

Facilities Council
November 8, 2016
07/212K

Brian Kelly, Craig Taylor, Jennifer Hayward, Bobby, Anna Scott, Wiligen S. Brown, Senator Pro-Tem, ASLCC, MJ Kuhar

Agenda Review - Mike Sims moved to accept, Craig Taylor seconded

Minutes - MJ offered a change - next meeting should have said Nov.8th.
Anna Scott offered a correction - Central Plant Description Incorrect
Brian Kelly - two guests last time from Elaine and Jennifer Steele -
working on comment by Elaine to give her a full response.

MJ moved to accept, CT seconded

Announcements:

Anna Scott -

- Request consideration to be a member of the Facilities Council (additional member by position) - to be added on next agenda
- Request to be on agenda to present FY 16 Energy and Water Indicator Reports
- Lane is an institutional member of USGBC - any Lane employee can access these materials. Please email Anna if you want access to these materials.

Facilities Master Plan Discussion

Jen Steele - Present Master Planning process

A planning subcommittee will be formed and we will need to identify sub areas to consult experts.

Need to have FC approve Facilities Master Planning Process

Review framework and example

Draft principles

Gather artifacts and supporting documents.

Need to produce Phase one by the end of this year.

First step is to form planning subcommittee and determine what information we need and who to consult (internal and external).

If during the creation of the plan, we do not have all the information we need, we can put in a placeholder.

We need to create this plan the College owns and moves forward with.

The draft is intended to spark dialogue and discussion.

Brian Kelly moved that FC approve the Master Planning Process Mike Sims seconded.

Motion approved by acclimation

Next order of business is to create the planning subcommittee. ISP should be one of the experts consulted in the planning process.

We do have some budget to hire content experts.

Some of the “experts” could be ISP, classes as a class project, etc.

How large will the subcommittee be? 5-6

Who should be on the subcommittee? People who understand project planning, coordination, and communication.

Tentative Members: Mike Sims, Jennifer Hayward, Wilgen Brown, Jen Steele, Brian Kelly, Alen Bahret

Do we need a faculty member to be on the subcommittee – need to reach out to Paul Ruscher and Susie Holmes

We will bring this back to the next FC meeting. Others can be nominated in the future.

Brian moved that we empower Jen Steele to bring together the planning subcommittee after the second meeting when the final subcommittee will be created. CT seconded. Approved by acclimation.

Space Assignment Procedure

We need to work on some language or process on what it would take to move a program “involuntarily.” In order to facilitate certain moves where we don’t have open space. We need to create some type of “due process and transparency” for groups that need to be moved or space needed to be reassigned.

The college owns space not the department – “ownership” of spaces by departments could be an issue.

One problem is the under utilization of space. Some depts. can/are occupy space that is allocated for 10 people, but only have 4-5 people in it.

Jennifer – we have an old space assignment procedure that has some of these elements – can we use that as a starting point? This is still referenced in COPPS. First part of the process is what space is available or where can departments be moved?

BK – Was seeing this in a kind of “eminent domain” issue. Using an existing policy or framework, we could have the affected programs request this. We’ve already reached out to PS and Dental.

We should use the existing process and use it. It will be easier to approach and use.

Two paths: We need more classroom space – that can be accomplished through scheduling

We need specialized space – such as dental lab with specialized equipment, etc.

Bobby and Wilgen left the meeting at 3:45. BK took over as Chair.

Building 18 – Jennifer Hayward

Do plan over summer and fall 17. Brian McMurray working on team selection to go out this month. Hope to have selection by December or January.

We are targeting the heaviest construction in the space to avoid disrupting MOA labs.

There will be some noise and dust during the fall, but will work to mitigate it.

Bond update

BLT approved budget to move archives to old DTC to B4.

Updated on Central Plant, Solar Lab, CLASS project, and B18.

Space Use and Rental Procedures Work Group update:

The subcommittee met on October 27th and discussed:

- Clarifying procedure for “sponsorship” in the manual
- Updating fee schedule for space rental
- Availability/lack of availability of technical and other support for space rentals.
- Insurance requirement and possible exceptions

The subcommittee felt that more discussion and work are necessary to resolve these items. The next meeting for this group has been set for Wednesday, November 16.

Notes respectfully committed by
Mike Sims