

**Facilities Council Meeting Minutes**

April 23, 2019

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Jennifer Hayward, Brian Kelly, Craig Taylor, Mike Zimmerman, Mike Sims, Susie Holmes, Luis Maggiori, Alen Bahret, Andy Salzman, Mike Sims, Paul Ruscher, Robin Geyer, Bryant Everett

**Recorder:** Deborah Butler

**Guests:** Tammie Stark, PIE

Sarah Lushia, Diversity Council

Jessica Alvarado, College Council and Bristow Square Task Force

Mark Harris, Diversity Council and Bristow Square Task Force

Noah Smith, student and president of Green Chemistry Club

|  |  |
| --- | --- |
| **Item** | **Notes** |
| Approval of Agenda/ Additions? | Tammie Stark will provide information and an invitation to participate in Accreditation team. Craig moved to approve minutes as written. Mike seconded. Minutes approved. |
| Announcements | Alen shared that Barbara Barlow-Powers and Ed Radza from IT have asked to join our next meeting to talk about GMail migration.  Paul shared that there would be a featured presentation and a tour of the taphonomy lab at spring conference.  Alen shared that there was a Chair/Vice Chair meeting last week. Alen gave an update on the Facilities Council work plan. He said there was some confusion about the direction of College Council at the end of the meeting.  Susie shared that there would be a second undergraduate research day on May 29, 2019.  Noah Smith, president of the Green Chemistry Club, came to talk about an effort to start a plastic recycling program on campus. He requested use of the test cells behind Bldg 10 as a possible site for this project. He’ll be submitting a space request form tomorrow and asked for Facilities Council support. He noted that there are several opportunities for students to engage in the project, from setup to operations to planning and marketing. Plastics would be sorted and cleaned, then melted and pressed into molds. The model for this work is taken from Precious Plastics and can be found online. The test cells are on the edge of campus and would be surrounded by open air flow, which would be appropriate for this type of use. The low temperature for melting are not anticipated to create significant fumes. Paul said that Science and Advanced Tech could be excellent partners in this work, and Andy said that the art department might also be interested in collaboration. The club is contacting multiple organizations for funding and contributions.  Tammie Stark, Accreditation coordinator for PIE. Accreditation Leadership Team is recruiting members to join. A faculty writer position will be hired in the near future (pending announcement from Paul Jarrell). Communications and engagement team is actively recruiting members right now. The accreditation website contains additional information about available appointments and engagement. She is available to join other group meetings as requested to talk about accreditation and these opportunities. Alen asked whether there was funding available for release time. Tammie responded that FT faculty and managers would not be eligible for additional funds, but PT faculty and all classified employees would be. |
| Facilities Council - Summer Work Check-in | There are multiple ongoing projects underway right now, including rental use and procedures, and it would be helpful to continue work over the summer, provided members would be available, there are no objections from council members, and any formal decisions would be held until the council reconvenes in the fall.  There was a general consensus that this is an acceptable plan, supported by council members. |
| Master Plan Update | Chris provided an update and shared that department-level meetings were pushed back due to the storm closure, when most meetings were scheduled. Meetings were rescheduled and have been held at this point, but the delay set the work back by several weeks. Discussion about a possible bond in May or November in 2020 have created some deadlines to complete the work. The plan at this time is to engage in further conversation with departments through spring term and develop a proposed list of projects in the summer. There are currently about 30 projects under consideration, of varying size and scope. Some projects come directly from the deferred maintenance list, and some have arisen out of meetings about space use and future needs across campus.  Identified projects would be further explored in the fall, and details about each project would be developed. Project drafts could be used in bond recommendations to the Master Plan subcommittee, Cabinet, Facilities Council, and the campus overall in a scheduled forum. Projects will be prioritized by established criteria, including student learning, accessibility, and other qualifiers that were selected at the beginning of this process last year.  Space standards were provided to departments for discussion of their future anticipated space needs. Feedback was also collected regarding the type of spaces that were needed, i.e. classrooms, technology-enhanced spaces, collaboration/work rooms, etc. That information is being compiled now and will be provided for review and potential prioritization by Cabinet. Consultants have met with 65 separate departments/areas, and have determined that the needs articulated in those meetings include requests for an additional 100k square feet of space. There are approximately 25k square feet that are not currently being used. That request might change depending on prioritization discussions that occur in the months ahead.  Brian shared some statistics in regards to declining student counts/FTE, increased online class enrollment and College Now, faculty and staff reductions, and the increased space being requested. There are a number of potential causes: some instructional programs may require more space per student due to curriculum changes, scheduling conflicts, etc. Another consideration will be the vision and direction for the college into the future - whether development is planned for online courses, CTE programs, liberal arts education, etc.  Alen asked whether the space requests are related to programs or courses that are not being taught because there is not adequate space available, or whether the requests are connected to existing work that’s being done without adequate space (“right-sizing”). Chris said that requests come from both of those processes, and the 100k estimate includes all requests. |
| All-Access Bathroom Policy Review - Sarah Lushia | Sarah provided Facilities Council with a copy of a policy passed recently by Diversity Council. Sarah shared that she and others heard from students that they were uncomfortable or felt unsafe using the restroom that aligned with their gender identity, and also witnessed inappropriate or uncomfortable interactions between staff and students regarding their chosen restroom. Last year, Diversity Council produced an Advisory Memo on this topic, and this policy is a step further in that direction. The council is in the feedback stage, and is asking for assistance and comments from this council, ASLCC, GSA, and other groups. One of the ideas that came out of a previous conversation with the International Program was inclusion of foot baths.  Alen asked how funds would be allocated, and the cost of converting multi-stall restrooms to single-stall, gender inclusive rooms. Sarah responded that *all* single-stall restrooms shall become gender inclusive immediately. New construction and remodels would require at least one gender inclusive restroom. For that reason, the cost would be incremental and is not anticipated to be significant.  Bryant shared that the Gender Equity Center has created a list of gender inclusive restrooms and is working on an update now. However, there is no policy in regards to treatment of transgender or gender non-conforming students or employees.  This policy draft does not explicitly call out locations, and it’s assumed to apply to main campus only. Is there a plan in regards to centers and non-main campus locations?  Jennifer asked whether signage currently used to mark gender inclusive restrooms is adequate for continued use. Sarah responded that the signage that includes the graphic interpretation seems widely understood and accepted. Brian also shared that the current signage was a result of collaboration and consultation with ASLCC and student affairs, and that it is understood that they may change over time. Current signage was produced without great expense, and we have some room to make changes and establish a standard text and image.  Facilities Council members committed to send any follow-up questions or concerns to Sarah to report back to Diversity Council. |
| Bristow Square Task Force report - Jessica Alvarado and Mark Harris | Mark and Jessica were both members of the Bristow Square Task Force, which was created after the October 2017 visit of an external group that created a prominent display that was deemed to be offensive by many students and employees.  Their first recommendation is related to the *Facilities: Use of Facilities and Public Spaces for External Groups* policy, with a request for “established scheduling and usage procedures” text that links to the *Facilities: Scheduling* procedure (name may need to be changed for consistency). Several other links are also inconsistent or incorrect, and have been marked on the paper copy provided. While the Task Force discussed and made reference to some procedures, they largely left them to the work group to update in alignment with recommended policy updates.  College Council has approved the *Facilities: Use of Public Spaces for External Groups* policy. Facilities Council is asked to incorporate the Task Force recommendations into procedures in the FMP and Facilities Council/Space Use areas as appropriate. The Space Use and Rental work group will be continuing work on these areas through the summer. |
| Sustainability Committee Report | Earth Day activities yesterday included a film screening (2 viewers in the morning, 3 ppl in the evening), a plant giveaway, Meatless Monday in food services, a composting workshop in the Learning Garden.  There will be two more film screenings this term, on May 13 and May 30. Advertising/messaging is ongoing, but it’s been a challenge to get more than a few viewers unless films are part of an extra credit assignment.  The committee has received two proposals this term, for a carbon offset opportunity and a biochar program. The committee voted at the last meeting to disqualify any projects backed by a corporation.  The Bee Friendly Campus certification is almost ready to submit for consideration. Part of the certification process calls for educational outreach events; a couple of events have already been held, and the plan is to continue scheduling them once or twice per term. |
| **Next Meeting** | **May 14, 2:30 – 4:30pm** |

Future Agenda Items:

* Safety Committee Report (Jennifer H)
* review Safety Committee training recommendations (Jennifer H)
* Gmail migration