Members Present: Joe Alexander, Ken Chapman, Patrick Doyle, Ellie Ertle (McCarthy), Holly Ferguson, Mike Guzzi, Mike Magrey, Jennifer Mays, Marianne Paiva, Ryan Patten, Steve Robinow, Tom Rosenow, Debbie Summers, Sara Trechter, Tom Ussery, Mike Watts (Newell)

Members Absent: Jennifer Aceves, Michael Allen, Sharon Barrios, Kate McCarthy, Larry Maligie, Patrick Newell, Seema Sehrawat, Mary Sidney, Clare Van Ness

Guests: None

1) Call to Order – 1:02
2) Approval of Minutes from 11.14.19 - minutes were approved
3) New Business
   a) Discussion Items
      i) Projects & Space Requests
         (1) BSIS Move/Renovation
             (a) This department has no department office with no centralized services and they serve about 2,000 students. They occupy two separate offices in THMA. The plan is to take three different offices (383, 385, & 387) and create some openings between them to create an official department office. The two offices currently occupied will go back into the mix as faculty offices, so the net result is a nice department office with the loss of only one faculty office that was currently vacant.
             (i) FMS will look at it and it will be funded within the college.
             (b) Also, BUS is looking to replace very old, outdated tables and chairs in GLNN216 with modern collaborative modular furniture. Their accrediting body now has a standard for facilities, focusing on collaborative spaces and it’s been wanted/needed for a while anyway. Mobile whiteboards will also be purchased for use in this space. Work orders can be submitted for Movers help.
             (i) Ken will send the new accreditation standard to Mike G.
         (2) ECC – RJJ Memorial Environmental Engineering Lab
             (a) Seema was unable to attend so this has been tabled until the next meeting.
(3) FYE & Honors Relocation Update
   (a) FMS is working on numbers for a new plan to move FYE & Honors to the offices on the 2nd floor of MLIB that currently house the Reference Librarians, with space modifications. The librarians will be moved to the spaces that are located on the first floor in the computer lab area and will be closer to the other groups in the library that they work closely with and consolidate service areas.
   (b) Goal is to completion by summer.

(4) MLIB Projects
   (a) The 1st floor computer lab will be removed and the lab on the 4th floor will be set up for greater utilization.
   (b) Glass study rooms will be added to the Grove and to the 2nd floor.
   (c) FMS is working on numbers and these projects will hopefully be completed this summer.

(5) FARM Solar
   (a) The goal is offset the FARM and at least part of campus. They are looking at various areas of the FARM. SE corner and a more central area (would require a building be removed) are potential spots.
   (b) Campus would lease the solar, not purchase. The solar maintenance would be contracted out because it is hugely expensive to maintain in-house; it's much less expensive to have the contractor maintain it.
   (c) Spring 2021 is the goal.
   (d) Additional areas on campus will also be outfitted, including:
      (i) BMU
      (ii) WREC
      (iii) PS2
      (iv) Phase III would include additional buildings on campus.

(6) Pigeon Lab
   (a) The pigeon lab in Modoc will be dismantled since pigeons are no longer available. The college would like to renovate this space into their student success center since it's currently in Butte and won't be available once the Butte renovation begins.
      (i) The plan is for completion this summer or fall.

(7) Master Plan
   (a) A reminder that as we plan projects and space requests they must tie to the Master Plan.

(8) Call for summer 2021 Projects – please enter in FacilitiesLink
   (a) Please plan and enter requests in FacilitiesLink before September.

ii) BUTE/PHSC Renovation & Optimizer Project Progress Update
   (1) BUTE: Meetings begin with the contractor this Friday to discuss campus construction standards.
      (a) There will be a campuswide Open House in CLSA to seek input about what people want in the building
   (2) PHSC: State Fire Marshal is causing angst. This may cause a 6-month (semester) delay in this project.
      (a) The system is working the State Fire Marshal office to deal with the 27-week window that they need to process even the most minor of
requests. This doesn’t include the campus time required to deal with/answer their questions about projects. The campus may end up with its own Fire Marshal if the CO can affect change.

(b) This would push the BUTE project out as well.

(3) Optimizer
(a) Holly and Michael met with PAC to discuss the project.
(b) Enrollment caps need to be more accurate in order to properly place classes in rooms. Please work with your departments to ensure this happens. APSS will start looking at history and providing data.
(c) Another issue is booking a classroom and an event space for the same occasion. Please work with your departments to ensure this doesn’t happen.
(d) Several Optimizer runs have been completed and issues are being worked through as they come up. Jenn A. is working with Astra to figure out how some parameters are working/not working. Combined sections is one of the problem areas.

iii) Scheduling Task Force/Policy Draft Update
   (1) There are two more meetings.
      (a) The task force will review the draft on 1/17.
      (2) Staff Council will be updated next week.
      (3) The draft will be given to AD-SUA for review on 2/21.
      (4) On 2/23 the following groups will receive the draft: CFU, PAC, EPPC, & FASP

4) Announcements - none

5) Adjournment – 1:57

Upcoming Dates:
- Meeting – 01.23.20 – 1:00 pm – ARTS228
- Meeting – 02.06.20 – 1:00 pm – ARTS228
- Meeting – 02.20.20 – 1:00 pm – ARTS228
- Meeting – 03.05.20 – 1:00 pm – ARTS228