated and taken to the board for CMGC approval and public hearing. It has now been approved by the board and work is moving forward. Stem funds and seismic grants are being rolled into budget now, and Jennifer has been working with the state of Oregon to get an extension to use the funds. Brian and Jennifer will discuss whether to move forward with a winter/spring 2017 possibly working nights and weekends to complete within original timeline, or to wait and extend the timeline to summer/fall 2017. The seismic work may be very loud and disruptive, so summer would be a more convenient time to complete the work if that can be done without loss of funds. If the deadline is summer/fall, selected contractor may be able to access the project for pre-work during school breaks prior to the project construction start.</p> <p>Central Plant: Boiler room in building 12 is functional and can be used to boost operation on very cold days if necessary. Chiller building 14 cools water with centrifuge, and warms water for heating. Center building is providing hot water to Center after redesign, and hot water functionality has been greatly improved in some locations. Bldg 30 thermal panels are also operational, now that necessary adjustments have been made by the engineering company.</p> <p>Renewable Energy Lab planning in progress for small solar panel array, possibly making up or attached to a building structure that can be used by students to monitor panels. May be placed on a gravel lot that is no longer used for parking. Planned to be off-grid, so that solar power exclusively will power the site, with ability to deliver excess generated energy to campus grid.</p> |
| Space Use and Rental Procedures Manual | Group has not yet been able to meet, but is planned to do so this week. Update will be provided at next Facilities Council meeting. |
| Meeting Adjourned | |
| Next Meeting | October 25, 2:30 to 4:30 in LCC 07/231K |