Meeting date | time 10/26/2017 3:00 PM

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| Type of meeting | Information Sharing / Discussion | Present: Bob Cochran, Lloyd Helm, Mickey, Yeager, Laura Joyce, Keoni McHone, Lori Hall, Kevin Anspach, Tami Strawn |
| Facilitator | Bob Cochran |
| Note taker | Laura Smith |

### This is the annual CUDC meeting where subcommittees are invited to review the goals, project, and communication of each subcommittee and how it flows to the CUDC committee. This was a result of work two years ago during the College Council Recharge work.

### TOPIC: CUDC – Bob Cochran (chair)

### Explanation and review of CUDC committee and subcommittees chart

### CUDC Charge: To provide direction for the maintenance, modification, construction and use of existing and proposed college buildings, facilities and grounds. To accomplish this charge, the CUDC must review existing/proposed practices, procedures, and master plans, to make necessary recommendations (as required) to the College Council.

Meeting times: Meets bi-monthly on the fourth Thursday from 3pm-4pm

Current and Proposed Projects:

* Arboriculture climbing course project, currently under fundraising phase
* ITC and Barlow Lot Phasing
* DeJardin Expansion
* Time Capsule Bench
* Elevator Upgrades
* Chain Saw Demo Area
* Throws Shelter
* Wrestling Expansion (Randall Second Floor)
* Temporary Fire Station
* Team Oregon (Orchards Lot)

### TOPIC: SIGNAGE COMMITTEE– Mickey Yeager (chair)

Explanation and review of the Signage Committee

Signage Charge: Maintain and implement the College signage systems in a consistent manner.

Meeting times: TBD

Current and Proposed Signage Projects:

* Follow up on color assignments on CCC main campus
* Harmony West project (ideally will be a blueprint for CCC main campus in the future)

Building directories have been pulled out of the signage committee at this point

### TOPIC: FOOD COMMITTEE– Mickey Yeager (chair)

Explanation and review of the Food Committee

Signage Charge: Monitors compliance with food service contract; evaluates prices, food, value, and quality of service. Provides feedback from individual areas to the food services contractor

Meeting times: Once a term

Current and Proposed projects:

* Review and monitor the food and pricing
* Catering

Survey last year and was reviewed with Trio and changes are being implemented

Ongoing communication plan with Trio. Proposed meeting with Lori Hall to create a template for campus communications

### TOPIC: GROUNDS COMMITTEE – Keoni McHone

Explanation and review of the Grounds Committee

Signage Charge: To act as a sounding board for the Grounds Department and assist in planning and problem solving for the college's three campus sites. To act as a liaison for campus construction and development to see that the Landscape Values document components are fulfilled.

Meeting times: Once a term and as needed

Current and Proposed projects:

* Horticulture department uses campus as living lab and as such they are working to create a plant database for the campus.
* Grounds maintenance reporting/special projects and plantings

Grounds Committee also acts as a Liaison to construction/contractors and coordinates with Bond projects

Coordinates with the farm side and community gardens

### TOPIC: SAFETY COMMITTEE – Lloyd Helm (interim chair)

Explanation and review of the Safety Committee

Signage Charge: It is the mission of the Safety Committee of the Clackamas Community College to promote a safe working environment for Staff, Students, and the General Public by creating and maintaining an active interest in safety by each college employee and to assist in the overall effort to minimize the frequency of accidents throughout the college, and to identify corrective measures needed to eliminate or control recognized safety hazards

Meeting times: Every other month

Current and Proposed projects:

* Quarterly building inspections to identify concerns hazards and potential FWO’s
* Works in conjunction with fire marshal and executes walk thru inspection of all of the buildings on campus
* Injury reports – review, corrections can be made
* Individual requests for building changes get reviewed before implementation

### Round Table Discussion

Bob - Communications between sub-committees, what is the best way to continue positive/active communication?

Mickey – refereeing larger projects to CUDC as needed

Keoni- ok with current communication chain

Lloyd – agrees with keeping CUDC and keeping current active communication

### Announcements:

### None at this time