

## **Institutional Effectiveness Report: Governance Council Format**

Each institutional planning group or function will submit an annual report to the Institutional Effectiveness Committee summarizing their outcomes and performance measures; progress toward achieving established outcomes; areas of focus for the coming year(s); and suggestions for continued improvement of collegewide institutional effectiveness systems and structures.

### **Reports are due to the Institutional Effectiveness Committee by December 14, 2018**

Email completed reports to [InstitutionalEffectiveness@lanecc.edu](mailto:InstitutionalEffectiveness@lanecc.edu)

Please limit the narrative section of your report to five pages

Submitted by: Alen Bahret (chair), Brian Kelly (vice chair), and Paul Ruscher (member)

Representing: Facilities Council

Date: 10/11/18

### **Section 1: Progress Report**

*Please report on the progress you have made toward established goals, objectives and outcomes specified in your work plan.*

*Your report should:*

- *Be organized around key goals and strategies and provide a brief narrative on progress made over the past year(s)*
- *Keep to high-level points and major milestones*
- *Include or reference additional evidence to support your assessment*
- *Acknowledge and comment on setbacks and/or adjustments that have been made*

### **Facilities Council Charter**

#### **Purpose:**

The Facilities Council will develop, review, and evaluate plans and policies and set directions for facilities in accordance with the vision, mission, core values, learning principles, and strategic plan of the college.

#### **Scope of Work:**

- Develop and review:
  - Facilities Master Plan
  - Facilities 5-year Plan
  - Annual construction/remodel/renovation Plan
  - Sustainability Plan
  - Long-range Transportation Plan
  - Emergency Preparedness Plan
- Formulate policies and/or criteria/guidelines for:
  - Sustainable practices  
(including energy management, indoor/outdoor environment monitoring and practices, waste management, recycling)
- Space assignment
- Remodel/renovation of facilities
- Parking
- Emergency response
- Assess and evaluate the effectiveness of the plans and policies

## **2017-18 Work Plan Update**

### **LCC Facilities Master Plan**

- Currently underway with Rowell Brokaw Consultants assisting with the development of the plan. Staff engagement will begin in Fall and Winter Terms and the final product targeted to be delivered in June 2019.

### **Review parameters for displays on campus**

- A subcommittee worked on the project to define design guidelines for the development of digital marketing materials. <https://www.lanecc.edu/it/helpdesk/four-winds-digital-sign>

### **Transportation Study Group**

- This group will be convened during the 2018-19 council year. The Facilities Council had two strategic conversations with representatives from Lane Transit District and the City of Eugene Parks and Open Spaces. The conversation with LTD focused on routes and ridership questions and concerns. The conversation with the City of Eugene focused on use of the land and including the future completion of the Ridgeline Trail to LCC which could be used as a commuting route.

### **Distribution of Literature policy review**

- The policy was reviewed and no changes were recommended at the time of the review.

### **Climate Action Plan 2.0**

- The Climate Action Plan 2.0 revision was sent to the Board of Education in September 2018.
- The college is also an active participant in the City of Eugene Climate Action Plan “Large-Lever Shareholder” work. Lane has hosted multiple public meetings in collaboration with the City at the Mary Spilde Center, and has been especially well represented in the areas of Emergency Preparedness and Land Use and Transportation.

### **Review training recommendations made by Safety Committee**

- A first reading of the recommendations was heard by the Facilities during spring term. There were follow-up questions and scope-of-training questions that arose from the discussion that will be brought back to the council during the 2018-19 council year.

## **Section 2: Looking Ahead**

*After reviewing and discussing college [core theme objectives](#) and [strategic directions](#), identify your areas of focus and goals for the coming academic year(s); these can be continuation of multi-year work and/or new initiatives.*

### **Facility Council 2018-19 Work Plan**

1. LCC Facilities Master Plan
2. Transportation Study Group
3. Climate Action Plan 2.0
4. Safety Committee Training Recommendations
5. Community Use and Facility Use Procedure Update Recommendations
6. Building Hours: 30<sup>th</sup> Avenue Campus Procedure Update Recommendations
7. Strategic Conversations with college departments and community partners as it relates to Facilities

### ***LCC Facilities Master Plan***

The LCC Facilities Master Plan is well underway. Rowell Brokaw Architects has been hired to create the plan. The selection committee was especially impressed by Rowell Brokaw’s work in creating the EWEB master plan. Departments will be asked to provide data about staff and students in each area, and to describe how the department envisions growth and changing needs in the next 5 to 10 years during Fall and Winter Term 2019.

The project will involve 6 distinct tasks that will lead to the finished product:

1. Tool Development
2. Vision Plan
3. Individual Division Meetings
4. Prioritizing Projects
5. Master Plan Options
6. Draft and Final Master Plan

### ***Transportation Study Group***

The Transportation Study Group will convene as a group of interested parties in helping design and implement long term transportation strategies that involve individual vehicle commuting, mass/bus transit, human powered vehicles and other modes of transportation. The group will review how the completion of the Climate Action Plan 2.0 will update or change recommendations in transportation policies, procedures or practices. The group will collaborate with transportation initiatives and studies undertaken by LTD, Lane County, ODOT, and others.

### ***Climate Action Plan 2.0***

In 2011, Lane Community College approved a climate action plan to become carbon neutral by 2050. Guided by the Climate Action Plan, the college has taken considerable actions to achieve this goal. As outlined in the 2016-2021 Strategic Plan, Lane Community College, led by the Institute for Sustainable Practices, revised the climate action plan to introduce timelines and milestones for each climate strategy as we work toward carbon neutrality. This kit reintroduces the topic to the college and the community, provide a timeline for revision and approval, and inform interested parties how to provide feedback. The revised Climate Action Plan went to the College Council and on to the Board of Education in November.

### ***Safety Committee Training Recommendations***

The Safety Committee, which works in association with, but not under, the Facilities Council, made recommendations for minimum safety-related training for all employees. The council intends to review the recommendations and provide feedback to the committee in regards to the plan.

### ***Community Use and Facility Use Procedure Update Recommendations and***

#### ***Building Hours: 30<sup>th</sup> Avenue Campus Procedure Update Recommendations***

The Facilities Council will continue to provide feedback to the College Council subcommittee about several key policies and procedures related to campus hours, community and internal use of space. There is a desire to provide clarity for the use of space which includes access hours, rental pricing and other conditions controlling the use of college space. The council will review these policies and procedures and provide any recommended amendments to policy and procedural owners.

### ***Strategic Conversations***

The Facilities Council will continue to have strategic conversations with college departments and community partners that are related to facilities use and planning. These conversations will help to gather necessary information for policy review and amendments. The council will also lend its help in reviewing or discussing procedures as related to facilities.

### **Section 3: Ideas for Institutional Effectiveness Systems and Structures**

*Identify any ideas you have for improving institutional planning and improvement systems and structures in support of governance and institutional effectiveness.*

#### **Policies and Procedures Common Linkage**

There is a need for college policies and procedures to have common linkages such as policy and procedural owners, contact people and clarity in implementation language. For example, the policies and procedures that define use of college space has three different policy areas of responsibility and like functions are spread over two distinct and unrelated departments. It makes it very difficult for the reader to understand how these policies and procedures fit together and it is even hard to implement them.

Council work is detailed and it does take time to process a large set of goals for the year with only 4 hours a month of face to face meeting time. It is important that councils make better use of subcommittees made up of a smaller number of council members and subject matter experts that can process the work of the council.