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**Facilities Council Meeting Minutes**

January 23, 2018

2:30 to 4:30pm

Bldg. LCC 07/212K

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

**Recorder:** Deborah Butler

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

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | Agenda approved. |
| Approval of Minutes | Craig moved to approve the minutes for December 12. Lee seconded. Approved.  Susie moved to approve the January 9 meeting minutes, with a correction to clarify the date of the first scheduled Master Plan forum as February 8. Mike seconded. Approved. |
| Announcements | Becca submitted the following statement via email, which Deborah read into record:  "A friendly reminder to everyone that today is the last day to vote in the special election!! As you all know, this is a crucial election that directly affects students on this campus, as well as our community more largely. If you have not dropped your ballot, please do so by 8pm.  A new senator is interested in holding a seat on this committee, so you should all be meeting him soon.  The Inclusive College Committee is continuing the Open Hearts Project, a community art project in which we are collecting heart-shaped expressions of self-love and love of community. We see this as an opportunity to celebrate our unique qualities, which we believe bring us together. If you have not participated in this project, you are welcome to stop by the student government office, the Library, or the Center for Student Engagement to leave your heart.  An update on the student government office: we still do not have a floor, and there is still a hole in our ceiling.  Last, I have been approached by students of color and Jewish students with concerns about increasing white supremacist activity within the facilities department, more specifically in custodial. I would like to receive an update on what this department is doing to keep our students and employees safe from those who would do harm to students and community members from marginalized and oppressed communities."  Mike shared that the Bike Lane is loaning out bikes from the new covered bike building. There are a couple of minor items that still need to be completed in the space, but it is functional and access codes will be shared with on-campus bike commuters soon.  Campus budget forum in CML 104 on Thursday, Jan 26 from 2:30 to 4pm. The agenda will include several members of the Budget Development Subcommittee. All are welcome to attend.  Susie requested a future agenda item to discuss future use of the former Public Safety permit lot. Brian mentioned that requests for the space have already been received, but it will be added to a future agenda. |
| Distribution of Literature Committee Update | Craig reported that this committee has not yet met but plans to meet next week and should have an update at our next meeting. |
| Sustainability Committee | Luis reported that the committee had its first meeting on January 12 with some new and some past/continuing members. This Friday will be the second meeting, and groups and committees will be formed around the ideas that arose at the first meeting. One of the groups will be in charge of creating policies to bring forward to this council.  The next committee meeting will be held on Friday, Jan 26 at 1pm in 16/211. Facilities Council members are welcome to attend. |
| Master Plan process check | Deans and Directors survey has been changed to the “Program and Department Facilities Needs” survey. The survey is a form, but submissions have not yet been checked or reviewed.  Lee has been working with Alen around 25Live data and has determined that most information needed for the facilities space analysis is already available through the 25Live system. Using that data as a starting point is a great first step and will minimize the physical space measurements required to complete the project.  Lee also shared questions that have been prepared by the subcommittee for completion by students and employees. The survey questions have been divided into categories related to the Core Themes and are attached to these minutes. The questions will be provided to council members electronically, and feedback will be requested by Friday of this week.  Alen asked whether the subcommittee considered including a field for additional comments at the end of each section. Mike responded that the subcommittee decided that including those fields would make the survey longer and more cumbersome and therefore chose to include a single field at the end of the survey for any additional comments. After some additional discussion, it was decided that a field would be added for additional comments under each section, with a 150-character limit for responses.  Alen’s comment was specifically related to bus routes and service times, and there was a short discussion about whether additional bus questions should be included. Alen asked whether it would be easy in the flow of the survey for individuals to include comments. Deborah said that while the form will appear on a single, scrolling page when viewed on a computer monitor, mobile viewing on a phone or tablet may result in the survey being split by section into separate pages connected by a directional arrow.  In regards to the motorcycle parking question, several members pointed out that motorcycle parking was currently available in Lot B and Lot M.  Susie shared a suggestion for a general safety inquiry. Jace shared that Public Safety conducted a safety survey as part of their program review last year, and will follow up with another survey this year. In response to concerns expressed in the survey, patrols have been increased in some areas. Alen suggested a link to the Public Safety survey results be included in the “Safety” section of the survey. After some additional discussion, it was decided that a line would be added to note that additional safety information queries may be directed to Public Safety. Susie clarified that her idea of “safety” in this context was related to physical safety items such as railings or lighting. Lee said he would revisit that section and see if he could find a way to rework the section to include those comments.  Lee asked whether committee members would be available/willing to assist with some of the considerable work ahead, including the RFP process for architects and planners (Feb creation & March selection), focus group planning and leadership (March), and identification of options and alternatives (March-May for first round, June-Aug for second round). Lee will send an email to the council to request assistance with these items. If volunteers are still needed at our next meeting, he’ll make another request.  Alen suggested that forums be scheduled in 02/213, which is set up for video conferencing. |
| Bond Update | Alen reported that Media Arts department faculty were very pleased with the new space in Bldg 18. No updates at this tiem on the floor/sound issue that was reported at the last council meeting. Lighting has been updated to LEDs, which has greatly reduced the amount of heat generated by studio lighting in the space. Media Arts still uses two spaces on the first floor of Bldg 18, and #307 is still used for cinema and a couple of large-group meetings. Alen also thought there may be some part time faculty in offices on the second floor. There are only a few small items left to determine the final bond accounting.  Concerning the solar thermal project at the Mary Spilde Center, work is still being scheduled. More information should be available at the next meeting. Savings from other projects should more than cover the cost of the solar thermal project. |
| **Next Meeting** | **February 13, 2:30 to 4:30 in LCC 07/212K** |