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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 | December 11, 2018 |
| Outcomes | Understand and agree on resource ranking process |
| Review latest draft of Facilities Master Plan |
| Agreement on FMP tasks for Spring term |
|  |
| Meeting Participants | Bob Brown, Cathy Cox, Sean Patton, Elisa Abelleira, Bert Hafer, Danny Walker, Serenity Wood (ASCR), Burk McBride |
| **Absent:**  |
| Meeting Leader and/or Facilitator | Bob Brown (co-chair) |
| Recorder | Cathy Cox (co-chair) |

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| --- | --- | --- | --- |
| What | How | Who | When |
| 1. Opening
 | WelcomeAgenda ReviewFPC Timeline Review | Cathy Cox | 1:15 – 1:20 pm |
| **Notes:** |
| 1. Review Minutes from 11-27-2018 FPC Meeting
 | Review and discuss | Committee | 1:20-1:25 pm |
| **Notes:** |
| 1. Parking
 | * Update on FPC recommendation to BPC re: parking revenues
 | Bob Brown | 1:25-1:30 pm |
| **Notes:** |
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| 1. Review Resource Ranking Process
 | * Review of overall ranking process
* Discussion of rubric
* Timeline and deadlines
 | Bob Brown | 1:30-1:45 pm |

**Notes:** |
| 1. Facilities Master Plan Update
 | * Summarize changes/updates to draft revision
* Discussion – any significant changes needed?
 | Cathy CoxAll | 1:45-2:45 pm |
| **Notes:**  |
| 1. Spring FPC tasks
 | * Review FPC Annual Timeline
 | Bob Brown, Cathy Cox | 2:45 – 3:00 pm |
| **Notes:** |
| 1. **Close**
 | * Next Meeting Date
* Summarize agreements
* Review next steps
* Additions for next agenda
* Evaluate the meeting (+'s and ∆’s)
 | Bob Brown, Cathy Cox |  |
| **Notes:** |

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

**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**

|  |  |  |
| --- | --- | --- |
| **Project** | **Status** | **Est. Timeline** |
| Purchase microscopes and storage cabinet for KTIS | -delivering week of Thanksgiving | Fall 2018 |
| Paint CDC Fence | - in process | Fall 2018 |
| Add Dr. Eugene Portugal's name to the Dr. Eugene Portugal SSAT Building | - Ceremony will be 11/6/18 | work is complete |
| Move the Food Pantry to a larger space | -Completed | October 2018 |
| Install fencing along President's drive | - in process | Fall 2018 |
| Update the new ASCR Lounge | - in process | Fall 2018 |
| Replace and new Pour & Play surfaces at CDC | - in process | 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 | - funding identified - Lights are being ordered | Fall 2018 |
| Repair Rollup door In Auto Electric - AT 131 | - Completed one, now repairing second door and adding electric opener | 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 | - Railing is in transit to CR | November 2018 |
| Paint Welding Lab | - project changed to cleaning walls | 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 | - faculty determining exact project specifications | 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 |