



FACILITIES COUNCIL  
MEETING NOTES  
November 13, 2007, 3:00 p.m.  
Center Bldg. Rm. 407

Present: Bob Baldwin, Trevor Ballard, Glenn Goss, Jennifer Hayward, Bob Mention,  
Jonathan Morton, Margaret Robertson, Susan Tatar, Dave Willis

Absent: Janet Anderson, Dawn DeWolf, Stephen Pruch

**1. Agree on Agenda**

Agenda was approved. Jonathan Morton and Trevor Ballard were introduced as the ASLCC representatives. Margaret noted that the agenda item on the work plan was discussed at the last meeting.

**2. Approve Minutes**

Minutes for October 23 were approved. Susan agreed to be recorder for this meeting.

**3. Design Guidelines – Next Steps**

Margaret handed out the May 12, 2007 draft of the Campus Design Principles developed by a subgroup. There was discussion about whether the principles repeated the college mission, values and goals. Margaret explained that the subgroup developed the Campus Design Principles to be an over-arching framework to build from. The council discussed how to get input from other councils and whether there was enough representation from other groups on the Facilities Council. The Campus Design Principles will be posted on the council web site and other council chairs will be notified that it is there for their comments.

**4. COPPS Update**

Margaret handed out the list of COPPS topics which the council reviewed. Items were marked if the council wanted responsibility for the policy or procedure or if clarification was needed from College Council. Other suggestions were to review items on COPPS and form comments and compare policies with the Facilities Council charter. The final list will be discussed at the next meeting and the council will try to come to a consensus.

**5. Safety Committee Representative on Facilities Council**

The council discussed the advantages of having representation from the safety committee. Dave Willis mentioned that there are various plans such as emergency response and safety for which the council could use their buy-in and comments. Dave also noted that they could be invited to sit on subcommittees instead. Jonathan moved and Jennifer seconded to add a Safety Committee representative on a voluntary basis. Under discussion, it was noted that Dave Willis and Jennifer Hayward are current members of the safety committee. Bob Baldwin said the Safety Committee should decide internally if they want to have a representative. The motion passed unanimously. Jennifer and Dave will bring it up at the next Safety Committee meeting.

- 6. Suggested Agenda Items**  
Postponed Emergency Plan Subgroup  
COPPS  
Cafeteria Redesign (Jonathan and Trevor)

- 7. Next Meeting**  
November 27, 2007  
3:00-4:55 p.m.  
CEN 407

Meeting adjourned at 4:55 p.m.

Submitted by: Susan Tatar