

**LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
FACILITIES PLANNING COUNCIL  
MEETING RECORD**

**Tuesday, October 15, 2019, 2:00PM – 3:00pm**  
**West Building, Board Room W305A**

Attendees: Amber Wyman, Anthony Bowers, Brad Henshaw, Casey Huebner, Chris Smith, Dave Kasold, Isaac Robinson, Katherine Kelley, Mimi Stockmann, Robin Huesca, Steve Ater, Vikki Korsunskaya, Bill Thomas, Bruce Riveland.

Absent: Chris McLain, Heidi Davis, Vicki Chew

OPENING

Agenda: Bill Thomas  
Introductions

DISCUSSION ITEMS

Committee Process Bill Thomas

Election of Chair: *It was moved by Mimi Stockmann, seconded by Isaac Robinson, that Steve Ater serve as Council Chair for 2019-20. The motion was approved.*

Meeting Day & Time: *the regular meeting time and date continues to be held from 2:00-3:00PM on the third Tuesday of each month. It was noted that the April meeting will be longer than an hour to accommodate the departmental space and renovation request presentations.*

Council Role & Responsibilities and Ground Rules: *Bill Thomas asked the Council to review its role and responsibilities and the meeting ground rules; it was noted that one of the primary duties of the Council is to share information with its constituents*

Work Objectives: *the 2019-20 Work Objectives were reviewed; it was noted the Council's primary work will be to make recommendations for the 2020-21 space and renovation requests for next fiscal year.*

Timeline: *Bill Thomas reviewed the timelines for Council work for this year. It was noted that the State Board Minor Project Request process has begun and proposals are due in December. The Council will hold presentations in January to prioritize recommendations to submit for the Capital Budget Request due to the State Board in March. It was also noted that the College's regular space and renovation request process will start in January. The Council will review those requests in April.*

Center for Design: *Bill Thomas reported that the pre-design planning process for the new Center for Design has begun. The College has selected Schreiber Starling Whitehead as the consulting architect for the project. The pre-design report must be submitted to the State Board and Office of Financial Management in January. The College has established a core design team and the architect has initiated meetings with instructional programs to receive feedback and discuss needs.*

Capital Project Update: *Casey Huebner provided the Council an update on the East Building Renovation project funded by the ASG. It was noted that the project is in the final stages.*

Reports – *Anthony Bowers provided an update of activities and incidents that the Campus Public Safety department has been handling recently.*

NEXT MEETING:       November 19, 2019; 2:00-3:00PM, W305A  
                                  Center for Design Pre-Design Review  
                                  High School – Screen Mount

ADJOURNED

10.23.19