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| Committee Charge | The Facilities Planning Committee develops the Facilities Master Plan for the College of the Redwoods. This plan ensures that capital improvement priorities and projects are recommended based on their contribution to improving student learning outcomes and their alignment with the Strategic and Education Master Plans. The committee also reviews and ranks resource requests from program review related to facilities. |
| Meeting Date | November 27, 2018 |
| Outcomes | Discuss Facilities Survey results |
| Discuss progress and plan update of Facilities Master Plan |
| Review Capital and Facilities projects |
|  | |
| Meeting Participants | Bob Brown, Cathy Cox, Sean Patton, Elisa Abelleira, Serenity Wood (ASCR), Julia Peterson; Bert Hafer, Burk McBride |
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| Meeting Leader and/or Facilitator | Julia Peterson |
| Recorder | Cathy Cox |

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| What | How | Who | When |
| 1. Opening | Welcome  Agenda Review  FPC Timeline Review | Julia Peterson | 1:15 – 1:20 pm |
| **Notes:** | | | |
| 1. Review Minutes from 10/09/18 & 10/30/18 FPC Meetings | Review and discuss | Committee | 1:20-1:25 pm |
| **Notes:** | | | |
| 1. FPC Facilities Survey Results | * Review and discuss results of the recent Facilities Survey | Committee | 1:25-1:35 pm |
| **Notes:** | | | |
| |  |  |  |  | | --- | --- | --- | --- | | 1. Recommendations for AP 6750 | * Review Burk’s recommendations for updates to BP 6750 * Review and discuss results of last month’s inquiry on BP 6750 revenue expenditures and balance. | Burk McBride | 1:25-1:35 pm | | | | |
| **Notes:** | | | |
| |  |  |  |  | | --- | --- | --- | --- | | 1. Facilities Master Plan Update | Review updated draft of plan, including a review assignments from last meeting:   * Everyone: Review Laney plan * Danny, Bert and Cathy – address Landscaping and Vehicle/Traffic plans * Bob: Get updates on capital projects and OPR * Cathy and Bob: Liaisons to SDLG; work with Joe on how FMP will link to Student Services needs.   Review assignments/make new assignments | As noted | 1:45-2:05 pm  5 minutes  5 minutes  Not present  5 minutes  5 minutes |   **Notes:** | | | |
| 1. Facilities Master Plan Update | Revisit Interests and Areas to consider:   * Integrated Planning – links to Education Master Plan * Student Services: homeless students, group and individual study areas, community areas, club meeting areas * Links to Capital Projects and OPR   Updated Draft of Plan ready for review | Committee | 2:05-2:25 pm |
| **Notes:** | | | |
| 1. Updates / Possible Items | * Review Facilities Project list below * FPC and Annual Institutional Plan: Cultural Events handout update | Julia Peterson | 2:25-2:40 pm |
| **Notes:** | | | |
| 1. **Close** | * Next Meeting Date * Summarize agreements * Review next steps * Additions for next agenda * Evaluate the meeting (+'s and ∆’s) | Julia Peterson | 2:40-2:45 pm |
| **Notes:** | | | |

* FPC Website: <http://internal.redwoods.edu/fpc>
* Next Meeting: Tuesday, December 11; 1:15 pm in FM 106
* **Reminder: Please update your constituents and bring their feedback to the Committee**

Meeting Handouts:

* Results of Facilities Survey
* ECBR (report) of staffing paid for by Parking Fund
* Draft of Facilities Master Plan update as of 11-27-18

**Capital Project Updates**

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| --- | --- | --- |
| **Project** | **Status** | **Est. to Start work / Complete work** |
| Utility Infrastructure Replacement & Seismic Strengthening = UIR | * Funded * Will go out to bid in October | 12/2018 |
| Creative Arts   * Replacement and removal | * Second to final floor plan review the week of 10/29/18 with CA faculty and staff. | 3 years |
| Physical Education & Field House   * Replacement and removal | * Expect to be funded next Fiscal Year | 4 years |
| Scoreboard | * Completed | Completed |

**Facilities Project Updates**

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| --- | --- | --- |
| **Project** | **Status** | **Est. Timeline** |
| Purchase microscopes and storage cabinet for KTIS | -delivered week of 11/19  -Resolving storage cabinet issues | Fall 2018 |
| Paint CDC Fence | - on hold | Fall 2018 |
| Add Dr. Eugene Portugal's name to the Dr. Eugene Portugal SSAT Building | - Completed | September 2018 |
| Move the Food Pantry to a larger space | -Completed | October 2018 |
| Install fencing along President's drive | - planned for week of 12/3/18 | Fall 2018 |
| Update the new ASCR Lounge | - in process | Fall 2018 |
| Replace and new Pour & Play surfaces at CDC | - bids received, working on state approval | Fall 2018 |
| Replace Refrigerator at CDC | - in process | Winter 2018 |
| Replace Dishwasher at CDC with new style | - in process | Winter 2018 |
| Repair tiles around water fountains at CDC |  | Spring 2019 |
| Repair dry rot in Del Norte buildings | - out to bid | Fall and Winter 2018/19 |
| **Applied Technology:** |  |  |
| Install LED lighting in Automotive Electric Car area and Welding | - Lights have arrived  - Working on contract  - Adding Fab Lab area to scope | Fall 2018 |
| Repair Rollup door In Auto Electric - AT 131 | - Completed repairs on both doors  -added 2nd electric opener  -Working on electrical needs for door function | Fall 2018 |
| Repair rollup doors in Welding/CT - AT 131 | - bid received, determining work configuration | Winter 2018 |
| New rollup door in Welding | - Faculty researching materials to select from bids received | Fall 2018 |
| Add Safety Railing in Automotive Electric Car area | Completed  - Railing has been installed | November 2018 |
| Paint Welding Lab | - walls were tested for lead paint | Winter 2019 |
| Install new Welding Curtains | - new curtains have been ordered | Winter 2019 |
| Install new lighting in the Construction Technology Paint Spray Booth | - researching | Winter 2019 |
| Install fencing behind new Fabrication Lab | - working with vendors on new quotes | Winter 2018-19 |
| Replace fencing and add a new gate to the new Automotive Electric Vehicle lab | - PO is in process | November 2018 |
| Install vehicle lifts in new Automotive Electric Vehicle lab | - working with vendor | Winter 2018-19 |
| Add electrical boxes in ceiling and for new electric door motor. | - working on specifications | Fall-Winter 2018-19 |
| Increase lighting behind AT 131 for Construction Technology outdoor evening classes | - working on bid documents | Winter 2018-19 |