



Facilities Council Meeting Minutes

November 10, 2015
2:30 to 4:30pm
Bldg. LCC

Recorders: Deborah Butler

Attendees: Alen Bahret, Barbara Dumbleton, Chris Hawken, Mary Jeanne Kuhar, Paul Ruscher, Mike Sims, Todd Smith, Craig Taylor

Guests: Jace Smith and Jacob Wyatt from Emergency Planning Team (EPT)

Item	Notes
Approval of Agenda/ Additions?	Agenda approved.
EPT Presentation	Jace presented an explanation of EPT's source, mission, and work. EPT plans for potential emergency situations on campus (drills, disaster response training, ICS, emergency notification) and also responds to emergencies. EPT also creates the Emergency Manual. The EPT operates under Facilities Council
Approval of Minutes	Craig clarified that College Council is planning a joint meeting. It has been 4 years since the last joint meeting occurred. Facilitators will attend, and all council members are welcome. Amended minutes approved.
Announcements	<p>Todd: FMP is working on an interim parking plan until a permanent solution can be determined. If FMP accepts parking as part of its work plan, it may choose to issue parking permits. Current accessible parking exceeds requirement for total number required by law. Employee accommodation permits or convenience requests are also handled on a case-by-case basis. FMP establishes parking areas and signage, and Public Safety enforces. Goal is to create a single policy for permit spaces.</p> <p>Craig: College Council is in the process of planning an all-council meeting. Facilitators are requested to attend, and all other council members who want to attend are welcome.</p>
Discussion	<p><u>Discussion: Finalize 2015-16 Work Plan.</u></p> <p>Alen and Craig led discussion to review each item on the Work Plan Suggestions for 2015-16 list. Items were prioritized or removed, and list was approved by group.</p>
	<p><u>Discussion: Nominations and Voting for 2015-16 Chair.</u></p> <p>Chris: Would like to make sure that council work can continue and decisions will be valid if no chair is chosen.</p>

	<p>All: Group discussion about how to proceed and receive okay from College Council to proceed without a chair if necessary. Joe Russin is not interested in remaining on committee, and Dawn DeWolf is no longer a member, so there is space for a faculty member. Deborah can provide administrative assistance to any person willing to chair.</p>
Reports	<p><u>Bond Forum Review and Next Steps</u></p> <p>Alen: List has been compiled of comments from all Bond Forums. Any items missed will be added to an updated list by the end of the week. The list can be added to the bond website for viewing and feedback by any interested party.</p> <p>Barbara: Question about determining financial viability of new campus spaces. Todd commented that current planning is to avoid construction of any new buildings, and to instead find new ways to use existing structures.</p> <p>Alen: Has received some feedback from individuals concerned that any potential revenue be included in costing process and determination of financial viability. Will look at Chris's spreadsheet designed for that purpose for Athletic Dept.</p> <p>All: Concern that there hasn't been a large participation rate and the timeline is very tight. Take list, once reviewed and narrowed somewhat, to other councils and post online to get as much comment and input as possible.</p> <p>Todd will be reviewing the initial list to sort and categorize suggestions, and will return to the group for further discussion.</p>
Policies & Procedures	<p><u>Space Scheduling Procedure</u></p> <p>Note: There was some confusion on this item, in terms of whether it applied to space rental, assignment of available space to departments, or classroom/office assignment space. Craig will provide the separate policies to the council before the next meeting.</p>
	<p><u>Utility Vehicle Policy & Manual Update</u></p> <p>Note: Item is in-progress, and has now been added to the work plan for winter.</p>
Future Agenda Items	<ul style="list-style-type: none"> ○ Further review of bond comment list.
Meeting Adjourned	
Next Meeting	November 24, 2015 2:30 – 4:30 LCC 07/231J