**Harper College**

**Facilities Committee**

**Meeting Minutes**

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| **Meeting Name** | Facilities Committee |
| **Meeting Date** | March 14, 2014 |
| **Meeting Time** | 1:30 pm  |
| **Meeting Location** | X-250 |
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| **Voting Members Present** | Lisa Ayers, Sue Contarino, Elissa D’Amico, Scott Friedman, Mathew Hofvander, Darryl Knight, Paul LeBreck, Marlys Neis, Chris Nowak, Jason Peot, Dan Ranieri (proxy for Maggie Geppert), Beverly Riley, Rich Seiler, and Mike Vanlandingham |
| **Voting Members Absent** | DD Farwell, Sara Gibson, and Darlene Niebuhr |
| **Non-Voting Members Present** | Tom Crylen and Julie Riley (proxy for Sue Von Lanken) |
| **Guests** | None |

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| **Meeting Minutes** |

1. Approval of Minutes

The minutes from the 2/14/14 meeting were reviewed and approved as written.

1. Old Business

There was no old business.

1. New Business
* Student Government Presentation on Gender Neutral Bathrooms –Dana Tenenbaum and Adam Schalke (Student Government) attended the meeting to present about Gender Neutral Bathrooms. Student Government voted to request that gender neutral bathrooms be installed in all new buildings on campus for the sake of transgender students. Scott reported this issue was raised a few years ago and received wide support on campus. He will forward that information to Dana. Tom Crylen reported gender neutral bathrooms are included in the plans for Buildings D and H. Tom will send a note to Dana informing her of the plans for gender neutral bathrooms in new construction. It was determined a PAR will not be necessary as this is already in the plans for new construction. As buildings are renovated, gender neutral bathrooms will be considered.
* Rentals/Retail Services
* Sodexo is having difficulty getting equipment in to work on the Subway over spring break, which may delay the opening of the Subway. Work is scheduled to be done over the break with most of the heavy work being done on Thursday and Friday evenings before the break begins. A safety barrier will be in place if Subway cannot open on March 31.
* Harper is in talks with Starbucks for Building D.
* The salad bar upgrades are finished in the main cafeteria. Most other upgrades will be complete by the end of spring break.
* ADA – Scott Friedman reported many folks have been assisting ADA students use vending machines on campus as they are not ADA accessible. The physical layout of the machines is not ADA accessible. Our contract spells out that all machines must be ADA accessible. Rich and Scott will work on this and report back to the group. It was noted that this committee may want to review other vendor contracts to ensure they are ADA compliant.
* Facilities/Construction
* Budget exceptions are due to Laurie Dietz today.
* Ring Road – The ring road will close after graduation until the start of fall semester, as approved at 3/11 President’s Cabinet. A left turn lane will be added. Facilities will work with Harper Police and Carolynn Muci on alternate paths.
* Graduation –Graduation will be held by Lot 1 this year. There is a concern the ground will be very wet and affect graduation. Erickson presented conceptual drawings for the proposed outdoor amphitheater at the 3/11 President’s Cabinet. This project will move forward. It is planned that this will be the permanent area for graduation. The area will also be used for our own theater events and concerts, as well as a community venue.
* One Stop – This is in the design stage. Received approval to proceed to the next stage. The target completion date is 2017.
* Bridge to North Lot – Received approval to proceed with the new bridge. Work will begin this summer.
* Building D - Phase 1 is on track to open this fall.
* Building H – Will be moving folks over winter break. Tom is working with the Provost on a faculty member to be the point person.
* Snow and ice removal – Facilities had a lot of issues with cost and salt availability this winter.
* Sustainability – Monthly sustainability articles for the campus newsletter on what is being done through Facilities for sustainability. Hiring a part time Sustainability Coordinator.
* Greenhouse Gas Report – Elissa is gathering data for that report. Some of the data needed includes:
	+ - Electricity, natural gas and water usage
		- Population of full and part time students, full and part time faculty and staff
		- Total building square footage
		- Commuting information
		- Air travel
		- Study abroad travel miles
		- Paper purchases
		- Refrigerants used
		- Fertilizers used
* Gas usage –Darryl expects a natural gas bill three times what it was last year due to this year’s extreme weather.
* The Sustainability Work Group appeared before the Strategic Planning Committee. A vote will be taken next week to determine if the work group will go under the Strategic Planning Committee. If not, it is assumed they will come back to Facilities Committee.
* Bathrooms are being retrofitted with hand dryers. In the bathroom across from the bookstore, the switch is underneath the hand dryer. A work request will be placed so this issue can be corrected.
* Sliding doors in L by Picasso are malfunctioning. Tom will check with Steve to see if they will be replaced this year.
* Mike asked for feedback on the next meeting time. He suggested the committee have a digital meeting. Reports can be emailed out for minutes. He requested all reports due to him be submitted the Monday prior to the meeting, so information can be sent out.
1. Non-Member Comment Period

Nothing to report.

1. Future Meeting Dates, Times and Locations

April 11, Digital meeting

May 9, 1:30 – 3:00, X-250ab

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_