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**CENTRAL OREGON COMMUNITY COLLEGE**
# Facilities Advisory Committee
# Meeting Notes

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**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: | April 22, 2016 | | Chair: | Chris Egertson | | | |
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| Time: | 10:00-11:30am | | Notes: | Jennifer Peters | | | |
| Place: | BEC Board Room | | | | | | |
| Attendees: | Brian Bubak | Y | Matt McCoy | Y | Guests: | | |
| | Jennifer Cruickshank | Y | Joe Viola | Y | | | |
| | Chris Egertson | Y | Kirsteen Wolf | N | | | |
| | Tyler Hayes | Y | *Student (vacant)* | | | | |
| | Ryan Hildenbrand | Y | *Student (vacant)* | | | | |
| | | | **Support:** | | | | |
| | | | Jennifer Peters | N | | | |

| Agenda Item | Discussion | Decision/Action | DRP *Designated Responsible Person(s)* |
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| **Call to Order/Welcome (5 minutes)**<br>• 03.11.16 FAC Meeting Notes: Click Here | Meeting called to order at 10:00am.<br>No changes or additions to the 3.11.16 meeting notes. | | Chris Egertson |
| **Updates (10 minutes)**<br>• Committee Membership; Charter/Committee Website; Student Rep Email; Chair 2016-17 | Updates on committee membership:<br>• Ryan Hildebrand has contacted CACOCC to ask if his membership on FAC can be extended one year (2016-17)<br>• Jenni Cruickshank has contacted the Executive Team of the Faculty Forum to ask if her membership on FAC can be extended one year (2016-17) | | Chris Egertson |
| **Topics for Discussion (75 minutes)**<br>• Cascades Hall Task Force Update<br>• Maintenance Proposals<br>  ✓ Facilities Paint Schedule<br>  ✓ PIO Generator<br>  ✓ Feedback from FAC?<br>• Facilities Proposals<br>  ✓ PIO Remodel<br>• Facilities Modification Request | An update was provided on Cascades Hall from the task force:<br>• Rooms 107 and 112 – current broadcast classrooms could be used as media rooms – there are no updates that would be needed<br>• Rooms 117 and 118 – Flexibility - divider between rooms can be removed to create one large room<br>  ✓ Kitchen facilities close by<br>• Lots of offices in the building<br>• Room 211 has broadcasting capabilities | Next steps:<br>Cascades Hall task force members will work on matrix | Matt McCoy/ Brian Bubak/ Ryan Hildenbrand<br><br>Chris Egertson Matt McCoy |

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| ✓ Redmond Campus<br>✓ Fiscal Services | • Great accessibility – elevator along with upper and lower entrances<br>• Lower level has multiple computer lab capabilities<br>• Current FFE in the building – OSU-C is asking if COCC might be interested in purchasing their surplus equipment and furniture that is in the building<br>• Matt will create a matrix to illustrate how we look at facilities and "score" the uses<br>• OSU-C is vacating Cascades Hall 9.30.16<br>• COCC will most likely not be ready for occupancy until Fall 2017<br><br>Joe Viola provided an update in regards to establishing a facilities paint schedule:<br>• As previously with the ISC this committee identifies a certain percentage of funding for interior/exterior painting<br>• Beneficial to have a painting schedule established<br>• Committee to review costs and establish a recurring scheduling (every 10 years, 15 years, etc)<br>• Costs associated with concrete repair and landscaping will be brought to the committee to help establish a schedule<br><br>Matt McCoy provided an update on the PIO Generator project<br>• There are emergency back-up generators behind BEC and Metolius that provide power in the event of a power outage which keeps the IT system up and running<br>• Request sound enclosures to help reduce the noise of the generators when they're operating<br>• Estimated cost is $20K for both buildings<br><br>It was suggested that a rubric be created to help the committee prioritize maintenance projects – would also be provided to individuals that are requesting a project be added to the list.<br><br>The committee had a discussion on the use of the Facilities Modification Request Form<br>• Used for building remodels or construction<br>• Minor fixes to buildings, grounds, offices, etc will still go through the Campus Services Help Desk | Jenny Cruickshank, Joe Viola and Tyler Hayes will work on establishing a matrix to be used in evaluating and ranking proposed projects<br><br><br><br>Chris will revise the form and distribute | Chris Egertson |

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| | • Jerry Schulz has a proposal for work at the Redmond campus that he will use the form as a pilot project<br>• By including the list of stakeholders to the form it would exclude the need for a "building manager" to be responsible for gaining approval from other building users | electronically to the committee for feedback/comments | |
| **Next Meeting:**<br>• Tuesday, May 17, 11:00am-12:30pm, BEC Brd Rm | | | |