Lane Logo 98 copy.tif

**Facilities Council Meeting Minutes**

May 8, 2018

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Brian Kelly, Craig Taylor, Jennifer Hayward, Lee Weidman, Luis Maggiori, Michael Sims, Alen Bahret, Susie Holmes, Mike Zimmerman, Vicki Trier, Paul Ruscher

**Recorder:** Deborah Butler

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

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | No changes proposed. Agenda approved. |
| Approval of Minutes | With Paul’s emailed revisions, Craig moved and Luis seconded. Approved. |
| Announcements | Alen shared an article in the Register Guard related to REI’s efforts to improve sustainability by purchasing.  Alen mentioned that there is a “smoking log” on the running trail that has become a smoking hangout for ECCO students. The property is owned by a trust, and Lane has been asked to stop using the property for any use. Alen said that ECCO students have been gathering there to smoke and leaving garbage on the site that then has to be hauled away. Alen said that he spoke to an official at ECCO and there was very little response. Alen suggested signage that indicated “Now Leaving LCC Property.” Brian suggested that Lane should make sure the trail is not included in any maps or other materials.  Jennifer issued an email last week to let everyone know that the west campus forest trail Alen asked about at our last meeting was cleared by contractors and is now open for use.  May 21 will be the final Bond Leadership Team meeting, and will included a celebration. Troy has met with Lease Crutcher Lewis about beginning the final project – a solar thermal system for the Mary Spilde Center. |
| Safety Training Policy and Procedure | Vicki had a concern and question about how the policy would be communicated and implemented. She was specifically concerned that, lacking a consistent onboarding procedure at the college, new employees would not know that they were responsible for training. Suggestions included HR and Dawn Barth. Paul also mentioned that someone specific should be assigned as a record keeper for each department.  Mike asked about the reason for creation of a new policy/procedure. Jennifer said that compliance was inconsistent.  Alen asked whether the policy was designed to be written for alignment specifically with federal OSHA guidelines, or whether there was also reference to OR OSHA or other groups. Jennifer said that she believes that OR OSHA simply enforces federal OSHA rules, so they are probably accurate as written. She thought it might be a good idea to add a mention to Lane-related training requirements (for example: electric cats, van training).  Luis mentioned that Food Services may need its own list of trainings. He also asked whether the policy and procedure would apply to Federal Work Study students. Jennifer said yes, it would apply to them.  Brian noted that there is a COPPS policy on Volunteers that required an orientation for all college volunteers, including a liability waiver that must be signed and kept on file.  Jennifer will take the council’s comments to the Safety Committee at the May meeting, and will report back. |
| Master Planning Update | Focus Groups this Friday. Invitations have been sent. |
| Sustainability Committee Report | Sustainability Fair will take place in the square in front of the Center building on May 16. The Learning Garden will have a booth and will sell some produce from the garden. Unfortunately, the committee was unable to get an outside farmer’s market vendor to commit to participate. There will also be a booth for the Rainy Day Food Pantry and the No-Cash Clothing Stash, which will be accepting donations for students.  May 30 film screening has been planned, and is coupled with an effort to work with faculty to incentivize participation for students through class credit. Alen mentioned that the video screen in Hauglund Commons in the Center building can be available by reservation as well. Although it can be somewhat loud and students will come and go through the space during the day, it may be a good central place to host a film. Alen also mentioned the availability of inflatable outdoor screens available from Willamalane or elsewhere that would allow a screening outdoors, although that option may only be effective in the evening when it’s dark. |
| Notes for Our Next Meeting | Alen asked whether the Wayfinding Committee was still meeting. Jennifer has not convened the committee, and it hasn’t met in some time. Lee worked with Funk/Levis and has a list of improvements that are planned as funds become available. Alen noted that there are several redundant signs in some locations around campus. Jennifer recommended that anyone with a specific wayfinding concern may always contact FMP or her directly; if they are able, FMP will correct the issue. |
| **Next Meeting** | **May 22, 2:30 to 4:30 in LCC 07/212K** |