## 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:	December 4, 2015				Chair:	Chris Egertso	on		
Time:	10:00a	:00am-11:00am			Notes:	Jennifer Pete	er Peters		
Place:	BEC Bo	bard Room							
Attendees	•	Brian Bubak		Y	Julie Mosier N		۱.	Guests:	
		Jennifer Cruickshank		Ν	Joe Viola	Y	(		
		Chris Egertson		Y	Kirsteen Wolf	Y	(		
		Ryan Hildenbrand		Y	Student (vacant)				
		Matt McCoy		Y	Student (vacant)				
					Support:				
					Jennifer Peters	Y	(		
Agenda Item			Discussion				Decision/Action	DRP Designated Responsible Person(s)	
<ul> <li>Call to Order/Welcome</li> <li>Kirsteen Wolf and Jennifer Peters         <ul> <li>✓ Jennifer's Role</li> </ul> </li> </ul>			Meeting called to order at 9:45am. New committee member Kirsteen Wolf was introduced. Also, Jennifer Peters was introduced as the administrative support person for the committee.						Chris Egertson
<ul> <li>Meeting Notes</li> <li>11.06.15 ISC Meeting Notes see: <u>11.06.15 ISC Meeting Notes</u></li> </ul>			No changes or additions to the 11.06.15 meeting notes.					Chris Egertson	
<ul> <li>Housekeeping</li> <li>Review College Affairs Activity - ISC or FAC (see: <u>FAC Presidential Approval</u>)</li> <li>✓ Official Charter</li> <li>✓ Committee Membership Structure</li> <li>✓ Committee Responsibilities/Vision</li> </ul>			Affai ✓	Affairs for their approval was reviewed.					Matt McCoy/ Chris Egertson

<ul> <li>Link to Strategic Plan</li> <li>N:Drive Group Folder – Facilities Advisory Committee         <ul> <li>✓ Agendas/Minutes/Resources</li> </ul> </li> </ul>	<ul> <li>Changes to membership structure</li> <li>New committee structure will have more impact</li> <li>Committee will be looked to for more guidance on facilities issues</li> <li>The committee's link to the Strategic Plan was reviewed as outlined above</li> <li>The N:drive group folder was reviewed</li> <li>New folder was created on N:drive titled Facilities Advisory Committee</li> <li>Meeting minutes/agendas and other committee resources will be housed in the folder</li> <li>All committee members have read-only rights to the folder</li> </ul>		
2015-16 Committee Priorities			All
<ul> <li>Communication to College Staff         <ul> <li>✓ Establish Communication to Other Groups                  <ul></ul></li></ul></li></ul>	<ul> <li>There was discussion on how best to communicate the committee's work to other College groups</li> <li>Utilize a task force structure for specific facilities-related topics</li> <li>Assign an individual responsible for postings on Commlines (brief summary of discussions/decisions following FAC meetings, etc)</li> <li>Committee members to serve as ambassadors to share information with their constituents</li> </ul>	Chris will be responsible for posting on Commlines	
<ul> <li>Building Managers List</li> <li>✓ Update List</li> <li>✓ How to Utilize List</li> </ul>	<ul> <li>The existing Building Managers List was discussed</li> <li>✓ Current list is 2014-15 list – needs updating</li> <li>✓ Current list has never had designated group responsible for the list – FAC will take ownership of the list</li> </ul>	Kirsteen Wolf will update	
<ul> <li>Update Committee Members on Background Information</li> </ul>	<ul> <li>✓ Use to identify building needs</li> <li>✓ Assign individual to update the list</li> <li>Joe and Matt provided information on COCC's Facilities Audit</li> </ul>	the Building Managers List	Joe Viola/ Matt McCoy

<ul> <li>COCC Campus Services Capital Projects (see: 2015 COCC Current Projects)</li> <li>Facilities Audit</li> <li>Prepare to make a recommendation for Cascades and Juniper Halls</li> </ul>	<ul> <li>In 2011 an outside engineering firm conducted a Facilities Audit of the COCC buildings outlining projections for the next 20 years</li> <li>From the Facilities Audit findings a spreadsheet was created – Estimated Maintenance Requirement for Future Years which provides a 10-year 'look ahead" which is reviewed and updated annually</li> <li>In May of each year projects are reviewed and prioritized – helps inform the Board</li> <li>Document helps provide projections for upcoming years (some years higher than others)</li> <li>Projected maintenance broken out by buildings</li> <li>A ssess quality of equipment/buildings</li> <li>A ssess quality of equipment/buildings</li> <li>A new 10 Year Facilities Master Plan will be generated in the next year or two</li> <li>The COCC Campus Services Capital Project list was reviewed</li> <li>Projects on list are projects that are currently active or identified by the College but due to budgets many projects are on hold</li> <li>Projects currently on hold are:         <ul> <li>Pinckney Remodel</li> <li>Redmond Campus Library, Bookstore and MATC Renovation</li> <li>Juniper Hall ADA Assessment and Renovation – Assessments are complete but renovations are on hold</li> </ul> </li> </ul>
<ul> <li>Future Meetings – Dates/Times</li> <li>1<sup>st</sup> Friday/Month, 10-11am?</li> </ul>	Chris will communicate electronically with the committee to see if they want to meet quarterly or as needed.