**Harper College**

**Facilities Committee**

**Meeting Minutes**

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| **Meeting Name** | Facilities Committee |
| **Meeting Date** | May 9, 2014 |
| **Meeting Time** | 1:30 pm  |
| **Meeting Location** | X-250 |
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| **Voting Members Present** | Sue Contarino, Elissa D’Amico, Scott Friedman, Maggie Geppert, Sara Gibson, Dirk Heid (proxy for Darryl Knight), Mathew Hofvander, Paul LeBreck, Marlys Neis, Darlene Niebuhr, Jason Peot, Beverly Riley, Rich Seiler, Mike Vanlandingham |
| **Voting Members Absent** | DD Farwell, Chris Nowak, Lisa Ayers |
| **Non-Voting Members Present** | None |
| **Guests** | None |

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| **Meeting Minutes** |

1. Approval of Minutes

The minutes from the 4/11/14 meeting were reviewed and approved as written.

1. Old Business
* Nothing to report
1. New Business
* Committee reviewed our Charter, no changes were recommended
* Art Collection Committee Workgroup review

 - Jason reviewed the Charter

- Bev Riley volunteered to be the Facility Committee representative to serve on the Art Collection Workgroup

- Facilities committee approved the Art Collection Committee Workgroup. Will go to CRC for approval

* Sustainability sub-committee is on-hold
* Physical Plant Safety Committee Workgroup - Sarah Gibson will retract the workgroup charter submission and we will revisit in Fall
1. - Reports:
* Rentals/Retail Services
	+ Subway/Avante
		- Subway opened on April 28 and customer traffic has been better than expected.
		- Some punch list items still need to be completed including re-tiling part of the floor space.
	+ J Building Cafe
		- The J Building Café is scheduled to close at the end of this semester and will not reopen in order to allow for the space to be reconfigured for academic programing.
	+ Conference and Event Management
	+ A Senior Event Planner has been hired – Nicholas Smith.
		- His experience from Elgin Community College will help us to complete the transition of creating a one stop event/scheduling office to assist departments with coordinating resources for meetings and events on campus including:
			* Room Scheduling
			* Custodial/Setup Support
			* Catering
			* AV Support
	+ Microwaves --Student request to have more lounge spaces with microwaves on campus similar to College of DuPage which has a student lounge area with a microwave in every building.
* ADA – Scott gave a general reminder about planters and furniture blocking accessible push buttons. He also mentioned ADS was hoping to complete a physical accessibility audit over the summer.
* EH&S Report -
	+ Employee Injuries (since Feb. mtg.) -Workers’ Compensation

-1 Lost time-- Utilities- contusion to ankle/leg hit by water meter – off 4 days

* + Student Injuries-

-1-1st aid at HPS– Burn to finger in cooking class

* + Lab Safety Standing Work Group **–** Sara will work the new CHO – Colleen Lord this summer to do revisions to the Chemical Hygiene Plan and get the group to review it early in the fall semester.
* Facilities/Construction/Sustainability
	+ Greenhouse Gas Report – Finalizing data collection for greenhouse gas report- only missing data is the student population and the miles staff drives to get to work
	+ Part time Sustainability Coordinator starts at the end of June, which will really be great to expand and enhance the sustainability efforts we do on campus
	+ Marlys brought forward a concern about the adjunct office space in X building. The file cabinets are being removed and replaced with lockers. She was advised to speak to the Dean of Health Careers
1. - First meeting for FY15 is scheduled for Friday, 9/12/14 at 1:30PM, location to be determined
2. Non-Member Comment Period

Nothing to report.

1. Future Meeting Dates, Times and Locations

September 12th, 1:30 – 3:00, Location TBD

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

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