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**Facilities Council Meeting Minutes**

October 24, 2017

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Anna Scott, Craig Taylor, Jennifer Hayward, Lee Weidman, Mike Sims, Paul Ruscher, Vicki Trier, Becca Hill

**Recorder:** Deborah Butler

**Guests:** Anna Gates-Tapia

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | No changes were requested. |
| Approval of Minutes | Paul moved to approve, Craig seconded. Approved unanimously. |
| Announcements | Due to mid-cycle accreditation visit and other reasons, Paul and Craig need to leave the meeting at 3pm. Brian is meeting with an accreditor and will be unable to join the meeting. Deborah will be leaving at 4pm.  Energy and Water Indicator Reports for 2017 have been sent for feedback and will be posted soon on the ISP website. She will bring the reports to a future meeting.  Mt. Pisgah Mushroom Festival is on Sunday. Many Lane students will be volunteering.  Vicki reported that she was late to the meeting because of an incident involving a student who punched through a window. Facilities and Public Safety have responded. |
| 2017-18 Work Plan | Jennifer noted that an item that should be added is review of the Safety Committee training recommendations.  Anna moved to adopt the 2017-18 Work Plan with the addition of the above item. Paul seconded. Approved unanimously. |
| Master Plan Process Discussion | Jennifer and Lee shared the Campus Master Plan timeline summary with the group:   * Facilities condition assessment is on track to be completed by the end of December. * Development of space inventory (some information already collected, including square feet of classroom and conference space * Strategic analysis, including engagement with other governance councils around their planning processes * Survey to collect information about needs in different departments * Campus-wide input on facilities master plan, including information and thoughtful feedback opportunities.   + Becca noted that feedback appeared to come late in the process, after some priorities and ideas have already been developed. Also, concerned about the time allocated for input because it doesn’t appear to align with student schedules.   + Mike offered that there would be emphasis placed on language and approachability, especially for students. Vicki was concerned that many deans wouldn’t be prepared to complete a survey because plans for future development and facilities needs weren’t fully formed. She was also concerned that there wasn’t enough linkage with the Learning Plan. Mike responded that the steering committee met and discussed possible partnerships with Learning Council. Paul may be a candidate to take the plan to Deans and Directors and other groups. Vicki was concerned that the feedback and communications should be handled by a professional consultant and not by council members because they may not be the most skilled at eliciting the information that would be useful in the planning process.   + In terms of student engagement, Becca recommended both in-person and online engagement opportunities. Online engagement would make it easy to extend the period of time available for student feedback. She also recommended that in-person student feedback opportunities be scheduled for different days and times to maximize opportunities for students who will not be on campus every day. Online video, either recorded or live, also make it easier for students to participate. * Draft report (May-July 2018) and draft report feedback (August-September 2018) conclude the planning process.     Vicki requested an update to the document before a vote occurs in this council, including some clarification on the points discussed here and some additions that describe the outreach/communication plan and calls out the points at which students, deans and directors, and others are asked for feedback.  Next opportunity to vote in-person will be at the next scheduled council meeting, which is on November 14. Jennifer and Lee will work to update the document and bring it to that meeting for a vote. |
| Distribution of Literature Policy | Christina Walsh and Kerry Levett have asked to be involved in future conversations, since they are the responsible parties for the procedures. Although it is a procedure and not a policy, the council has an interest in discussing the procedures further and determining whether the established process might have an impact on surfaces. Becca and Vicki both expressed an interest in continuing the conversation with the procedure owners. |
| IEC | [Council discussion about IEC report] Deborah will compile notes and complete the report, then email it to the council to ask for feedback and edits. She will attempt to circulate the draft by the end of this week. |
| Building 18 update | Project is on-time, on-budget. BLT will be touring at 4pm on November 5, and council members are welcome to meet at building 7 to join. |
| Facilities Rental work update | Deborah will draft a list of criteria to use when granting liability insurance waivers for college renters. |
| **Next Meeting** | **November 14, 2:30 to 4:30 in LCC 07/212K** |