

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:	May 17, 2016		Chair:	Chris Egertson	
Time:	11:00am-12:30pm		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	Y	
	Tyler Hayes	Y	<i>Student (vacant)</i>		
	Ryan Hildenbrand	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 (5 minutes) <ul style="list-style-type: none"> 04.22.16 FAC Meeting Notes: Click Here 		Meeting called to order at 11:00am. No changes or additions to the 4.22.16 meeting notes. The committee structure for next year was discussed. <ul style="list-style-type: none"> Jenny Cruickshank confirmed that she is able to remain on the committee for another term Ryan Hildebrand stated that he was waiting to hear back from CACOCC if he could remain on the committee for another term Chris Egertson will remain chair of the committee for another year Jenny Cruickshank volunteered to be chair elect of the committee for next year – Joe Viola seconded the motion <ul style="list-style-type: none"> ✓ Chair elect will become chair the following year 			Chris Egertson

	<ul style="list-style-type: none"> ✓ Participate in annual planning for the committee 		
<p>Updates (35 minutes)</p> <ul style="list-style-type: none"> • Update on Maintenance Rubric • Update from Cascades Hall Task Force 	<p>Jenny, Joe and Tyler explained the maintenance rubric they worked on See: FAC Maintenance Rubric</p> <ul style="list-style-type: none"> • Separate to three categories: capital, maintenance and facilities • Reviewed the chart of accounts that Campus Services uses and model after that • Three categories - Routine Maintenance, Repair Fund, Facilities - separate rubric for each category • \$20K or less does not need President approval but needs to be informed • Above \$120K requires Board approval • Rubric could tie into the Facilities Modification Request form • Possibly establish a subset – mandatory vs. discretionary • Criteria <ul style="list-style-type: none"> ✓ Support Student Success ✓ Work accordingly to Facilities Master Plan • Rubric is a good approach to help guide the committee with their decision making • Inventory wants and needs of the college with what we have already • Take current requests – look at creating a way to rank them and make recommendations on them • Repair and maintenance work rank separately (Campus Services’ tasks but needs FAC approval) • Larger projects FAC would rank and prioritize • Matt reviewed the Facilities Use Ranking Criteria sheet 	<p>Matt will distribute electronically and ask for comments/edits.</p>	<p>Jenny Cruickshank/ Joe Viola/ Tyler Hayes</p>

	<ul style="list-style-type: none"> ✓ Used criteria that was used by the previous Facilities Use Committee ✓ Tied to Strategic Plan objectives ✓ Use as a tool to help guide decisions ✓ Perhaps not use numbers for ranking but a check in the box instead (high, moderate, low) <p><u>Cascades Hall Task Force Update</u></p> <ul style="list-style-type: none"> • Move out date for OSU-C is Labor Day • September – should have direction on recommendations • October – able to get in and start remodel • Task force will meet over the summer to help form a recommendation 		<p>Matt McCoy/ Brian Bubak/ Ryan Hildenbrand</p>
<p>Topics for Discussion (50 minutes)</p> <ul style="list-style-type: none"> • Maintenance Proposals <ul style="list-style-type: none"> ✓ Facilities Paint Costs • ISC Budget Finalize • Ochoco Remodel • Facilities Modification Request Form <ul style="list-style-type: none"> ✓ Update/Finalize 	<p><u>ISC Budget Finalization</u></p> <ul style="list-style-type: none"> • Joe will meet next week with his supervisors to help generate the new priority list • Joe will send out electronically to the committee at the end of next week for the committee’s review/approval for the June Board meeting <p><u>Facilities Modification Form</u></p> <ul style="list-style-type: none"> • The committee discussed the current form and offered recommendations on the timeline • Matt and Chris will work together to update the form • Chris and Matt will present the form and information to PAT in July or August <p><u>Facilities Paint Costs</u></p> <ul style="list-style-type: none"> • At the last meeting Joe proposed creating an annual paint schedule • Campus Services currently receives \$25K budget/year for interior painting – not near enough 		<p>Joe Viola</p> <p>Chris Egertson</p> <p>Chris Egertson/ All</p>

	<ul style="list-style-type: none"> • Joe can produce a schedule with all the buildings and show approximate costs for a 10-year cycle • Similar to life-cycle replacement equipment • Would be an additional budget request – not use funds budgeted for another area • Painting process will go through the same approval process as the Facilities Request approval process • Revisit the process in the fall - finalize schedules and how it all ties together <p><u>Ochoco Remodel</u></p> <ul style="list-style-type: none"> • This is not the 2nd phase of the Ochoco remodel – did not receive the requested funds from the state • Remodeling to create individual offices within the existing offices 		
<p>Next Meeting:</p> <ul style="list-style-type: none"> • Friday, June 17, 10:00am-11:30am, BEC Brd Rm 	<p>Decision was made to cancel the June meeting – any correspondence will be done electronically</p>		