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**Facilities Council Meeting Minutes**

November 14, 2017

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Anna Scott, Craig Taylor, Jennifer Hayward, Lee Weidman, Alen Bahret, Susie Holmes, Brian Kelly, Becca Hill

**Recorder:** Deborah Butler

**Guests:** Dean Middleton, representative from Diversity Council

Jen Steele, Director of Planning and Strategy

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | Agenda changed to place Master Planning discussion at the beginning of the agenda, followed by Dean Middleton’s statement, due to time constraints for some council guests. All other items will be presented in the order listed on the agenda. |
| Approval of Minutes | Susie moved to approve with Paul’s minor amendment, Jennifer seconded. Approved unanimously.  \*amendment was to add the words “and other reasons” to the statement about members who needed to leave the meeting early. |
| Announcements | Craig needed to leave for the Curriculum Degree Requirements Committee at 3:05.  Becca shared that a special election for student government is happening now, and polls close at 11:59pm.  Mike will be going back to Recycling Coordinator Position. New Sustainability Coordinator Luis Maggiori will start on Nov. 15. Mike is still welcome to remain a member and chair of the council, but has shared that he may choose to step down. |
| Master Plan Process Discussion | Since last meeting, Lee, Jennifer, Jen Steele, and Christina Howard met to talk about overall planning process and alignment with Learning Plan creation. Planning calendar has been amended to:   * Extend “Campus Conversations” period * Include some joint planning dates for Learning Plan/Master Plan feedback * Create a Program/Dept Facility Resource Forecast form (3 month turnaround)   Anna noted that she liked the language in the “What is a Campus Master Plan?” at the top of the Campus Master Plan Summary. The Department Resource Forecast form requests information that is explicitly requested in the Annual Planning and Program Review processes, it should not be an onerous request. Goal to distribute the form is December 5. Goal is to get higher-level, department-specific planning feedback, rather than a list of maintenance tasks. A suggestion to share an example of a filled form will be incorporated into the messaging.  Jen urged the steering committee to share rough drafts as the work progresses, because that can help questions emerge from the work as the plan moves forward.  Craig moved, Anna seconded. Unanimously approved. |
| Dean Middleton – Representative of Diversity Council | Statement in support of recognition of the 2nd Monday in October as Indigenous Peoples Day.  Anna moved that the Facilities Council support the Diversity Council statement of Indigenous Peoples Day. Alen shared that he was not comfortable voting to support the proclamation without conferring with constituent groups. The motion was amended to vote at the next meeting  Anna stated that she supported the proclamation because she is supportive of holistic community-building. |
| Council Membership & Positions | Mike is a member by position. Anna was a member by position last year, but is now an appointed classified representative.  College Council asked all councils to clean up the membership lists. Some positions that were  Health and Safety Director membership is still not clear, and College Council has been  Options: Safety Committee chair/member, Health Clinic Director, Public Safety Chief, Risk Management Coordinator?  Based on the language of the Facilities Council charter, which includes parking, emergency response, and emergency preparedness,  Alen moved to include the Chief of Public Safety (or designee) by position, and to extend an invitation to the Safety Committee chair. Alen moved, Lee seconded, unanimously passed. |
| Facilities Council Role in Free Speech and Displays on Campus | Large displays on campus  -review of Distribution of Literature policy  -invite Christina Walsh to discuss  Alen – procedure exists, but is it always followed? Does it link to a policy? Who sorts and removes them? What types of gaps exist in the procedure?  Distribution of literature procedure – invite Christina Walsh  Additional bulletin board space for postings  Digital signage—update language and guidelines?  Large displays and structures—use of campus space, safety, vision obstruction  Deborah will invite Christina Walsh to the next meeting to discuss the Distribution of Literature procedure and any gaps that may create facilities or maintenance concerns. |
| Energy and Water Metric Reports | Anna reviewed Energy and Water Metric Reports, which will be included with minutes. Past reports can be found online at: <https://www.lanecc.edu/sustainability/metrics-and-data> |
| Facilities Rental Work Update – Insurance Waiver | Council reviewed the rough draft and asked Deborah to include it in the manual with some small text changes. |
| **Next Meeting** | **November 28, 2:30 to 4:30 in LCC 07/212K** |