Lane Community College

Facilities Council Meeting Minutes

Tuesday, March 14, 2017, 2:30-4:30pm, Bldg. LCC07 room 212K

Recorder: Elizabeth Andrade

Attendees: Alen Bahret, Jennifer Hayward, Susie Holmes, Brian Kelly, Bobby Kirkpatrick, Paul Ruscher, Mike Sims, Anna Scott, Craig Taylor

Item	Notes
Introductions	Chair Bobby Kirkpatrick asked Brian Kelly to lead the meeting, he needed to leave meeting earlier.
Approval of Agenda/ Additions?	Agenda approved with the following changes: Assessment Plan discussion and Recycling and Energy Conservation Policy items were removed. And Events and HVAC System item was added.
Approval of Minutes	Minutes of February 28, 2017 meeting approved
Announcements	-Mike Sims mentioned a conversation with CML staff regarding an added pavilion that CML can use as outdoor class among other uses. -Paul Ruscher mentioned that the Science department will like to bring to the council a very interesting proposal for spaces, but he couldn't talk about the details yet. Brian K. thought that May 9 meeting will be good for this presentation.
Events and HVAC system	Alen Bahret talked about the communication between 25Live and HVAC system to control lighting, he presented a technical chart explaining how both systems would communicate. Anna S. provided additional information, using a languages analogy that helped understand the technical part of the system, she explained that we need to purchase a translator that speaks the language we are currently using, so there is communication between what we have and what is coming. Member's questions included, the role for the Facilities Council regarding this work and capacity to integrate internships to do this work

Facilities Master Plan update	Jennifer Hayward reported on the following two points: 1. The draft of the Facilities Master Plan that the subcommittee has been working on. It is not ready for presentation because first they will like to collect feedback from stakeholders, but they will bring final draft soon for approval. 2. A spreadsheet from a consultant that specialized in education demonstrating an analysis of campus space and its usage. She showed some of the information contained in the tabs. The subcommittee have reviewed it and is looking ways to make it work for Lane. Anna S. mentioned that the X25 software that Alen B. has presented does something similar to this spreadsheet, she has used to utilize better the lighting spaces for classes, and it can be used for many more things, currently is being underutilized. Alen B. added that currently there are two systems that collect information regarding the college spaces, Megamation and X25 (software behind 25Live). We used only for few projects, it can be used for lots of stuff. It gets updated every term. We have 14 years of data collected and can be utilized. Data can be downloaded into a spreadsheet. Members discussed the possibilities on how deep the analysis can be.
Status report on Building 18	Jennifer Hayward reported that general contractor is on board and they are having weekly meetings. The work being done is engineering design, architecture finishes such bearing walls, seismic structure, etc. Project will start next month and completion is expected by December 8th. Alen B. asked for clarification on which activities and spaces that will be used during the summer.
Bond update	Alen Bahret reported that there are a couple of small things left to be done. Jennifer added that probably is more like 20 because things keep showing up, but the contractor in on top of that. Solar lab, they are talking about location Roger will have periodical meetings with the solar association and council updated. Current plan is to have the docs ready to go out in December and to have something for the board in January or February.

	Archives, next Facilities Council meeting will be invited to a walking tour of the building. They are ahead of schedule, currently requesting bids to move the files. Will be done by end of May. Other than that the bond is completed.
Space Use and Rental Procedures update	Alen Bahret and Paul Ruscher reported that they have had a lively discussion. They have done some research on room rates, rates were all over the map. They gave some examples of other colleges rates, and compared with Lane, ours are usually less expensive. Overarching idea that if we have space use policy the Center for Meeting and Learning should abide by this policy as well. They have not got data from all the manager regarding spaces, they will like to have a comprehensive list of all the spaces and rates before presenting a recommendation. They have also talk about equipment and staff cost for rentals when needed for the use of space. Each department should develop own procedure for equipment rentals. Insurance is another piece that needs to be discussed. Their next step is meeting with stakeholders. Paul R. will bring the issue to managers meeting this coming Friday.
Drone Policy discussion	Brian Kelly reported that a draft got circulated. Currently the college does not have a policy for this purpose. Some of the uses of drones have been done via public relations and its policy for media use. If someone needs to use a drone, the request needs to come to his office. This policy will be for individuals who are not related to the college. Classes using drones are already under the department's umbrella. Jennifer H. mentioned that facilities authorized a drone for planning purposes (parking lot), and asked if this policy is saying that in the future needs to be clear with Vice President's office? Answer yes. She also pointed out that could not understand what the third paragraph of the policy is trying to say. Members discussed some wordsmithing. Brian K. will bring back the amended policy for a second reading at next meeting.
Future Agenda Items	Assessment Plan discussion Recycling and Energy Conservation Policy
Meeting Adjourned	3:50 pm.
Next Meeting	March 28, 2017, LCC07 - 212K, 2:30 – 4:30 pm