



Facilities Council Meeting Minutes

February 28, 2012
 3:00 p.m. – 4:30 p.m.
 Bldg. CEN, Rm. 407

Recorder: Margaret Robertson

Attendees: Chris Hawken, Jyoti Naik, Cathie Reschke, Margaret Robertson, Joe Russin, LynDel Simmons, Todd Smith, Dave Willis.

Guests:

Item	Notes
Agree on Agenda	No additions to agenda.
Approval of Minutes	Minutes approved.
Handouts	
Announcements	Discussion: Cathie reported that a functioning assistive listening loop does exist in Performing Arts. A discussions of advantages and disadvantages of various technologies followed.
Bond Planning Report	Discussion: Todd reported the status of remaining Bond projects remains unchanged. A RFP for feasibility study on remaining Bond projects was published; recommendation will be made in late March. Engineer’s report on a central plant analysis will be completed in April. Downtown Campus is on schedule and on budget.
MPTF Report	Discussion: Nothing to report.
Wayfinding Task Force Report	Discussion: A task force has formed, chaired by Jyoti, who is soliciting feedback from members about existing signage. Next meeting will be in April. Cathie will contact GIS instructor Lynn Songer, who has mapping ideas and may be interested in joining the task force.
Space Assignment Policy Report	Discussion: Nothing to report.
Planning Policy – Preliminary Discussion	Discussion: No discussion on proposed policy language. The group discussed workload challenges faced by all members. Without release time, heavy work demands make it difficult to find time for reading and responding to policy proposals.
Design Guidelines Review	Discussion: Todd sent Design Guidelines with a request for feedback to five architectural firms: SRG, Rowell-Brokaw, Opsis, GBD, and Robertson-Sherwood. Jyoti will send a link to a checklist format she used at a previous institution. The group discussed space planning; Margaret will send Lane’s older space planning data plus new California and CEFPI space planning data. The group discussed advantages and disadvantages of limiting guidelines to general principles and performance standards versus including vendor suggestions and detailed

	specifications.
Future Agenda Items	<ul style="list-style-type: none">• Space Assignment Policy Report• Planning Policy Discussion• Design Guideline Review
Meeting Adjourned	4:30 p.m.
Next Meeting	March 13, 2012 3:00-4:50 CEN 407