

## Facilities Council Meeting Minutes

October 27, 2015  
2:30 to 4:30pm  
Bldg. LCC

**Recorders:** Deborah Butler

**Attendees:** Alen Bahret, Barbara Dumbleton, Bobby Kirkpatrick, Chris Hawken, Mary Jeanne Kuhar, Paul Ruscher, Mike Sims, Todd Smith, Craig Taylor, Suzie Holmes

**Guest:**

Item	Notes
Introductions	Introductions. New members Bobby Kirkpatrick (student) & Suzie Holmes (faculty)
Approval of Agenda/ Additions?	Agenda approved.
Approval of Minutes	MJ corrected dates for CTE Advisory Committee fall training on Nov. 18 and CTE Deans meeting on Oct 28. Amended minutes approved.
Handouts	Utility Vehicle Policy, Procedures & Training Manual
Announcements	Second Bond Forum will be held on Oct. 29.
Discussion	<p><u>Discussion: First Bond Forum held on Oct. 21.</u></p> <p>Alen: 18 participants at first session, 1 at second, 0 at third. No blog comments except those posted by Alen. 32 people participated in the online streaming option.</p> <p>Bobby: Has not received notice of the bond forums as a student. Deborah will follow up with Christina Walsh or Barb Delansky to determine whether student senators are receiving Lane News. He will post information at Rainy Day Food Pantry to notify students.</p> <p>Todd: This is a much shorter timeline than the last bond process. Last bond was approximately 2 years of discussion and research, and this one will be about 9 months.</p>
	<p><u>Discussion: Facilities Council Charter explanation.</u></p> <p>Craig: Reviewed the Facilities Charter Council on website for the benefit of new members. Noted that the charter should be updated to include reference to the core themes and mission. One of the items that should be addressed by this council is the requirement for development of a one-year and five-year plan, since it has not been accomplished in some time. An all-council meeting is being planned by College Council, and it will be the first to</p>

	<p>occur in 4 years. Council chairs/facilitators should plan to attend, and other council members are welcome if interested.</p> <p>Todd: Trouble has been attempting to develop facilities plan in conjunction with learning plan. Coordinating the two has been difficult (i.e. which comes first?) Also requires identification and prioritization of goals so that there is a cohesive, overarching plan. Facilities master plans are typically developed by an outside firm with assistance and information from within college departments. A benefit of this council for FMP is the ability to bring new procedures to the council for feedback before they become official.</p>
	<p><u>Discussion: Nominations and voting for 2015-16 Chair.</u></p> <p>Alen, Craig, Barbara, MJ: Eligibility is any faculty, classified or student member who has been a member for at least a year. Members of this council who qualify for the chair position are also chairs/members/leaders in other groups on campus and cannot reasonably take on additional responsibilities within the council at this time. Brian is a manager and cannot be chair of the council. Problem is small numbers in participation carrying large workloads in this and many other groups. Council should do outreach at beginning of academic term to notify students of council purposes and vacancies.</p> <p>Bobby: Concerned about the requirement that chair be a member for at least a year. LCC is a two-year college, so it doesn't seem like a reasonable requirement for students.</p> <p>Craig: Lacking nominations for an eligible chair, plan is to continue voluntary co-facilitation for each meeting.</p>
	<p><u>Discussion: Current Bond Projects</u></p> <p>Todd: Advertising RFP for architectural services for Media Arts move will be happening soon. Media Arts is now located in basement of Bldg 17 and will be moved to 2<sup>nd</sup> floor of Bldg 18. Will also attempt to leave a single, consolidated space in Bldg 17 if additional space is needed. Some STEM lottery funds are also available for this project. There is very little money available for work on Bldg 17 after the move, so any updates would be need additional funding. Due to the condition of the building, any updates would be costly.</p> <p>Barbara: Concern about meeting rooms that are regularly used for staff meetings in Bldg 17. Todd said they will still be available in the immediate future, and encouraged everyone interested in the space to participate in conversations about bldg use moving forward. Math and Science Depts have also expressed an interest in the space.</p> <p>Todd: Solar learning lab is funded by 1% of bond that was set aside for sustainability projects. Working with Roger Ebbage and others to discuss the project. There will be a project user group formed in January 2016 to develop. Also helps fulfill the 1.5% solar project expense that was a state requirement for bond.</p> <p>Todd: Chiller building construction has begun. Should be completed in June 2016.</p>

	<p>Todd and Alen: Punch list is still in progress at CLASS project. January 27 Grand Reopening has been scheduled. Will be developing documents to distribute to public to invite to reopening events and educate about the work that has been completed with bond funds.</p>
<p>Policies &amp; Procedures</p>	<p><u>Discussion: Utility Vehicle Policy, Procedure, and Training Manual</u></p> <p>Todd: This policy has already been adopted by FMP, but would like Facilities Council approval to make it a college-wide policy. This policy is very close to the Public Safety Policy, which has already been enacted in that department.</p> <p>MJ: Would like to see a definition of “Utility Vehicle” so it’s clear which vehicles are included.</p> <p>Chris: Likes the policy as written, but is concerned about enforcement of consequences for failing to follow it. Some utility vehicles are used by workers who are neither faculty nor staff, so enforcement has been a problem. Misuse of vehicles can be dangerous and cause damage or injury, but they’re also very useful in daily work. Discipline should be consistent, which could be an issue with faculty and staff contract terms. There’s no point making a new policy if it’s not enforceable.</p> <p>Barbara: Safety Committee has also been concerned about unsafe cart use for some time, so they are also in support of an enforceable policy. This policy was provided to Safety Committee for review, and they made only minor changes.</p> <p>Bobby: If problem is identification of cart and driver on campus, it should be easy to mark them. Todd noted that this policy includes a registration mechanism for all carts. Would it be possible to convert the existing gas-powered vehicles to pedal-powered units?</p> <p>Alen, Todd, Paul &amp; Craig: Carts are required to safely and efficiently perform some tasks on campus: move tools and building supplies, transport landscaping waste, moving sports equipment and other jobs. Problem is when carts are being used for tasks that are NOT “official college business.” Anticipate the need for a clear definition about what “official college business” means, including some examples of each.</p> <p>Alen &amp; Chris: If sustainability plan is to eventually limit or eliminate gas-powered vehicles, including it in the policy would be a good idea so that there are some limits on procurement for new carts or accepting donated carts. FMP policy now is to <u>only</u> purchase a gas-powered unit if it’s needed for the planned use (example: backhoe or lifts, vehicles that will haul heavy loads). There is no college-wide requirement for departments to do that at this time.</p> <p>MJ: First question should be whether council wants to move ahead with this project. Would Public Safety be willing to handle registration? Are there departments on campus that should see the policy before approved? (culinary, athletics, IT, S3)</p> <p>Alen: Noted the term “golf carts” is used instead of “utility vehicles” in one place in the text. Use of Gators should</p>

	<p>also be addressed, since they might be considered an ATV. During tribal events on campus, some groups have requested use of carts to carry elders to and from events. If the intent is to continue to allow that, it should be specifically addressed as an exception.</p> <p>Chris: Is there anything in the policy that prohibits a certified, Lane employee driver carrying a non-Lane visitor? Todd said that was included in the training portion, but it is not explicit in the policy.</p> <p>Todd: Will make suggested updates and send revised copy to council members and all departments that use carts now. Will also contact Public Safety to ask whether they can assist with registration. Cart endorsement may be a indicator that could be easily added to ID cards. Will expand the definition of “official business” and may also add an emergency exception. Will distribute to Alyse Stone, Foundation, Mat Kline, Bill Scheutz, Pat O’Connor, Barb Delansky, Jace Smith to solicit feedback before next discussion.</p> <p>Email note: Prior to meeting, member Cathie Reschke emailed an edit to change #19, bullet #3 to reference "accessible parking spaces" rather than “handicapped.”</p>
<p>Future Agenda Items</p>	<ul style="list-style-type: none"> <li>○ Selection of a new chair for council at next meeting, Oct 27.</li> <li>○ Room Rental policy discussion.</li> <li>○ Work plan finalization for 2015-16.</li> </ul>
<p>Meeting Adjourned</p>	
<p><b>Next Meeting</b></p>	<p><b>November 10, 2015 2:30 – 4:30 LCC 07/231J</b></p>