

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:	March 11, 2016		Chair:	Chris Egertson		
Time:	10:00-11:30am		Notes:	Jennifer Peters		
Place:	BEC Board Room					
Attendees:	Brian Bubak	Y	<i>Administration (vacant)</i>		Guests:	
	Jennifer Cruickshank	Y	Joe Viola	Y		
	Chris Egertson	Y	Kirsteen Wolf	Y		
	Ryan Hildenbrand	Y	<i>Student (vacant)</i>			
	Matt McCoy	Y	<i>Student (vacant)</i>			
			Support:			
		Jennifer Peters	Y			
Agenda Item		Discussion			Decision/Action	DRP <i>Designated Responsible Person(s)</i>
Call to Order/Welcome <ul style="list-style-type: none"> 02.03.16 ISC (FAC) Meeting Notes see: 02.03.16 FAC Mtg Notes-DRAFT 		Meeting called to order at 10:00am. No changes or additions to the 02.03.16 meeting notes.				Chris Egertson
Topics for Discussion (80 minutes) <ul style="list-style-type: none"> Continue understanding FAC role in regards to its charter <ul style="list-style-type: none"> Overview of FAC discussion so far Background of Facilities Group Project Prioritization Cascades Hall <ul style="list-style-type: none"> Background Action: Creation of Task Force Update and Prioritizing Projects for 2016-17 <ul style="list-style-type: none"> Proposal for Collection Action: Collect proposals Review Proposals at upcoming meetings 		Chris provide information on the transition from what was previously the ISC and is now the FAC. <ul style="list-style-type: none"> Institutional Support Committee (ISC) provided recommendations in helping to prioritize the list of projects for buildings, grounds and maintenance At the same there was a Facilities Use Committee, which was an ad-hoc committee whose charge was to review construction and renovations for campus facilities and prioritize projects Current Facilities Advisory Committee (FAC) charge is to advise the College on facilities issues and help prioritize projects 			<ul style="list-style-type: none"> Brian Bubak, Matt McCoy and Ryan Hildenbrand agreed to serve on the Cascades Hall task force Cascades Hall task force will provide an update on their activities to the FAC at the next FAC meeting 	Chris Egertson

	<ul style="list-style-type: none"> • Previous Facilities Use Committee's tasks will now be part of FAC's charge to help prioritize new construction projects, renovations, etc • The Prioritization of Projects List was reviewed and background on the previous Facilities Use Group was provided: Prioritization of Projects from 2.20.15 Facilities Mtg • This was a list of projects that was prioritized by the previous Facilities Use Group • Recommendations from the Facilities Use Group for larger projects were brought to the COCC Board of Directors Real Estate Committee • <u>Discussion regarding Cascades Hall</u> <ul style="list-style-type: none"> ✓ OSU-C anticipates they will be vacating Fall 2016 – this is an earlier time than what was originally committed to ✓ COCC is obligated to spend \$2M – funds will be used to remodel the building ✓ Looking at potential uses for the building ✓ David Dona has been gathering information on using the building as a possible University Center (have other universities locate offices on campus) ✓ FAC recommends establishing a task force to research and bring recommendations back to the committee for possible uses of Cascades Hall ✓ Proposed directives for the Cascades Hall task force <ul style="list-style-type: none"> ○ Gather background information ○ Meet with Matt McCoy for background info ○ Review previous recommendations ○ Tour facility ○ Gather input (deans, VPI, student services, other areas of campus, external) ○ Criteria – revenue generating? ○ Bring proposals/recommendations to FAC by beginning of Fall 2016 	<ul style="list-style-type: none"> • Requests are to come to FAC by building needs and not department/individual needs • Chris will send the Facilities Modification Request by the end of March to those individuals that currently have requests pending • FAC members are asked to send Chris any suggestions for modifications to the Facilities Modification Request form 	
--	--	---	--

	<ul style="list-style-type: none"> ○ Matt McCoy, Brian Bubak and Ryan Hildenbrand volunteered to be on the task force • Discussion on the format for gathering new requests/proposals and how best for the committee to prioritize proposals <ul style="list-style-type: none"> ✓ Small projects still submit via the Campus Services Help Desk ✓ Larger projects come through FAC ✓ Use a process for submitting proposals similar to the process that FIAT uses <ul style="list-style-type: none"> ○ FAC Chair would email PAT members asking if their department has any upcoming large projects that FAC should review ○ Proposal is given to the department's PAT member ○ If supportive of the proposal the PAT member would forward the request to the FAC chair ✓ Chris presented a draft Facilities Use Request form to be used when submitting a proposal (see Facilities Modification Request Form) <ul style="list-style-type: none"> ○ Need to identify the dollar threshold for items to come to FAC and not Campus Services Help Desk ○ Suggested that it might be more beneficial to identify needs/projects from a building standpoint and not an individual or department standpoint (one request per building that may contain multiple projects) ○ Individuals that have already submitted proposals will be asked to complete the Facilities Modification Request form 		
<p>Updates (5 minutes)</p> <ul style="list-style-type: none"> • Changes to Committee Membership • Webpage Update, General Procedures Manual Update 	<ul style="list-style-type: none"> • <i>Did not have time to discuss</i> 		

Next Meeting: <ul style="list-style-type: none">• April 22, 10:00-11:30am, BEC Board Room			
--	--	--	--