

## Facilities Council Meeting Minutes

January 27, 2015  
2:30 p.m. – 4:30 p.m.  
Bldg. LCC07 212K

**Recorders:** Marilyn Walker

**Attendees:** Alen Bahret, Barbara Dumbleton, Brian Kelly, Mary Jeanne Kuhar, Todd Smith and Craig Taylor.

**Guest:**

Item	Notes
Introductions	
Approval of Agenda/ Additions?	Agenda reviewed. OSHA debrief added to the agenda.
Approval of Minutes	Minutes approved.
Handouts	
Announcements	<b>Discussion:</b> PBS photographer is taking aerial shots of Lane main Campus from each season.
Bond Report	<b>Discussion:</b> FC discussed the Egan warming center and possible physical location for the program on Main Campus. The center would operate from Nov 15 –Mar 31 whenever the weather dips below freezing. The Titan Store is up and running in its new location. The shelving isn't the stock room in not adequate for the weight of the materials being stored. A request for thicker shelves has been made and replacement shelving should be installed shortly. In the meantime, FMP is stabilizing the shelves so materials can be stored in a safer manner. The CLASS project needs to get back on schedule. Details are now being worked out to accomplish this goal. As we look to summer term, ways to reduce classes on the 4 <sup>th</sup> floor of the Center building are up for discussion. So much work in the HVAC system necessitates each and every room and office to undergo overhaul. Gary, Craig and Todd are setting up meetings to discuss the 4 <sup>th</sup> floor for summer term. The cafeteria will be closing at the end of winter term. More to come on the replacement food services options. The courtyard plan will happen this summer. It should be completed by September 1. The Espresso Bar should be finished by Sept 2 <sup>nd</sup> or 3 <sup>rd</sup> .
Scenario Planning	<b>Discussion:</b> Jennifer Steele and Brian spoke with a facilitator from Colorado to see if he would be willing to doing some training for FC. Brian will have more information by next FC meeting.
OSHA Debrief	<b>Discussion:</b> Barbara reported that the OSHA meeting clarified the role of the chemical hygiene officer needed on campus to satisfy OSHA requirements. Among qualifications is the need for the officer to have a chemical background. FC discussed the waste water treatment plant and other areas of concern where the chemical hygiene officer might play a role in the operation. More discussion as needed. The chemical hygiene officer would have oversight of the purchase and disposal of chemicals for the campus. Perhaps MHDS's etc would come under his purview. The OSHA officer conducted a walk through of the facilities on campus and was generally satisfied with

	what was seen. Some areas to improve was the eye wash stations which do not comply with current standards.
Develop Year Work Plan	<b>Discussion:</b> 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	<b>Discussion:</b> Craig reviewed with FC what are we trying to learn from this survey, and who is going to use this data for what end. Craig had sent an email to FC members with a sample of questions. FC members are to respond by email as to their thoughts regarding the questions and any other input regarding the survey. The survey will be conducted not later than spring term.
Food and Drink Policy	<b>Discussion:</b> The food and drink policy needs to be finished by the beginning of fall term.
Space Assignment	<b>Discussion:</b> Todd handed out A proposed update to the space assignment procedure found in COPPS and a draft of the Space Assignment Rationale. FC discussed the handouts briefly. Members will review and respond in upcoming meeting. Todd will email the handouts to FC members for their review.
Future Agenda Items	<ul style="list-style-type: none"> <li>• Continue Equipment Disposal discussion.</li> </ul>
Meeting Adjourned	
<b>Next Meeting</b>	<b>February 10, 2015 2:30 – 4:30 LCC07 212K</b>