Lane Logo 98 copy.tif

**Facilities Council Meeting Minutes**

April 24, 2018

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Craig Taylor, Jennifer Hayward, Lee Weidman, Luis Maggiori, Michael Sims, Alen Bahret, Susie Holmes, Mike Zimmerman, Keely Blyleven

**Recorder:** Deborah Butler

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

Anne McGrail, LLC Faculty

Jen Steele, Director of Planning and Strategy

Anna Scott, Energy Analyst

|  |  |
| --- | --- |
| **Item** | **Notes** |
| Approval of Agenda/ Additions? | Suggestion to move Energy Policy/Procedure earlier in the meeting if Anna Scott is able to attend to discuss and answer questions. Agenda approved as amended. |
| Approval of Minutes | Craig moved to approve the April 10 minutes, Susie seconded. Approved. |
| Announcements | New student member Keely Blyleven was introduced. She will be attending regularly and will be added to the council roster.  Alen asked whether the tree service had come to remove fallen trees from the running trail adjacent to Gonyea Rd. Jennifer responded that a service had been hired, but was unable to verify that they had already completed the work.  Mike needs to leave at about 3:30 today; Jennifer will take over when he leaves if necessary. |
| Learning Plan Discussion | Jen Steele and Ann McGrail came to discuss the ongoing work around creation of a comprehensive Learning Plan.  Craig asked where the Master Plan falls within the proposed planning structure, since it is broader than a department or division plan. Jen referenced a planning structure used at Morepark College in CA that includes an interface between overarching plans, such as a master facilities plan or technology plan, and all individual department plans. This relationship between plans allows departments to use and address overarching plans, and for planning groups involved in broader plans to learn how the plans are being used across departments.  The learning plan team will host 2 world café-style college-wide planning sessions this week, on Wednesday and Thursday, between 2:30 and 4pm. The blog link and updated conversation kit have just been updated, and will be shared via email by Jen or Deborah.  Mike commented that unique culture and needs within a geographic are important considerations, and that every area is not the same. Specific industry and employment needs, cultural values, and other characteristics should be considered in any overarching plan. Jennifer agreed. Ann characterized Mike’s comments as similar to a comment made in another conversation about the Learning Plan, cautioning that the question isn’t just “are our students college-ready,” but “are we ready for our students?”  Mike and Jen both shared a desire to include students in the planning process. Keely said that connecting students to their life passion and plan is work that the college should prioritize; students who are engaged and connected will be more productive and successful. Mike agreed with Keely’s comments and added that programs like First Year Experience that support student interest exploration and coach students toward successful practices are good examples of that idea.  Jennifer asked how the 2016-2021 Strategic Plan will interface with the Learning Plan. Jen said that the Learning Plan will become an “umbrella” over the existing plan, and will be connected to the goals and strategic directions already articulated.  Craig noted that although the Learning Council is primarily charged with planning work right now, this plan will clearly be broader than just Learning Council and will require cooperative work across all of campus. |
| Master Planning Update | Architect and Engineer RFP was released to the Register Guard and the Journal of Commerce this week. They are accessible via oregonbids.com RFP will be posted for 2 weeks. A few days after closing, the volunteer committee will meet to review proposals. If there is a clear winner at that time, the contract can be awarded immediately. If not, interviews will be commenced.  The focus group information gathered from this group was very useful and helped to revise the focus group process. One of the ideas that has been raised involves academic and non-academic factors that affect student success. For example, wayfinding markers, food, and student clubs are not academic in nature but may have a significant effect on the daily experience of students in their daily campus experiences.  Keely spoke in favor of universal design principles in all spaces (not just classrooms) in order to create a welcoming environment for all students. She will join the Access Focus Group and the Learning Focus Groups if she is able.  Nic has been working on an inventory of rooms by use with the help of Alen Bahret, but because room use might change multiple times per year, it’s a challenging task. |
| Safety Committee Recommendations | Jennifer shared a memo directed to Facilities Council and Brian Kelly regarding safety training for Lane employees. The group recommends a safety orientation with minimum training requirements, as well as a checklist that could be personalized by position to assign mandatory or recommended training.  Keely asked about the modality for trainings – either online or in-person. Jennifer responded that much of the training is available online, but not all. It could be tracked within deparments and/or online. Training requirements would apply to work study students.  Alen shared that he was asked to identify the location of first aid kit and AED in his area for a work study orientation earlier this week, and he wasn’t sure where the items were located. Because it’s likely that this issue occurs in other locations as well, he recommends a communication to all employees that describes the location of AEDs in every building.  The council was generally supportive of the proposal. Jennifer will draft a policy for this council to review and recommend. |
| Energy-related Procedures | Energy Analyst Anna Scott joined to answer any questions about the Energy procedures. Craig noted that, as a council, this group is not in a position to approve procedures. However, this group has frequently reviewed and provided feedback on procedures when asked. Mike agreed that the council should not vote on procedures but could give suggestions as helpful.  One of the questions that was raised in our last meeting was around the sentence “The use of personal heaters and air conditioners is prohibited/discouraged (unless medical conditions deem it necessary),” in the “Building Operations” procedure, because the same procedure also states, “Personal computers, other office equipment, lights, window air conditioners, and personal heaters should be turned off when not in use.” Anna explained that the second statement applies to those who may be using heating or cooling devices in accordance with the medical exception. She will add an additional sentence to make it clear. Keely suggested that a sentence about accommodations or disability-related needs be included at the beginning of the procedure instead, in that it applies to all of the recommendations listed within the procedure.  Alen was concerned about the suggestion within the that computers be turned off “when not in use.” “In use” should be understood to include computers that must be kept on and online so that they can be remotely accessed if necessary. It may be appropriate to include an extra, clarifying note to that effect. Alen also noted that scheduling building spaces to activate HVAC and lighting for a single event in a day uses far more energy than leaving a desktop computer running overnight, and we don’t have great controls for that use.  Anna will include a link to IAQ information in the “Indoor Temperature” section as well as at the end of the “Building Operations” section.  Luis raised a question about whether the “Building Operations” procedure should refer to “LEED standards” rather than the specific “LEED silver” standard. After discussion, it was decided that the intent was to set an expectation of LEED silver standard *or better*. Anna will add a couple of words to clarify. |
| Sustainability Committee Update | Activities were planned yesterday to celebrate Earth Day at the Learning Garden and Bristow Square. There were approximately 50 visitors to the garden, but fewer visitors to the other location. There is a Sustainability Fair planned in May in Bristow Square. Next year’s events will probably be planned for a single location in the garden to maximize impact. Paul could not attend this FAC Council meeting or the Earth Day event on campus, but Science Division is very interested in being involved for future, similar notable dates during Earth Day/Earth Week.  Luis will present an updated, revised Green Office certification program to the committee on Friday and hopes to raise awareness of the program moving forward.  The committee hosted their second movie event, but it wasn’t well-attended. The last movie event was tied to class credit in one class, which definitely resulted in better attendance.  The next Meatless Mondays event will be planned for May. The last event, which occurred in March, resulted in 3x vegetarian sales in the food court. |
| **Next Meeting** | **May 7, 2:30 to 4:30 in LCC 07/212K** |