

**Facilities Council Meeting Minutes**

January 8, 2019

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Alen Bahret, Jennifer Hayward, Luis Maggiori, Craig Taylor, Paul Ruscher, Susie Holmes, Jennifer Hayward, Andy Salzman

**Recorder:** Deborah Butler

**Guests:** Robin Geyer

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | No changes proposed. |
| Announcements |  |
| Minutes | Paul moved to approve the minutes as written. Susie seconded. Minutes approved.  Craig asked for clarification on the work and comments from Facilities Council in regards to the space use procedures and policies shared by Jennifer Steele. Because Jen is out for a couple of months at this time, there was not an opportunity to meet with her for discussion. |
| Announcements | January 16 Chair/Vice Chair meeting is scheduled at 2pm in the Boardroom.  Broad Master Plan Visioning Session will take place on Friday, and although specific individuals involved in planning and leadership in various areas across the college have been invited, everyone is welcome to attend. Meeting will be held on Friday, January 8 at 8:30 to 11am in LCC 04/106. Check in with Troy Hansen with questions. |
| Taphonomy Lab Update | Paul shared that the Taphonomy Lab fence and gate have been installed. Locks have been requested. No decomposing matter at this time, but something will be placed on Monday. Soil and air data will also be collected via a battery-powered station. It is visible from McVay, but not from 30th Ave. Students from UO and Lane will be using the site. There will be a college-wide announcement made at some time soon, but it has not happened yet. There is great value in this type of lab environment. |
| IER Report | The report was completed 4 days ahead of the deadline. After discussion and drafting by the subcommittee of this council, it was reviewed and edited by Paul Jarrell and Brian Kelly, then submitted. Susie thanked the subcommittee for their work preparing the report, which seemed well-written and complete. |
| Master Plan Update | Since we last met, there have been meetings with the Foundation and College Finances in regards to funding sources, and also a meeting with the Sustainability Coordinator in regards to the Climate Action Plan. Also met with VP Paul Jarrell to review the space reports that will be provided to each department on campus in advance of planned department meetings in February.  The college expects to go for a bond in 2021 of somewhere between $40 and $120 million. Current bond of $83 million would also be eligible for renewable in 2023 if approved. The college is also eligible to ask for state legislature general obligation bonds (require a match of funds) every 3 to 4 years. Private fundraising through the foundation could potentially be as high as $6 to $10 million. Alen pointed out that the realized amount from fundraising for the CLASS project were only about 60%, so that should be a planning consideration.  Robin asked whether bond funds could be used to remodel or maintain buildings. Jennifer said that it was considered more difficult to “sell” the idea of maintenance for a bond campaign. However, if a building is basically rebuilt, there are other maintenance items that can be done at the same time with relative ease and less expense than if it were done outside of the project.  The Master Plan committee will be meeting with Deans and Directors, and will be setting department/division meetings for February. There is also an LTD meeting planned.  Jennifer shared the spreadsheet with the committee, and will send via email as well. |
| Membership By Position | Based on a suggestion to add schedulers as members by position. According to the charter, the council has room for up to 4 members by position. Robin said that she believed the content of the meeting is in line with her job duties, and Registrar Dawn Whiting has also requested that Robin be added. Members present were supportive of a scheduler position, to be filled by either Robin as the Academic Scheduler or Barbara Bailey as Event Scheduler.  Because there was no quorum to support a vote, this item will be revisited at the next meeting. |
|  | By way of context, Alen shared that a student who was on campus for an event on a Saturday was unable to enter a building. The COPPS policy states that campus will be open from 6am to 11pm. However, individual buildings often have different hours and may not be available outside of scheduled events or classes.  Jennifer and Alen will work together to bring an edited copy of the policy back to the council for review. Alen shared that the building hours are posted on the Public Safety website under “Building Hours” but are not easy to read because they use our internal abbreviations. They are sometimes accessed by Public Safety officers for reference. He will check to see if the building hours can be added on the Atlas map online in the hover images. <https://map.concept3d.com/?id=780#!ct/11008,10696,0> |
| College Council Report | Each council has been asked by College Council to review Board Policy 325 and report back on the listed criteria: clarity, wide and explicit communication, effectiveness, efficiency and timeline, processes that assure that decisions are made aa the appropriate level by the appropriate group with needed expertise, and recognition of the support needed for employees and students to participate and contribute meaningfully.  To facilitate collaboration on this report, Alen created four categories: Accomplished, What We Do Best, Responsibilities, and What We Can Do Differently. The group populated the categories, and Deborah captured the lists to distribute via email. Alen and the subcommittee will use the lists to create a draft report for College Council. The report information will be summarized/shared at the chair/vice chair meeting on January 16, and can be edited if necessary to submit by the deadline of January 22. |
| **Next Meeting** | **January 22, 2:30 – 4:30pm regular meeting** |

**Brainstorm Notes for College Council Report**

**01/08/19**

**Accomplished**

* CAP review and collaboration
* Bond 2008
* Policy review and revision
* Sustainability
* Transportation Plan

**What We Do Best**

* Listening, community engagement
* Reviewed most policies within the last 3 years (2 exceptions)
* Documenting our work and reporting out to campus community
* Review and provide feedback and guidance to procedures and facilities usage requests

**Responsibilities**

* Master Plan
* Facilities-related policies



* Assess effectiveness of existing policies and procedures

**What Can We Do Differently**

* Review annual construction/remodel/renovation plan (from charter language)
* Review list of policies from charter to determine if Facilities Council can help with implementation or policy, i.e. Space Assignment (Master Plan may help with this)
* “Nesting Dolls” of policies - review owners and responsible parties for coherent reading
* Safety Committee reports back to Facilities Council (Jennifer H. is our council liaison with Safety Committee)
* Branding policy or procedure -colors, design guidelines, furniture, digital paper, aesthetics...

**To Do List**

* Update 2006 Transportation Plan
* Review Emergency Preparedness Plan/Emergency Response
* Review Sustainability: Design and Construction policy, perhaps in collaboration with Sustainability Committee
* Review Building Naming policy

Future Agenda Items:

* vote on member-by-position addition of a scheduler
* Food Pantry request & student feedback from Caleb
* fees discussion