Lane Logo 98 copy.tif

**Facilities Council Meeting Minutes**

June 13, 2017

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Alen Bahret, Jennifer Hayward, Susie Holmes, Paul Ruscher, Mike Sims, Anna Scott, Craig Taylor

**Recorder:** Deborah Butler

**Guests:**

|  |  |
| --- | --- |
| **Item** | **Notes** |
| Approval of Agenda/ Additions? | Jennifer asked to add an item for Long Range Financial Plan feedback, and approval of the Master Plan planning principles. |
| Approval of Minutes | Jennifer moved to approve with amendment to last sentence in the Taphonomy Lab section. Anna seconded. Unanimously approved. |
| Announcements | Anna shared that LCCEF has appointed her as a classified representative to Facilities Council.  Craig shared that he and Barbara are still in communication with boy scout group about early September campout in a parking lot.  Alen shared a conversation he had with Heath Pierce in Custodial Services about whether all buildings and rooms should be open every day of summer term if they are not scheduled for class use, since an open building must be cleaned by staff even if it is only lightly used. He also spoke to Anna about adjusting HVAC use and whether space could be adjusted to use a more compact area or fewer buildings. Using facilities more efficiently during non-peak times could result in energy and labor savings, which could result in dollar savings for the college. These discussions will likely take some time, but Alen suggested that more individuals and groups be brought into the conversation. One challenge is that all buildings have offices, even those where classrooms will not be used over the summer. Craig suggested that he and Alen meet to discuss the idea further, perhaps with Heath, to decide next steps. |
| 2017-18 Work Plan | Master Plan work will continue into next year. Conditions assessment will be done this summer. Planning principles are done and awaiting approval. A significant amount of time and energy will be required from the council next year around this project.  More work will be done on the College Space /Facilitiy Rental Policy review, but with approval of the Facilities Use: General policy today, work on this project is done for the term. Remaining work will require work and decisions by the departments that own the procedures.  Parking Policy Review was requested by Todd and hasn’t moved this year. However, Anna and Mike suggested at least a discussion about parking next year. Paul agreed that a general discussion about parking would be worthwhile. General agreement that the topic should be expanded. Recommendation to change this topic to Parking Policy & Procedures/Climate Action Plan.  Utility Cart Policy & Procedure Review resulted in an internal guide for FMP that is being used now. The council would like to enact the procedure in COPPS. Jennifer agreed to bring the procedure to council early next year for approval and upload into COPPS.  Anna suggested Design and Construction policy update. Mike and Anna agreed to lead the update, with assistance from one or more other council members. Anna noted that an update would make a alignment between sustainable practices and college contracts clearer internally and to contractors bidding on projects. |
| Diversity Council Advisory Memos | Deborah shared two advisory memos with the council, one on gender-neutral restrooms and one on holiday displays. The memos are designed to communicate and share information about specific topics that have come before the council and have received attention and recommendations, but that fall short of need for a policy or policy amendment. The memos are non-binding and information in nature, and include an invitation to discuss any issue in more detail with the council.  Anna was confused about the advice regarding gender neutral restrooms, since the posted signs read “This restroom is for everyone.” Deborah shared that although that language appears on the restroom doors, the language is not consistent on maps and other documentation around campus. While labeling the rooms is important, it’s only useful when students and others can locate them when needed and also use them safely and without harassment or discomfort.  Alen expressed a concern about the holiday display memo, because it seems to be leading toward having no holiday celebrations or decorations of any kind. He pointed out that the college calendar bases closures around Christmas day, which is a religious celebration. Deborah agreed that there is some incongruence in college planning in this area, but the goal of this document is to provide a set of guidelines for holiday displays in the absence of an official policy document, and not to control the practice of any individual or group. The document was created in response to complaints received around holiday displays, so individuals are already experiencing discomfort in these areas. Diversity Council is not interested in restricting freedoms in religion or expression, but also acknowledges that the practice of one employee may infringe on the freedoms of another. The guidance from Diversity Council is to communicate and be respectful where disagreements arise, and to make every effort to maintain a productive work environment for all. Additionally, the council felt it was important to communicate the specific, existing legal requirements around religious displays at the college. |
| Master Planning Update | Vote to approve planning principles as emailed by Jennifer on 05/23. Craig moved, Alen seconded. Unanimously approved.  Jennifer noted that one goal of the Master Planning process is an improved system for cataloging and tracking space. Right now, some spaces are not cataloged in 25Live even though they are assigned for specific use. This may or may not require additional services. |
| Long Range Financial Plan | Jennifer provided a copy of the capital renewal information that was provided to the Long Range Financial Planning team. The recommended best practice for capital renewal is 1.5-2.5% of current replacement value, which would be approximately $6.4 million. Lane’s capital renewal budget is $1 million. The current deferred capital renewal list totals approximately $38 million. With the summer facilities conditions assessment, it is possible the the deferred maintenance list will increase.  The report was provided to the LRFP team, but is not currently included in the plan. At the board meeting on the 12th, the board will be holding a work session to discuss scenario planning. Jennifer asked that council members attend that session if available. [note: Board meeting date has not yet been confirmed. Jennifer will send information when it is scheduled.] |
| Bldg 18 Update | Job shack is in the gravel parking lot near 18. Beams will be removed (decorative) for seismic updates. Goshen Fire and Eugene Fire has been notified, but Alen suggested that FedEx, UPS, and Oregon Imaging be notified as well, since they are frequent users of the lot for BCIT, Health Clinic, and other deliveries. Mike asked Jennifer to communicate with building users that they should contact him if they have IEQ concerns. It was suggested that additional communication at the start of the project about what to expect (i.e. noise, possible diesel fumes) as it progresses. |
| Bond Update | Roger Ebbage plans to request the Solar Lab project be changed to expand existing solar capabilities. He is concerned that the NWEEI programs no longer have enough students to manage the lab effectively, and recruitment was not as effective as planned. |
| **Next Meeting** | **September 26, 2:30 to 4:30 in LCC 07/212K** |