

Facilities Council Notes
February 9, 2016
07/212K

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

Minutes and Agenda Approved.

Announcements:

Thanks to FMP for installing the weather stations; software coming, working with IT to put on Web. Will result in NOAA “weather ready” campus. They will link in the Learning Garden weather station as well.

Thanks to OHESC team for their work at the conference. From Paul and Brian. 367 people registered for the conference.

Bobby wants to do some Earth Day activities – maybe a tree search, etc. Mike can assist with this planning.

Torch Distribution Update

Charlie Dietz, Dorothy Wearne, Christina Walsh, Jennifer Hayward, Todd Smith, and Brian Kelly discussed the process for the Torch boxes. Good conversation. They had worked with the Dean of the Arts department and with legal counsel through Dean. They missed FMP function. There are 6 boxes on campus FMP will review for safety, easement, etc. If any conflict, they will locate. Recycling will be serviced by the Torch staff and material delivered to Recycling. Small lease cost with advertising revenue – they think they can break even or maybe make a little money. Also checking anchoring and leveling. One the east side of the Center on the second level will be moved due to easement. May go where Library dropbox is – may go into the large vestibule on the west side.

Career Center Signage in B19 update

MJ spoke with Al King and asked him submit requests for proper channels (FMP). They will likely want interior and exterior signs. Current signs are foamboard mounted made by P&G – they look okay and serve the purpose, but need to be brought up to standards. There are many examples of self-made signs on campus – some may not be correct font, meet ADA requirements, etc. The process for signs is through FMP. P&G should have the standards to assist departments to make draft signs so they can go through the formal process. There needs to be a communication to all the groups with the process – people may ignore but most just don’t know sign standards. P&G can already provide some of that feedback, but maybe just have complete the loop and have information to them. This is difficult

issue – we have to stay on top of it or things get out of control quickly with old names, information, etc.

OCR Visit - February 29th to March 4th

Todd: FMP is creating a spreadsheet showing each building and when it was renovated and originated as well as building plans. Also have parking lots: how many spaces, ADA spaces, etc. There will be a physical count. Survey of restrooms complete: 53 gender neutral restrooms that are all ADA compliant. There are over 200 restrooms on all campuses. We could renovate several restrooms by removing urinals and calling them just a “restroom.”

Todd thinks there are couple of areas where we will have problems such as diesel does not have women’s restrooms. Todd is working on a plan to share with them to show how we are working to correct problems like this.

MJ: OCR values organization – if they find it easy, then the visit will go easy. The file from the previous visit 12 years ago has been found. Kate Berry and Anna Kate are going through the file and doing some organization – most everything will be electronic. There is a lot of follow up going on to get information.

Barbara: Is Fire Marshall visit done? Todd: Not yet. Still working on this. We need to get power strips with different length cords. FMP is working on this and departments could purchase them from FMP/Bookstore. Also need to work on clearances with door opening from stacked boxes and stuff by door. Area of Rescue Assistance in B16 is being evaluated for inspection history, etc. The Set Storage building behind B6 may not be able to be occupied as a result of the walk throughs. This may present a challenge.

Update of Building 18

Working on schematic design very soon. Hope to have final design by tomorrow, then to design development.

Energy Trust of Oregon meeting yesterday to discuss incentives. They will get back to us soon about any possible incentives. EWEB incentives may possible.

Paul: 188 – will they keep that room? Todd: This design allows them to use it, but it can be scheduled otherwise.

18 will be ready for winter term ’17. Maybe some early demo if we can agree with contractor.

2016 Bond

BK presented Bond list to Board. Board was excited about the list. Will be meeting with polling groups this week to discuss methodology. The “end of landlines” is presenting a challenge. Looking for projects to poll at 60% or better. Board will decide by March or April whether or not to move ahead.

MJ: Will we ask about the “perceptions of the college” in the questioning? BK: Will see; could skew the data if we ask too much.

Todd is doing some initial needs analysis due to shorter timeline and summer Board schedule. If we don't do Bond, it is still a good exercise to do for the future.

Permit Parking Process

No report at this time.

Space Assignment Procedure

PCC document:

MJ likes the end with the contacts and roles – can we do that? Likes the comprehensive nature of the document – very inclusive to all special spaces.

Broad statement about prohibited materials – seems to imply that everything that is not specific to the college is prohibited, which seems difficult. Each item must be approved. This is a good document to start from.

CT: Maybe we collapse some of our procedures into one place.

General agreement about having everything in one place.

Chris likes the idea of a “manual,” complete with drawing of the room. Should be succinct – too large of a document is too difficult to engage. Needs pricing information.

MJ: Need to keep prices updated with current pricing information and being competitive.

BK: Facilities fees and community use needs to have broad council input. Facilities Council does not have authority over all rental fees.

CT: Do we need to move to a larger document concerning rentals, scheduling, etc? There are already a few – the main one is in the President's office.

Next Steps: Subcommittee out of Facilities Council to work on this with an outcome of a draft policy. The guiding policy is the President's policy.

Craig, Todd, Chris, Bobby, Paul will be on it the subcommittee.

We will work a draft and move it to College Council. Athletics and CML documents are complete, so we should look to those. Both have been used for years and vetted by legal.

Finance Council

Todd is on Council and they are working on a Long-Term Financial Plan.

There are several questions that need answers from group.
Question #4 is generating some questions/confusion; they are working on it.

Please review document from Finance Council for next meeting.

Are there other questions that need to be asked?

We also need to request specific ideas/issues that affect us, like funding for maintenance, etc.

Memorial Trees, Bushes, and Things

Alen Bahret

Currently tracking three of these. What is the process? Who tracks them? Is there a procedure? One of the memorial trees was taken out during construction at Center. What do we do to replace it?

Todd: This topic came up 12 or so years ago. There were plans to create a memorial garden near B19. Todd is not aware of any policy or procedure for it. Alen will get temporary signs out until we figure out what to do permanently.

University of Washington has a policy for this. Also get feedback from Grounds. Add to Council workplan for the year. We need to perhaps have some planting standards (kinds of trees/plants appropriate). Alen working with Grounds has worked out well in the past. There are funds for some other memorials/recognitions in process.

Meeting adjourned at 4:00pm

Next meeting on 2/23

Notes by: Mike Sims