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**Facilities Council Meeting Minutes**

September 26, 2017

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Alen Bahret, Anna Scott, Brian Kelly, Craig Taylor, Jennifer Hayward, Lee Weidman, Mike Sims, Paul Ruscher, Susie Holmes, Vicki Trier

**Recorder:** Deborah Butler

**Guests:**

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | Mike proposed that, if time allows, the BikeLane and Climate Action Plan order be switched to allow a walk to the new Bike Building.  Alen asked for an update on the logging activity happening adjacent to the college, in part because many employees have been asking for information about the project and its potential impact on the college. |
| Approval of Minutes | Anna moved to approve, Craig seconded. Approved unanimously. |
| Announcements | asked that the council consider a plan to manage the large number of dead trees in the area surrounding the college. Jennifer noted that a forest management plan would be a good fit in the Master Plan work happening now.  Paul provided an update on the taphonomy lab proposal. Jeanne McLaughlin has been deployed to Puerto Rico, so the project is on hold. The U of O had  Brian shared that the college was not notified in advance of the logging activity taking place near campus. Gonyea Rd. is a county road, so no permission was needed. The property was purchased by the MacDougall brothers, who have not consulted with the college, and previously (approximately 20 years ago) approached the Board of Education to Brian and Brett Rowlett will be attending a hearing for a petition in opposition to development by LandWatch Lane County next week, and will report back to the council. Alen reported that “No Trespassing” signs were posted within the past couple of days along the path to the Arlie city park, so the only way to access the park is behind the college. He recommended that the college may choose to ask a tree specialist to review the area surrounding the logged area to be sure that there are no unsafe trees at this time. Council members have general concerns about water quality in wetlands and Russell Creek, and impacts of traffic and construction.  Lane County Transportation Plan has budgeted $250,000 for a bike/pedestrian study to improve access to LCC. The plan will be forwarded to the Lane County Commissioners for approval. The plan spans a period of time through 2036, so it’s possible that the study won’t be completed for some time. |
| Membership | Bobby is interested in participating in the council again this term, but had a medical emergency that prevented him from attending this week. He is a UO student but is still enrolled in Chinuk Wawa classes here at Lane and has been authorized to act as an ASLCC appointee to this council. Mike will also invite Keely Blylevin, ASLCC Sustainability Coordinator and Learning Garden work study student, if she would be interested in participating as a student member.  The council has an opening for a single faculty member in addition to the student member opening. Paul will ask whether faculty colleagues in science and/or social science would be interested in joining. |
| 2017-18 Work Plan | How much of our time needs to be devoted to the Master Plan work this year? There will be a considerable amount of work devoted to the Master Plan, but Jennifer does not anticipate that it will consume a great deal of work during regular council meetings.  Existing list items for consideration:   * Bill posting policy and procedure * Wayfinding to new Bike Building (to prevent riders from traveling through campus) and possible changes in existing bike parking to encourage use of the new facilities. Alen noted that the interactive map might be a good tool for a bike travel map. Point-to-Point provides community information about bike commuting resources. * Procedures in alignment with existing Food and Drink policy. Discussion points: long class periods, specific items allowed, check in with Center building occupants to find out how the first full year in the building has been. |
| Master Planning Update | On-site Facilities Conditions Assessment was completed in early September. The contracted vendor will upload the collected information to a website where FMP can review individual projects by priority, with an estimated due date of December. Inventory of campus needs is the next step, and began with the potential bond research done last year. |
| Building 18 Update | On-time, on-budget. Roof and seismic work is being completed now. Interior buildout is in progress, and electrical work has just begun. Health Clinic has been inconvenienced at some points over the summer, but was largely able to maintain clinic hours. PA speakers will be added to the Health Clinic and building-wide system will be upgraded to improve emergency communications. Plan at this time is to lock building 17 once Media Arts moves into building 18, so that no maintenance will be necessary and the college can ensure the space is not being used for storage or other unauthorized use. Anna noted that the space will be conditioned. No lights will be necessary except for emergency lights in those spaces. |
| Solar Project Update | BLT accepted Roger Ebbage’s request to repair the existing solar thermal system at the Mary Spilde Center rather than build a new Solar Lab. The project has been analyzed by an engineer and is moving forward with work by Lease Crutcher Lewis. Anna asked that the system be properly connected the reporting kiosk once work is complete, since the kiosk does not currently provide accurate information. |
| Summer FMP Projects | Building 3, 9, 11, and Florence Center restrooms have been updated according to OCR recommendations, with work being completed today with temporary finishes. Permanent finishes will be installed over winter break.  Archives substantially complete and open for business.  Moves from the temporary trailers (for Public Safety and Dental Hygiene) will be complete by the end of the year, and trailers can then be decommissioned and sold/removed. There is no space use plan for the lot at this time. Mike mentioned that it would be unfortunate to revert the space to parking by default. Framing and electrical work has been completed in Building 12 for Public Safety move, and Dental Materials Lab move is in design/development phase.  Multiple moves have been completed in Building 1 to accommodate the Student Affairs reorganization. Some items still left to complete, but departments are open and serving students in their new locations.    Project for building 3 installation of a permanent wall around College Finance and a vestibule at first floor entrance has been delayed but is still expected to move forward. Facilities expects to complete this project in December 2017.    BikeLane Bike Building has just been completed, and certificate of occupancy is expected soon. Council will tour the structure at the conclusion of this meeting.      Some safety enhancements have been completed in Florence to provide fall protection with structural supports for tie-off anchors. Fall Protection Improvements, Florence campus:    KLCC Security Improvements, including a security door and updated lobby, have been completed.    This concrete entry walkway at Building 6, which is also the roof to the first floor of the building, has been coated with waterproof and slip-resistant coating to brick surface.  The coating is expected to eliminate leaks into the first floor for at least ten years.    A contractor made repairs to portions of Gonyea Road that are just to the west of Building 1.  The road in this area was failing due to heavy bus traffic.  The contractor also improved drainage in Lot L. Due to a spring in the parking median of lot L, the area became a sheet of ice on cold days.    FMP has also replaced a leaking skylight in Building 8. |
| Facilities Rental Update | The “Facilities: Use in General” policy was approved by Facilities Council and is ready to be forwarded to College Council this fall. Council also approved the facilities rental manual and reservation website. Barbara Bailey, college scheduler, reviewed the manual and had some concerns about the insurance waiver process, which involves approval by the college risk coordinator, Dawn Barth. Dawn has also reviewed the manual and is comfortable with her role in the procedure, but planned to follow up with the college insurance agent to be sure that the procedure didn’t create additional liability. She has not yet reported back. Deborah will follow up.  The reservation website, although approved for use by the council, doesn’t have an assigned “home” on the Lane site at this time. At the conclusion of last year, it was envisioned that there may be a partnership for rentals with the CML, but it is unlikely that will move forward at any time soon this year. |
| Climate Action Plan 2.0 | Last spring, Mike and members of ISP visited governance councils to discuss the Climate Action Plan update. The update, provided to the council for review, includes more detail and planning information in addition to updates on the existing plan. The Energy Efficiency” section has been renamed “Energy Use Reduction,” and the “Education, Habituation” section has been expanded to facilitate partnerships with faculty and other departments. A pilot program of “Student Sustainability Stewards” has been created to encourage students to ask questions and build on engagement points that are aligned with goals of social and environmental justice.  Alen provided information about the digital signage that he controls. At this time, the signs operate 24 hours per day because shutoff would require either human labor or a sensor to automatically turn off the signs. He has a concern that other, similar projects may be recommended in this and other plans without identifying funding for improvements. Jennifer pointed out that having a plan can sometimes open avenues for funding. Anna suggested the Green Revolving Fund as a possible funding option for the switches. Alen will work with his team to follow up on the revolving fund.  Mike noted that ISP is sensitive to the budget and workload of college departments, and has emphasized behavioral changes as a particularly effective strategy to reduce energy usage.  Facilities Council is advisory in this project, since it was previously approved by Facilities Council and College Council before presentation to the Board of Education.  Both Brian and Mike talked about deferred maintenance costs and the desire to work through the deferred maintenance list to maintain existing facilities. Anna offered to discuss integrated planning with any interested council members and emphasized its effectiveness during the last bond project. Paul expressed his appreciation for work that integrates sustainability efforts into planning and budget work, rather than consider it as a separate category of work.  Transportation efforts are being postponed in the plan until after completion of the master plan. At that time, community partners can be convened to discuss strategies to reduce environmental impact of college commuting. |
| Bike Building | Certificate of occupancy is expected within the week. Construction is complete, and existing bike racks will be moved into the space. The project is under budget, but slightly over time estimate, in part because smoke delayed work. Council members toured the space, which is located next to building 30, in the gravel alley next to the track. It features LED motion-sensing lights and will house all BikeLane bicycles and a small, lockable workshop space, with room for 35-50 commuter bicycles on wave racks. There will also be lockers for commuters to store rain gear and a DIY repair station mounted on the wall. Students and employees will gain access to the building by making a request via email with their L# number, which will be programmed into the lock. |
| **Next Meeting** | **October 10, 2:30 to 4:30 in LCC 07/212K** |