

CENTRAL OREGON COMMUNITY COLLEGE
Facilities Advisory Committee
Meeting Notes

IS.1 – Expand and refine data, research and assessment systems and infrastructure to support student success.

IS.6 – Further develop and enhance facilities and infrastructure to ensure institutional quality, viability and environmental sustainability.

IS.8 – Expand access throughout the district with long-term strategies for educational services in underserved geographic areas.

Date:	February 3, 2016		Chair:	Chris Egertson		
Time:	4:00-5:00pm		Notes:	Jennifer Peters		
Place:	BEC Board Room					
Attendees:	Brian Bubak	N	<i>Administration (vacant)</i>		Guests:	
	Jennifer Cruickshank	Y	Joe Viola	Y		
	Chris Egertson	Y	Kirsteen Wolf	N		
	Ryan Hildenbrand	Y	<i>Student (vacant)</i>			
	Matt McCoy	Y	<i>Student (vacant)</i>			
			Support:			
			Jennifer Peters	Y		
Agenda Item		Discussion			Decision/Action	DRP Designated Responsible Person(s)
Call to Order/Welcome <ul style="list-style-type: none"> 12.04.15 ISC (FAC) Meeting Notes see: 12.04.15 FAC Mtg Notes N:drive Reminder 		Meeting called to order at 4:00pm. No changes or additions to the 12.04.15 meeting notes.				Chris Egertson
Action Items from 12.04.15 Meeting <ul style="list-style-type: none"> Commlines Post Building Manager List Updated (see: Building Managers 2015-16) 		Chris reported that he posted a committee update to Commlines two weeks ago. Kirsteen worked with Ron Paradis and updated the Building Manager List. Discussion on how best to use the Building Manager List <ul style="list-style-type: none"> Chris will work with Ron on how to best use the list 				Chris Egertson

	<ul style="list-style-type: none"> • Early October (start of academic year) solicit feedback from building managers on possible needs for their buildings • Building manager will need a list of all the occupants of the building to email questions/comments, etc • Recommend modifying the list to have only one contact person per building and they can designate someone else to communicate information if they want • Chris will follow up with Ron on what the responsibilities were for the building Managers/Communicators and how they previously communicated with occupants of the building and how best to use the list 		
<p>Topics for Discussion</p> <ul style="list-style-type: none"> • Julie Mosier Replacement (Administrative) • Update on FAC Expenses • Building Manager Discussion <ul style="list-style-type: none"> ✓ How to utilize/collect information 	<p>Discussion on the replacement for the vacant administrative position. Recommend modifying the committee structure as below.</p> <ul style="list-style-type: none"> • Adding one position to represent Madras, Redmond or Prineville • Make the Purchasing Coordinator a permanent appointee • Chris will send recommendations to Matt McCoy to take to PAT <p>Joe Viola provided an update on FAC Expenses (previously ISC expenses)</p> <ul style="list-style-type: none"> • Reviewed status of current maintenance projects for the Bend, Redmond and Madras campuses (see: 2015-16 Maintenance Projects as ISC Priorities) • With four months left in the fiscal year normally wait on larger repairs so not to deplete the repair fund (unless an emergency repair) • The repair fund is used for emergency repairs however some emergency repairs come out of other accounts (e.g. – construction, Redmond operations, etc) • Try to get as many of the listed projects addressed in the annual cycle 		<p>Chris Egertson Joe Viola All</p>

	<ul style="list-style-type: none"> • Joe also reviewed the document that shows the breakdown of emergency repairs and maintenance projects (see: 2015-16 Breakdown of Emergency Repairs & Maintenance Projects) • Question came up regarding the award of projects to outside contractors <ul style="list-style-type: none"> ✓ Controlled by the State ✓ Requirements by size of project: <ul style="list-style-type: none"> ○ Under \$10K we can select ○ \$10K-\$100K need three bids ○ Over \$100K needs Board approval and requires an in-depth bidding process • Projects that are still a priority to be done before summer with remaining funds • Recommend having an agenda item to cover the sources of FAC funding • Capital improvements, maintenance, deferred maintenance projects to be prioritized by committee • Review of the list something that the committee would do or Matt and Joe review and bring to committee <ul style="list-style-type: none"> ✓ Wait until we have the list 		
<p>Task Force Creation</p> <ul style="list-style-type: none"> • Pinckney Center • Cascades Hall • Juniper Hall • Pioneer 113/114 	<p>There are several projects that the committee will need to look at as a group. Committee’s task would be to prioritize projects and recommend for approval.</p> <ul style="list-style-type: none"> • Chris has received a proposal from Dan Cecchini for Pioneer 113/114 remodel • Matt received a proposal from Jim Bennett requesting change of the use of BEC 142 from a storage room to CPS to use for evidence locker space and changing room • BEC 142 is currently used as storage for furniture (Campus Services) 		

	<ul style="list-style-type: none">• Current CPS storage space in the basement of BEC be reallocated to Campus Services for their use as storage• Joe will talk with Campus Services staff to be sure that the proposed move is okay with their needs• The committee recommended that this project move forward with a recommendation for approval from the President provided that Campus Services staff is in agreement to move their contents currently stored in BEC 142 to a designated space in the BEC basement. <p>Next meeting:</p> <ul style="list-style-type: none">• Ask Dan Cecchini to attend the next FAC meeting to present his proposal for PIO 113 & 114• Chris will check with the staff currently discussing the Pinckney remodel and bring information back to the FAC committee• Cascades Hall is a priority – need a task force• Juniper Hall is 2nd priority• What items do we have to approve before next year at the Board level• This year keep the ISC list to present to the Board but next year have a more formal process outlining capital, maintenance, emergency repair – clearer way of showing funds available to the campus and also the board• Need to create an architecture that defines wants vs. needs• Take a look at how other committees are soliciting input (FIAT, TAC, etc) – what criteria they are using and how they are communicating to get the proposals• FAC is developing a formal process to solicit projects, in the interim we will be looking at items that come to the committee on an ad-hoc basis• Next Commlines communication – FAC has met, and are developing a more formal process that		
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	<p>will be initiated for the next academic year. In the interim, if you have something for the committee they will receive items on a case by case basis</p> <ul style="list-style-type: none"> • Office moves currently monitored by Matt McCoy for non-instruction and Jenni Newby for instruction will not come back to FAC at this point in time 		
<p>Next Meeting:</p> <ul style="list-style-type: none"> • Meeting Frequency? 	<p>The committee decided that future meetings will be extended by one-half hour (1-1/2 hour total).</p>		