

**FACILITIES COUNCIL MEETING
OCTOBER 26, 2004
LCC 04/241**

Present: Joe Bosch, Mason Davis, Moriah Demers, Shannon Gaul, Glenn Goss, Nancy Hart, Marie Matsen, Ted Romoser, Mike Ruiz, Jane Russell. Bob Mention attended the meeting as a member of the College Council.

Tracey Simms was away at a conference and Sandy Ing-Wiese was also unavailable.

Mason welcomed all and shared that he and Marie would be responsible to make certain the work between the meetings would be accomplished. He also reiterated the importance of the student involvement.

1. Determine note taker for meeting(s):

Jane Russell volunteered to take the notes for this meeting to facilitate the long-term discussion. Ted shared that the President and ET worked to identify secretarial support for three of the councils and at this point this council is not one of those three. After discussion **action** was determined that **a formal request for a note taker for this council would be forwarded.**

- a. Mason requested a review of the minutes. **Action** was determined by **consensus to approve the minutes as presented.**
- b. Mason requested an addition to the agenda for discussion about expert members to be added to the council.

Mason suggested Bob Mention be added to the committee as a representative from the Bond project and Long Range planning committee. Marie also suggested the chair of the Safety Committee as an expert addition. There are only four slots available on a permanent basis and rotating positions could be made available based on informational topics. Mason also suggested Craig Taylor as an individual whose information on room use utilization would be of benefit. Sustainability coordinator also could be included as a member as suggested by Marie. After discussion, current **action** by consensus was **to recommend the inclusion of Bob Mention as a permanent member of the council.** Additional discussion determined to invite others, as suggested, for inclusion as topics would indicate.

2. Identify year long work plan topics:

Segued to #2 on the agenda and items of responsibility on the FC charter. Discussion then veered to that of Patrick Lanning being on another council and therefore unable to be here today due to conflict with Technology Council.

Ted (extension 5010) shared with us the currently known council meeting schedules:

College Council - 1st & 3rd Friday, 3-5

Technology Council - 2nd & 4th Tuesday, 3-5

Finance Council - 1st & 3rd Tuesday, 2-4

Facilities Council - 2nd & 4th Tuesday, 2:30-4:20

As a result of discussion **action** was that **Mason agreed to communicate with Patrick about this conflict and invite him to join us.**

Ted also requested ideas be e-mailed to him about work plans and deferred to Bob Mention as the expert for work plans.

Brainstorming topics and discussion for work plan began. There were questions posed and interpretations discussed and clarifications provided for some issues.

a) Indoor environmental quality have operational processes per Marie, standard 8 refers to operational nature – high level policy (clear) could come from the facilities council and this would help guide the operational process around that issue.

b) Mike & Bob have talked in the past about requesting projects that come to facilities to be prioritized. Each project comes to facilities to request this to be done, in the past projects were prioritized by Mike w/ Marie's help. Setting priorities is a governance responsibility as per Bob. It would be appropriate to *FC* (Facilities Council) to determine priorities to be followed for order of completion. Also there are often no set goals listed in the plans that have been developed. There is not a clean line between operations and governance and *FC* will have to work thru this fuzzy line. We will look at the variety of plans, facilities, the long-term plan and discuss how to work to prioritize. Operational decisions may make it not possible to follow a specific policy at some times. It is a 2 way street with input from operational units and input from council. Mason wants input from safety committee and use of building utilization reports for information which would be of benefit for planning. Utilization of space for the support learning services could come from the information in a report of same.

Marie shared that it might be helpful for *FC* to be informed about the number and types of properties that the college owns. This scope would be of help as we struggle with managing those properties, safety and the security of those spaces. Also there is an overlap of IEQ information from the safety committee.

A discussion ensued regarding the use of word DEVELOP in scope of work in the *FC* Charter. As a result of discussion **action** was determined that **Mason would forward a request that our charter pertaining to the scope of work change wording from “DEVELOP” to “DEVELOP FRAMEWORK FOR” to College Council.** Bob and/or Marie can report back to us on the result of the College Council discussion.

3. Review of documents emailed to Council members:

Marie was asked to walk us through Standard 8. She supplied information about the organization of how we do things administratively:

1-Facilities MP 2- Public Safety 3- Sustainability(sg) & the inclusion of and work with the Safety Committee.

~Facilities Management Committee has planning and policy and is an operational group with parts of their charters that did not come to our *FC*.

~Space Assignment Committee – ditto. These two may be combined into one and representation will be broad based for a broad prospective and would be an operational group.

~sg - sustainability group (small 's', small 'g') with no charter, but with faculty, staff, students, and community members who are active in policy planning and in doing .

~Energy Management Team is chartered and is sort of folded into sg

~Safety Committee has a charter.

~Animal management committee has an extensive policy and a charter.

~Emergency Plan is now up and entirely operational with no policy.

~Parking & Transportation needs a long range transportation plan hooked to sg
This piece can be part of this committee charter. – Marie has to do it and invites *FC* to help.

~Art Works Committee is part of facilities, and there is fundraising going on. It reports to Mary and is to be a part of facilities master plan.

Nancy added that the ADA committee is also operational and works with campus facilities and access

FC could/should use standard 8 to identify operational/planning challenges.

Marie stated that she was extremely pleased with the accreditation report regarding standard 8.

Also there is a 20 minute presentation from Sonja & Marie with the vision of sg. They could do shorter version of for this *FC*.

For additional information, environmental quality issues rolled into sustainability (IEQ issues). Hazardous materials are covered by feds and the state and there is not much work for *FC* other than understanding the regulations. In addition we at LCC have a practice, not a policy, regarding herbicides. Issues for the safety committee which have been previously identified include hazardous materials training challenges. There could be a policy area for areas beyond the regulations.

Also, physical resource planning challenges including the need for student representation. Bob shared their concern about how to involve student constituents and provide them information about what is happening.

Effective long-range planning vs budget constraints are ongoing challenges.

Also budget reserves integrate with the Finance Council and operational issues.

Mike added lots of things can't be talked about without including consideration and integration of the ongoing daily maintenance of facilities in addition to major construction and environmental practices. Health and safety issues must be addressed in a timely manner and this disrupts long term planning.

Marie passed out a sg set of materials as a starting point to provide the scope of sg and urges *FC* to read this as it is going to happen and is happening now.

Shannon received clarification that the board reviewed the long-range facilities plan (did not approve as it needs to be a living document) at the Board work session in September. This is the document that we will review at the next meeting. As an example of policy and implementation challenges, Bob brought

up the process of moving the ESL program to main campus. If new governance system gets going Marie's hope would be that the decision would have come from the councils first.

Other materials Marie distributed from COPPS regarding the policies and procedures for committees where the policy would be under the FC charter. If the committees/actions are procedural/operational in nature, they would probably not be under *FC* charter. Thanks to Marie for materials.

It was suggested a larger room be found for the *FC* meetings.

The meeting concluded at 4:15 pm with a summary statement by members of individual expectations of the council's work.