

**Facilities Council Meeting Minutes**

January 22, 2019

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Alen Bahret, Luis Maggiori, Mike Sims, Mike Zimmerman, Craig Taylor, Susie Holmes, Jennifer Hayward, Andy Salzman, Brian Kelly

**Recorder:** Deborah Butler

**Guests:** Robin Geyer

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| **Item** | **Notes** |
| Approval of Agenda/ Additions? | No changes proposed. Craig moved to approve the January 8 minutes as written. Luis seconded. Minutes approved. |
| Announcements | Brian shared that IEC meetings will NOT conflict through February, March, or April. Alen expressed a concern earlier that the meetings interfered with this council’s meetings.  Alen reported that the taphonomy lab fence construction is ongoing. Susie shared that there are 4 animal heads in place right now. Instructors are looking for ways for Lane students to be involved in the lab work. |
| Chair/Vice Chair Meeting Report | There was some confusion at the meeting regarding the purpose and scope of the requested report. We interpreted the report as being a report regarding our current work (or a “compliance” report), but college council clarified that they were hoping for more of an aspirational report with recommendations for changes. Given that guidance, Alen would like to bring the report back to this group for a review. He has also independently prepared a recommendation regarding College Council membership, and will plan to submit that on his own unless the council would like to discuss and support it.  Craig noted that there was perhaps some detail missing from the report regarding the relationship between the council and FMP or, previously, the Bond Management Group. Although this group does provide feedback and guidance in some operational areas, but some groups, like Sustainability Committee and Safety Committee, simply report to this body. Alen likened the work of this council at times to being like a thermometer, in that we can provide feedback and initial impressions that can be useful for groups and individuals who are creating procedures or systems that interact with facilities. Craig will continue to consider this concept and add a note to the existing report.  Alen also reported that the concept for the report changed through the course of the meeting, in part through a conversation led by President Hamilton and Rosa Lopez, Chair for Diversity Council. Alen shared that he sees a gap in representation by Facilities Council, so that there is no person to carry the work forward once it is completed here. Jennifer H. suggested that the suggestions shared here should be added to the existing report, and considered complete at that point. Jennifer F. thought that it would make sense if those structures were built into the governance structure, so that the flow of work and collaboration points were clear to all.  Jennifer agreed to draft a couple of sentences to capture the ideas shared today in discussion, and will send to Alen for inclusion in the report prior to submission. |
| Membership By Position | Was discussed briefly at last meeting, but there was no quorum to make a decision. It was discussed at our last meeting that it may be a benefit to have Robin Geyer, as our academic scheduler, as a member to Facilities Council. Aside from Jennifer Frei, there is a gap in ASA representation on this council. Craig supported adding Robin, in that it would be a good partnership between operational function and planning/policy work.  Jennifer moved to add Robin Geyer as a member by position. Craig seconded. Motion approved. It was mentioned that the charter is silent as to how frequently membership by position should be reviewed. |
| Master Plan Update | Several meetings have occured since our last update, and department- or building-level meetings have been scheduled for February. Enrollment numbers will be a significant part of those conversations, in that our overall projection for enrollment is an increase to 11k over time. Given that information, we have a good idea about how much space should be allocated in various areas. Other factors will also be taken into consideration, such as department plans and individual instructional needs.  Meetings that have occured: LTD and Transportation, Funding Opportunities, Healthy vs. Unhealthy areas of campus, High-Level Visioning. With the information gathered at these meetings, the team will try to put the pieces together to identify our college “brand,” which will help in decision-making around facilities use in the future. A list of potential facilities projects will be shared in public forums for discussion, general ranking, and feedback.  Jennifer shared the Draft Criteria, which have been drafted to align with the Master Plan Outcomes. Outcomes were taken directly from the values created by the Master Plan Subcommittee.  Criteria:   * all projects must enhance the learning experience , and the safety and security of the campus. * support the Carbon Action Plan, sustainability and resiliency initiatives - biodiversity, energy, and water efficiencies * expand access, be welcoming to our students * renew buildings by addressing deferred maintenance * support Lane’s Academic Initiatives * Support the Long Range Financial and Enrollment plans * protect and expand the campus physical “brand” * use space efficiently |
| **Next Meeting** | **February 12, 2:30 – 4:30pm** |

Future Agenda Items:

* fees discussion
* Sustainability Committee report (maybe alternate between EPT, Safety, and Sustainability?)