

Facilities Council Meeting Minutes

January 13, 2015
2:30 p.m. – 4:30 p.m.
Bldg. LCC07 212K

Recorders: Marilyn Walker

Attendees: Alen Bahret, Barbara Dumbleton, Chris Hawken, Jennifer Hayward, Brian Kelly, Travis Kerr Cathie Reschke, Todd Smith and Craig Taylor.

Guest:

Item	Notes
Introductions	
Approval of Agenda/ Additions?	Agenda reviewed.
Approval of Minutes	Minutes approved.
Handouts	ATTACHED BELOW
Announcements	Discussion: Facilities Council welcomed Mary Jeanne Kuhar as new member. MJ is the new Interim Executive Dean, Academic Affairs.
Bond Report	Discussion: Todd distributed a draft on identifying needs. This will be part of a tool used in upcoming considerations of continuing projects over the next few years. As for the current projects; a check will soon be cut to pay for the permit to begin the cafeteria construction. Food Services will re-open in September with the construction projects completed. FC discussed the need to go forward with projects and plan them concurrently. The BLT toured projects including the bookstore complex, second floor and library area. The Titan store will open on January 26. Discussion is ongoing regarding future projects, college and academic needs and best ways to accomplish Lane vision.
Scenario Planning	Discussion: Tabled. FC noted that the financial source to provide a consultant for this project remains unresolved. FC suggested that FC revisit scenario planning in exercise form for its own understandings. Also suggested to narrow scope of scenario planning to objectives of FC instead of a broader community.
Chair for FC	Discussion: Brian reported that College Council is open to the concept of a co-chair for FC. However, College Council was reluctant to adjust down standards or definitions of eligibility for qualifying for chair or co-chair position.
Develop Year Work Plan	Discussion: Brian will share FC work plan with the Board tomorrow. It was suggested that FC focus on space assignment, and food and drink policy before continuing with the rest of the workplan for this year.
Develop Survey Tool	Discussion: FC is working on a draft for developing survey tool to assist in determination of projects, schedule and meeting needs of students and faculty. Discussion included who do we need to hear from, type of instruction that is

	preferred by faculty, space needs that address those instructional preferences, flexibility of space and style of ranking or self tabulating survey format. FC formed a sub committee to develop 3 -4 questions for review at the next FC meeting.
Strategic Directions	Discussion: FC is waiting for clear direction from College Council before considering applications to policies. There still is no more new information.
Future Agenda Items	<ul style="list-style-type: none"> • Continue Equipment Disposal discussion.
Meeting Adjourned	
Next Meeting	January 27, 2015 2:30 – 4:30 LCC07 212K



Facilities Council Workplan 2014/2015

December 10, 2014

Item	Notes
COPPS Review Procedure: Equipment Disposal	Mike Sims, Recycling Coordinator, shared a draft of the procedures for surplus property disposal. The draft was shared with Mary Glenn, Bob Baldwin and now Facilities Council. The draft will now be reviewed by Todd Smith and Facilities, Final outcome will be shared by March 1, 2015
Create strategy for updating existing Transportation Plan	Facilities Council agrees to have the sustainability committee participate and contribute as a sub committee of FC. Timelines will be discussed in January 2015.
Update existing Emergency Planning Manual and Emergency Preparedness Plan	Facilities Council agrees to have the Emergency Planning Team participate and contribute as a sub committee of FC. Timelines will be discussed in January 2015. Presentation to FC from EPT winter term 2015
COPPS Review Space Assignment Process	To be reviewed by FC 6/15/15
COPPS Review of posting of bills	To be reviewed by FC 6/15/15
Audit the inventory of space needs for larger groups and larger flexible spaces	Campus survey to be completed in Winter and Spring term 2015
COPPS Review Facilities Rental	To be reviewed by FC 6/15/15
COPPS Review Food and Drink policy in classrooms.	To be reviewed by FC 6/15/15
Strategic Directions Creation/revision	Willing to assist as College Council deems necessary, awaiting direction

IDENTIFY NEEDS

January 8, 2015

Needs must be identified first. This is a distinct step that must be completed before going further. Every individual and segment of the college is typically invited to submit needs. They come in all shapes, colors and sizes. Initially there are likely to be a large number and, ideally, all of them must be written and submitted to a certain place such as the bond website by a certain deadline.

In this context "needs" shall be defined as types of space (classrooms/labs, offices, conference rooms, workspaces, storage, etc.), instructional and/or utilitarian equipment, new building projects, major renovations & upgrades, new or changed instructional programs, infrastructure systems, grounds, paved areas, and health & safety mandates. The majority of needs come from changes in:

- The size and/or composition of enrollment,
- The district's demographics,
- Instructional organization and/or methodology,
- Technology,
- Aging physical plant/grounds/paved areas
- Employment trends.

There are several ways to discover and identify needs:

Administrative Initiatives: Typically the wide horizons that senior administrators have often reveal future needs.

Template: An online template can be created and made available for completion and submittal. Such a template could be submitted by any college employee/student or a designated group e.g. department chairs. A typical template would ask the proposer to 1.) Describe the need, 2.) Propose a remedy including its scope, 3.) Describe how the remedy would benefit the entire college

Invitation: An invitation for anyone to answer in writing the same questions as posed in the template.

Departmental survey: Prepare a survey form for each department/unit to complete. Form would ask department to identify space, furnishings and/or equipment it needs to fulfill its mission within the next five years.

All staff Visioning or brainstorming sessions: A series of sessions whose purpose is to encourage staff to think about the future needs of their units.

District survey: The entire district or selected members of the district could be invited to describe what they perceive as college needs.

Process

The Bond Program Manager (BPM) typically prepares a list of raw needs, places them in broad categories based on similar types of work, occupancy or function and identifies their proposer. The list is submitted to the BLT for review, adjustment if necessary and approval.

Goal

The goal of this step is for the BLT to recommend a preliminary list of needs/projects/programs to the college Executive Team for their approval. After being approved the needs are ready to be evaluated, prioritized and recommended for inclusion into the bond.

Note

It is inevitable that new needs will arise later in the course of planning or even during the implementation of the bond despite best efforts to identify them at this early time. Everyone should be aware of and plan for this to occur.