



## Facilities Council Meeting Minutes

January 10, 2012  
 3:00 p.m. – 4:30 p.m.  
 Bldg. CEN, Rm. 407

**Recorders:** Cathie Reschke

**Attendees:** Alen Bahret, Andrea Newton, Margaret Robertson, Cathie Reschke, Joe Russin, LynDel Simmons, and Craig Taylor

**Guests:**

| Item                              | Notes   |
|-----------------------------------|---|
| Introductions                     |   |
| Approval of Agenda/<br>Additions? | No additions to agenda.   |
| Approval of Minutes               | <b>Minutes approved for Nov. 22, 2012 (and 2<sup>nd</sup>)</b>  |
| Handouts                          |   |
| Announcements                     | <b>Discussion:</b> Introduction of new Facilities Council Member, Chris Hawken, appointed by Andrea Newton. Management Team still needs to vote on representation. Other positions open: VP of Operations, one additional student representative (Norma Olson has resigned) to be proposed at next ASLCC Senate meeting (1/11/12)   |
| Bond Planning Report              | <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Awaiting Central Plant Feasibility Study.</li> <li>• Boiler failure during winter break - phalange replaced.</li> <li>• Building automation system has been offline, replacement pending.</li> <li>• Downtown Campus furniture options, including some built by Oregon Correctional Institute workers, are being considered for housing.</li> <li>• 3-year bond update has been mailed to Lane County residents.</li> <li>• BLT meeting scheduled for next week</li> <li>• Alan B &amp; Beverly Bradbury have been working on a research project exploring space availability and capacity utilization &amp; modeling. They are trying to maximize classroom utilization on all campuses, for ABSE/GED/ESL, Continuing Ed., Wildish, Energy Management classes, etc. This may result in a new scheduling process.</li> </ul> |
| MPTF Report                       | <b>Discussion:</b> No news. Next meeting scheduled for 1/13/12 (which was ultimately cancelled)   |
| Design Guidelines                 | <b>Discussion: Design Guidelines need to be reviewed.</b><br>Assistive listening issue – Room loops were “value engineered” out of new downtown campus. Need for room loops inappropriately located in Design Guidelines  |

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|--------------------------|---|
|                          | <p>Method: “walk-throughs” with Todd (bldg. 10 suggested),</p> <p>Survey material: What do we need to know? How would we use the data?</p> <ul style="list-style-type: none"> <li>• Suggest to Dave W. &amp; Todd to pursue (would it be helpful? Are the Design Guidelines helpful/useful to you? How? Why?)</li> <li>• Check how users feel (students, occupants, custodial staff, review work orders, users, etc.) via survey and focus groups and a Facilities Council subgroup</li> <li>• Query the new Campus Architect (Jyoti Naik)</li> </ul> |
| Space Assignment Policy  | <p><b>Discussion:</b> Need to assess if and how the current Space Assignment Policy is working. Check-in w/Dave W. re: suggestions for how to proceed. See related procedure and review @ next meeting. Space Assignment Guidelines document is ambiguous and needs to be clarified/rewritten for clarity.</p>  |
| Planning Policy: Purpose | <ul style="list-style-type: none"> <li>• To guide the people who plan (our expectations) – to be shared with MPTF, Dave W., and IRAP</li> <li>• LynDel, Margaret &amp; Dave have not met/discussed this during the break. Margaret has organized documents for this purpose. Subcommittee will meet and have information to share at the next meeting.</li> </ul>   |
| Future Agenda Items      | <ul style="list-style-type: none"> <li>• MPTF report</li> <li>• Review Space Assignment Policy</li> </ul>   |
| Meeting Adjourned        |   |
| <b>Next Meeting</b>      | <b>January 24, 2012 3:00-4:50 CEN 407</b>   |