1. **Agenda Review**

Mike: Any additions on the agenda?

Group: no additions

Mike: Motion to approve the minutes?

Jennifer: moved to approve the minutes, Mike seconded

1. **Announcements:**
2. JH made the announcement that Kerry Levett has expressed the need to have all signage on campus be in both English and Spanish. JH said she will be reviewing the implications of this with BK and then would bring it to the council to be reviewed.

Craig: asked if it should be a policy or a procedure. FMP has always worked closely with facilities council.

1. Lee: Susie Holmes led a program review in the science department. Lee assisted in the review to align it with the Facilities Master planning process
2. Mike: Announced that he will continue to post the bike lane program on the Lane weekly to promote the garage use by staff.

Craig: Asked if people that are not students or staff but are regular visitors of LCC can also use the garage. An example was given of a person that uses the gym every day.

Mike: Agreed that for individuals like this person with an L#, they can also have access to the bike garage.

1. **Distribution of College literature**

Craig: Explained that free speech issues will need to be reviewed prior to establishing a procedure. College council is reviewing a report from the recent Bristow square protest.

The group requested to see the report and Craig agreed to share the report with the council.

The group suggested to go ahead with the distribution of college literature procedure as it is a facilities issues to regulate the way the literature is posted but not the content of the literature.

1. **Sustainability Committee Update**

Luis: Mentioned that the committee is strong with average participation per meeting around 12 people. We have faculty, staff and 3 actively engaged students.

Meatless Monday campaign: Has had 2 Mondays of activity so far and it has gone well, students are trying the veggie options because of the discounted prices and feeling satisfied with the taste. Film screenings: The last film screening was last Tuesday, with 9 participants. The film was Do the Math a film explaining what is climate change, the current situations and specific actions that we can take. We had a healthy discussion after the film. This event had no cost for the College. The next film will be on April, 11 and the tentative film is Climate Refugees from the selection of films we currently have license for in our Library.

Earth Day Activities: Monday, April 23

Location #1 Learning Garden – Mushroom workshop and a soup meal.

Location #2: Bristow Square – Workshops & vendor booths, organized talks by speakers from LCC

Community Fair: Wednesday, May 16

Location: Around Center Building (rain) – Bristow Square (sun)

About 10 vendor booths, one being a LCC booth

Student focused – Community based – Employment opportunities

1. **Master Plan Process Update**

Lee: Commented that the Facilities master plan process is still needing volunteers, about 25 more participants are needed

Vicki: offered to help by forwarding the message to Deans and directors if the email was sent to her

Mike: asked what would be the specific role of the participants?

Lee: explained that they could be; facilitators, participants or note takers

Jennifer: recommended to include other subject matter experts like; Jace, Lucia, Craig and Alen. The group agreed.

Lee: commented that another off-campus sub group has been formed by Russ, Buck, Pat

Jennifer: mentioned that Jennifer Falzerano (international programs) could be another good candidate for community outreach as well as, Sara Sholan, Derin Forth and lelany from ESL

Vicki and Mike: mentioned that there might be other people in those teams willing to participate

Jennifer: said that Luis can ask people in the sustainability committee to join the sustainability focus group

Nic: Offered to invite the gender equity center to get more students

Mike: suggested contacting students through orgsync

Jennifer: recommended inviting Barbara Dumbelton from the safety committee

Lee: asked how can me make sure to get a consistent outcome through all the groups? How to keep them consistent, the surveys are not consistent with the answers and the comments. Lee wants the focus groups to be able to prioritize the data and link it to student success.

Vicky: suggested to have a facilitator and Mike second, guide them but not too much to maintain the purpose of the focus group. Maybe have recordings, because it will be very difficult to only take notes

Lee: What would be the next move we would do to move the information to the results?

Craig: Guide the process by what are we trying to accomplish (outcomes).

Lee: Our main priority is to connect the outcomes to student success. Have more explanation about how the comments would be implemented.

Vicky: What is the purpose of the focus group?

Lee: Go through the data and prioritize it, based on a criteria we provided

Craig: Maybe we need to expand the focus groups more into the community (larger groups)

Jennifer: to have subject expert would be an important part to work with the data

Lee: They can go through the data and tie it to student success / it has to at least be a high priority campus wide

Craig: You will use the experts and their knowledge and experience. “they already know without looking at the data"

Jennifer: Is better to have the experts prioritize the data

Vicky: Bring it to dean and director meeting on Tuesdays mornings to get their suggestions.

Lee: will participate next week in the dean and directors meeting. Craig suggested having observers. Craig and faculty members will volunteer.

Nic update on the space efficiency study: Going through blue prints and comparing them to what we have built. Some discrepancies have been found with steel cases offices, offices, classrooms, public spaces. All spaces that are used by people are been considered.

Jennifer: it will be compared by FTE with other institutions.

Craig: asked if the units to define office space are aligned with what other institutions use.

Alen: Recommended that the information that is generated to be uploaded and stored in 25 live and megamation. Alen, will coordinate with Nic to have the information be uploaded as its generated.

1. **Bond update**

No update.

Mike: asked about the status of the sound repairs in building 18

Brian K: We should have some event to celebrate the end of the bond for all the people that were involved.

Mike: Next meeting on April 10