

Facilities Council Meeting Minutes

April 28, 2015
3:30 p.m. – 4:45 p.m.
Bldg. LCC07 212K

Recorders: Marilyn Walker

Attendees: Alen Bahret, Barbara Dumbleton, Jennifer Hayward, Brian Kelly, Mary Jeanne Kuhar, Mike Sims, Todd Smith and Craig Taylor. (Jen Ferro observing)

Guest:

Item	Notes
Introductions	
Approval of Agenda/ Additions?	Agenda reviewed. No Additions
Approval of Minutes	Approved.
Handouts	
Announcements	Discussion: None.
Bio Diesel Info	Discussion: There was an inquiry regarding Bio Diesel Club as to its standing at this time. The Bio Diesel equipment is currently in Test Cell #1. There is no current funding known to FC to address all the concerns of bringing Bio Diesel into a space that meets all the regulatory and other needs of all involved. The State Fire Marshall and others need to be contacted to ensure the Bio Diesel Club meets the requirements per statute.
Bond Update	Discussion: No update per shortened meeting time.
Review Work Plan	Discussion: Facilities Council reviewed the nine items on the Work Plan for this year with the following outcomes: FC will review the final draft of the Procedure Equipment Disposal on May 12; The Transportation Plan is still in sub committee and will be ready for review by FC Fall Term 2015-16; The updating of the existing Emergency Planning Manual and Emergency Preparedness Plan is ongoing. Brian will be contacting members of CERT to see who might be available to address/discuss concerns either May 12 or May 26; Todd presented a new draft for Space Assignment Process which will be reviewed by FC and ET. Their comments will be discussed May 26.; The review of posting of bills needs to be finalized prior to CLASS project completion. Details of schedule yet to come.; The survey tool for flexible spaces is ongoing with comments/outcomes to be defined May 26.; The Facilities Rental schedules need to appear in a centralized location with fee structures clearly listed. The fees vary widely from one department to another. More work may need to be done to assist in uniform criteria in setting fees across campus.; The Food and Drink Policy has gone to College Council and ET. There is some concern that the policy is more procedure than policy. However FC is reviewing it again and may consider some way to assess effectiveness and

	what can reasonably be enforced. There will be no food in the Library.; Lastly, Strategic Directions needs FC to comment online and support the process of core themes in that manner.
	Discussion:
	Discussion:
	Discussion:
Future Agenda Items	<ul style="list-style-type: none"> • May 12; Final Draft Equipment Disposal Procedure; Possible CERT member(s) discussion • May 26: Space Assignment Process Review and Discussion, Survey Tool Discussion, Food and Drink Policy Review • June 9 Final Facilities Council Meeting for 2014-15.
Meeting Adjourned	
Next Meeting	May 12, 2015 2:30 – 4:30 LCC07 212K