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**Facilities Council Meeting Minutes**

February 13, 2018

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Craig Taylor, Jennifer Hayward, Lee Weidman, Alen Bahret, Brian Kelly, Luis Maggiori, Michael Sims, Vicki Trier

**Recorder:** Deborah Butler

**Guests:** Nic Smith, Facilities Specialist assisting with Master Planning process

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | Suggestion to add an agenda item to discuss council membership. Agenda approved as amended. |
| Approval of Minutes | Craig moved to approve the minutes for January 23. Becca seconded. |
| Announcements | Becca announced that she will be unable to continue as a student representative on this council due to some changes in student government.  Anna noted that she will be switching to the Diversity Council, and Mike Zimmerman will be taking over the Facilities Council classified role.  Mike shared that he will be communicating access instructions for employees who would like to use the Lane Bike Rack. In addition to the email and web communication, Mike will be distributing the message via physical cards on bikes parked outside of the building. Alen said that he would work with Brian McMurray in regards to 25Live scheduling and labels. Craig asked about maintenance for Bike Lane and non-Bike Lane bikes. We don’t currently have anyone on staff to perform or teach bike repair, but Mike has good working relationship with a local shop that sells bikes to the college |
| Distribution of Literature Committee Update | Craig reported that this committee has met briefly and discussed their charge in relation to the larger College Council conversation regarding freedom of speech generally. Pointing to Diversity Council as an example of a council that is currently participating in this work, Anna suggested that Facilities Council participate in some level due to the overlap between space assignment and space use, and the campus free speech conversation. Mike suggested that the subcommittee be invited to this council, or that Facilities Council members make an effort to participate in future all-campus forums and conversations. Craig will communicate any future forum opportunities with the council should they arise. |
| Sustainability Committee Update and WOHESC Report | The next Sustainability Committee meeting will be held on Friday, February 18 at 1pm in 16/211. There will be a “Meatless Monday” partnership with Food Services in March that will include informational tabling. A documentary film showing is also planned for March, and the committee will finalize date and time at the next meeting (likely February 26). Craig asked for clarification about the film screening selection process and discussion – the films should be family-oriented so that children can attend, and also related to sustainability.  The Washington/Oregon Higher Education Sustainability Conference (WOHESC) conference took place last week in Portland. Brian, Anna, Luis, and 2 other employees attended from Lane. Anna attempted to attend programs that were outside of her comfort zone, and focused on privilege and equity/inclusion. She estimates that attendees were about 80% students.  Anna was especially interested in Food Insecurity and learning how other colleges are working on student basic needs insecurities. Anna will also send a brief summary from her notes. |
| Master Plan Survey and Engagement Update | Lee shared reports from Facilities survey. Student participation has increased since colored paper fliers were printed and an incentive gift card giveaway was added. There have been a total of close to 100 responses, and about half of those from are students.  First forum was held on February 8, and was based on questions created to dive deeper into survey areas. Focus groups will include students and employees. Participants will receive all of the related survey results and will have a subject matter expert available within each group. Group topics will be: Safety; Access, Equity, and Inclusion; Sustainability and Transportation; Strengthened Community; and Learning Environment. Members of this council are encouraged to join the focus group that most interests them. Ideas that are generated and explored in the focus groups will be shared with architects and planners as we move forward with this work.  Five individuals volunteered to assist with the RFP process after our last meeting, so that project should be covered. Lee does not yet have an engagement plan to identify subject matter experts. Mike suggested a message to other councils to invite participants and solicit experts in each area. Brian volunteered to take the request to College Council this week.  In regards to the bike path and “safe biking routes to and from campus” requests and comments, Mike pointed out that a bike route is already listed on the City of Eugene Transportation Priorities list, but it has been perceived that there would be greater benefit for those dollars (i.e. more travel on some routes than the 30th Ave to LCC route).  Brian thought that a focus group could be larger, but that a facilitator would ideally help narrow and focus the ideas and conversation. Mike added that a note taker would also be needed for each session.  Brian talked about student-success focused spaces, such as Building 1 Enrollment Services and a need to better assess what works well and what leads to student success from a facilities and space use perspective. Even a clear statement that puts top priority on student success would be a step in this direction. We are getting better at assessment on the academic side, and should plan to make improvements where necessary on the operational side too.  Alen asked whether there was a mechanism to identify items that can be accomplished sooner and don’t need to become a part of the Master Plan. |
| Bond Update | The solar thermal project has not significantly moved forward since our last meeting. The contractor is not making this small project a top priority, so it’s taking longer than expected to complete.  Building 18 has a few punch list items left. Occupants are generally pleased and the project was completed on-time and on-budget. |
| Smoking/Vaping on Campus | Alen inquired about ownership of this policy – Craig verified that it belongs to College Council. Alen reported that he’s seen a recent uptick in vaping on campus. New vaping devices are small and discreet, and students appear to be using them more frequently outside of the identified shelter area. |
| **Next Meeting** | **February 27, 2:30 to 4:30 in LCC 07/212K** |