**Facilities Committee**

Meeting Minutes – Nov. 20, 2013

**Members Present:**  Mike Vanlandingham, Lisa Ayers, Tom Koch, DD Farwell, Matt Hofvander, Paul LeBreck, Sue Contarino, Elissa D’Amico, Bev Riley, Sara Gibson, Darryl Knight, Scott Friedman, Rich Seiler, Tom Crylen, Sue Von Lanken

**Members Absent:** Jason Peot, Maggie Geppert, Darlene Niebuhr

**Guest:** Marie Lindsay

**Call to Order at 10:05 a.m.**

**Consent Agenda:**

* The minutes from the previous Facilities Committee’s meeting were approved.

**New Business:**

* Reviewed Charter
* Tom will ask Maria Coons about the fourth bullet point under the “Mission” section regarding Resource Allocation and Management Program (RAMP) and the College Master Plan Implementation. 75% of funding comes from the state. Not sure why this is listed.
* Elected Chair: Mike Vanlandingham
* Elected Vice Chair: Lisa Ayers
* Member terms were established—see attachment
* Establish meeting dates: December date confirmed, Spring dates not confirmed yet.

 **Old Business:**

* Sara stated that the Green Committee Sub-Committee, Physical Plant Sub-Committee and Lab Safety Sub-Committee were existing groups, but must reapply as Standing Work Groups.
* Sara motioned to approve the Physical Plant Safety Committee as a Standing Work Group Charter. Motion was seconded and passed.
* Need two members from the Facilities Committee to be in the Physical Plant Safety Standing Work Group.

 **Comment Period:**

* Standing work group committees will need to give a report.
* We will meet once a month in X250

 **Meeting adjourned at 10:45 a.m.**

 **Next Meeting:** Dec. 18, 2013 from 10-11:30a.m. in X250