

**Facilities Council Meeting Minutes**

November 27, 2018

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Alen Bahret, Jennifer Frei, Jennifer Hayward, Luis Maggiori, Craig Taylor, Mike Zimmerman, Paul Ruscher, Caleb Peterson,

Brian Kelly, Susie Holmes, Michael Sims, Jennifer Hayward

**Recorder:** Deborah Butler

**Guests:** Chris Ramey, CRC Planning, Consultant to Rowell Brokaw

Lorri Nelson, Landscape Architect, Rowell Brokaw

Troy Hanson, FMP Planner and Engineer

Barbara Bailey, College Scheduler

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| **Item** | **Notes** |
| Approval of Agenda/Additions?  |  No changes proposed.  |
| Announcements | 3 National Geographic Live shows scheduled at the Hult Center. Lane students and employees can receive a 20% discount on tickets using the code “LCC20.” Paul and Luis will be tabling at the events, and there may be other departments, including the drone instruction program. First event is scheduled on December 12. More marketing and messaging to come. |
| IR Report | There was a discussion at the last meeting, but no solid commitments. Generally speaking, council members were not enthusiastic about volunteering to work on this report. There was a concern that there were multiple reports being generated around governance, and it was not clear where this report fits in or how it would be used. Craig said that he felt the report should act as a general report about the activity this council has been doing and plans to do in the year ahead. Brian said that this is an opportunity for the IEC to look at the effectiveness of this and other councils. He said this group is unique in that it has “outsourced” some of the work. For example, sustainability committee and safety committee do some of the work in those areas that are included in the Facilities Council charter. Who should create the report? Brian and Alen may complete the section that addresses the past, but the council should collaborate on a vision for future work as a team. At the last meeting, there was a discussion about using the council charter as a starting point to organize the narrative. Starting with the narrative about future planning from last year’s plan would be a good first step. Mike clarified that the Transportation Study Group was envisioned as a college-wide work group to examine carbon-reduced transportation strategies. It didn’t materialize as hoped, so there’s not any update on that work at this time. Brian proposed that there would be a first draft by the 4th or 5th, and students and faculty could comment by the end of next week (Dec. 8th). If needed, the document can be reviewed at an optional meeting on Dec. 11. Subcommittee is Brian, Alen, Paul, and Mike. Brian moved to empower the subcommittee to complete the first draft, incorporate suggestions and comments, and submit it by December 14. Paul seconded. Motion approved.  |
| Rowell Brokaw - Master Plan  | Working in **Task 1:** Data Collection, **Task 2:** Vision, and **Task 3:** MeetingsAs an example of how vision will be used in the planning process, wayfinding has been called out as an area that may need improvement. Visioning will help us consider how people will move across and navigate campus to determine where needs exist. Meetings are being scheduled for December and January right now, with a larger vision meeting scheduled for mid-January. Craig asked how the discussion and feedback would be solicited, i.e. would each individual be giving feedback on each department or area? Or would the feedback topics be specialized according to space assignments/academic departments? Chris said that feedback would generally be compartmentalized according to area of specialty or department. Chris shared a graphic that described an approach to space use assessment, noting that specific space allocations and standards would be fine-tuned according to institutional needs and resources:  **What you Should Have** = standard allocation + current unmet needs + future needs **What you Have** = current allocationBasic space types include offices (120 sq ft x number of employees who need offices), office support space (typically 40% of total space), department teaching (2 sq ft per enrolled students), class labs (sq ft/station/by ((% capacity) \* (hrs) )x student contact hours), and “other.” Individual worksheets will calculate whether each department is over- or under-resourced in terms of available space. There may be reasons why the calculations differ from reality, and that information can also be included. Chris and Lorri planned to return to the council on Dec. 11, but Jennifer will ask them to instead return on January 8, which is the date of our next regular meeting. The academic term ends on Dec. 8, so the council will not meet after that date this year.  |
| Jen Steele Space Use Policy and Procedure review & feedback | Facilities Council is the owner of the Space Use policy, and Brian is the responsible executive. Alen noted that there are multiple space use policies right now. If the policies and procedure flow and link together correctly, the revision makes sense. There are multiple issues:* Spaces are named according to main campus descriptions, which means that while the procedure says that rent is the same at other centers (MSC, Florence, etc.), the only fees that can be charged is the $12/hr for classrooms.
* Caleb pointed out that there are many spaces on campus that aren’t captured by the descriptions listed, such as Hauglund Commons and Bristow Square. CML is also not listed at all.
* It would be a good idea to include a disclaimer that LCC may not be able to provide exactly the space requested, and may make changes for energy use or other factors.
* Typically, the responsible manager is listed as the primary contact on COPPS procedures. In the scheduling procedure, Barbara Bailey is listed as the primary contact. Jennifer thought that would be okay, as long as the manager is clearly named so if a problem arises,
* Who is the events coordinator? That role is named in the amended procedure, but it’s not clear who it is or which office is responsible. Does this mean that every request for space needs to go through Public Affairs before spaces are scheduled? How should that person be contacted?
* There is no language about specialized spaces, such as labs. Brian shared that the room scheduling procedure in COPPS that gives instructional deans the discretion to allow or deny use of specialized spaces.
* Recommendation to refer to a non-COPPS page for fee schedules, with the assumption that those lists could be updated regularly.
* There is still a holding space for student and internal event space requests.

Deborah will set up a meeting with Jen Steele and Jessica Alverado to discuss the above and other recommendations. Ideally, the meeting will take place sometime in the next few weeks, but it may be January before everyone is available at the same time.  |
| Explanation of Space Request Procedure | Jennifer described the process for space use requests. The first step is to complete a written request and have it signed by a VP, then submit to Jennifer. Once she receives the request, Jennifer makes a recommendation based on a number of factors, including cost, assessment of current space allocations and needs expressed, and available resources. She said that requests are not processed very quickly, in part because of high turnover in FMP and in part because the data hasn’t been readily available for all spaces. The master plan process should remedy that.Regarding the food pantry, Caleb asked whether it is necessary for ASLCC to complete a space use request. Jennifer and Brian recommended that they do so, but Brian also said that the lack of a form has not slowed the process and that the selection of a new space for the food pantry is active and ongoing, in collaboration with Paul Jarrell. Brian also said that many space moves are long processes, lasting 12 to 18 months. In part, space assignment relies on a number of moving parts, such as changing department needs and community partnerships. Caleb agreed to submit a form, and also shared some other concerns that ASLCC has heard from students: * The basement space where the pantry is located is challenging because it is tucked away in a poorly-lit area, and the elevator is sometimes out of service.
* There is extra space in student government, but Paul J said that he’d like to keep the No-Cash Clothing Stash and the Food Pantry to stay together.

Craig asked whether it might be helpful to provide updates during the process, since it can take some time for requests to be resolved. Brian thought that it may be helpful, but it’s unlikely that much information would be available during that span of time. Brian asked whether ASLCC or the Food Pantry has looked at placement of food pantries at other schools in relation to utilization. In churches and community centers, the food pantry areas are often in the back of the building to allow for some anonymity for individuals who are do not want to be seen accessing services. Caleb will check in with student leaders at other colleges to ask whether they have gone through similar processes. Brian restated his support for the food pantry and he and Jennifer committed to continue looking for the best space. Caleb will bring his space request draft and any ideas/feedback he has gathered to present at the next meeting, on January 8.  |
| Sustainability Committee Report | Committee is working with the Science Division around the National Geographic Live programs Paul announced earlier. The committee will look at the sustainability film series and select films/dates for the next term. Meatless Monday campaign has just wrapped up, and will be continued for at least one month per term. Committee has voted to sign a letter in support of the Kigali Amendment to the Montreal Protocol. The Amendment would phase out use of HFCs in refrigeration, and the letter will ask college administration to sign. Meetings are held on Fridays at 1pm in LCC 16/211. Everyone is welcome.  |
| **Next Meeting** | **December 11 optional subcommittee meeting to review IEC report****January 8, 2019, 2:30 – 4:30pm regular meeting** |

Future Agenda Items:

* facility hours - posted vs actual according to COPPS Policy HOURS: 30th AVE CAMPUS
* fees for usage
* Food Pantry request & student feedback from Caleb