

Facilities Planning Committee Agenda/Notes – 6/28/2017

Purpose	Facilities Planning Committee Meeting
<p>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 review and ranks resource requests from program review related to facilities.</p>	
Outcomes	Approve minutes from May 4 and May 17 meetings
	Discuss Several Facilities changes: directional signs, bus stop relocation, Site for Adult Education
	Review progress on: Facilities Master Plan, ADA Transition Plan, AJ Mat Room upgrade
Preparation Required	Review agenda
Meeting Participants	FPC Committee & Interested Individuals
Present: Julia Peterson, Marty Coelho, Garry Patrick, Lee Lindsey, Cathy Cox, Bob Brown	
Meeting Leader and/or Facilitator	Julia Peterson
Recorder	Cathy Cox

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Agenda

What	How	Who	When
Opening <ul style="list-style-type: none"> • Purpose, outcomes • Agenda • Decision-making process • Roles and Ground rules 		Julia Peterson	9:00 – 9:10 am
Learn about Action Plan for new directional signs	Action Plan and sign pilot will be discussed.	Marty Coelho	9:10 – 9:20 am
<p>Marty discussed action plan for new signage. One problem noted: Language for buildings is not “customer-centric” – <u>building</u> names don’t really tell anyone what is actually <u>in</u> the building. He’s working with the company to see if they can come up with a design that works. Installation details discussed; for the pilot, it will be our team. To plan the signs and locations, it will take a team “walking the grounds” – Marty and Garry – to determine exact placement and, based on placement, what needs to go on each sign. Julia pointed out that the bases will need to be poured so that we can easily mow without having to hand-trim around the base – this will make the Total Cost of Ownership much lower even if the initial install costs a bit more.</p>			
Updates on Plans & Projects	Hear updates on: <ul style="list-style-type: none"> • Facilities Master Plan • ADA Transition Plan • AJ Mat room project • KT 	Julia Peterson	9:20-9:25 am
<p>Facilities Master Plan: Reviewed by the Board; will be going back this next meeting for final approval. District’s priorities for the next ten years are in there. After approval, it will have a few illustrations added and then be posted on the web.</p> <p>ADA Transition Plan: We are one of the few colleges that had ANY plan, even if it was very old. Architect was here on Monday to start the new plan. One question is how much we should be doing up at KT, since we don’t own the facilities but we do have a long-term lease.</p> <p>Mat Room: When old mats were rolled up, mold found underneath. Sanitizing was done, carpet was put down under the new mat. This should resolve the mold issue and if the mat is rolled up, then the room can be used for other purposes. One result of the facilities planning process is the focus now on using rooms in multiple ways.</p> <p>KT: Site has a need for more chairs, and Julia has ordered 100 new chairs that should be delivered this week directly to Hoopa.</p> <p>OTHER: AJ mat room will have lights changed out tomorrow to use new LED lights; this will mean many fewer lightbulb replacements over time, and less work for maintenance. Last two trucks of sand should arrive today for the beach volleyball court. Lighting is going to be upgraded for the court. Miller Farms came out to do some patching on the football field. Veterans</p>			

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<p>Resource Center plans have been developed and Garry is communicating with the architect (LDA Partners). Facilities Moves: Senate moving to FM 107; Foster Kinship turning their childcare room into adult meeting space; FM 109 will be new associate faculty office space with four cubicles and LOTS of locking file space.</p>			
Bus Stop Relocation	Discuss PG&E easement potentially affecting the Bus Stop	Lee Lindsey, Julia Peterson	9:25 - 9:30 am
<p>Current bus stop encroaches on the PG&E easement. It either has to be moved, or the District has to assume liability for damages – which it will do short-term until the stop can be located. Current stop is not ON the gas line, but too close.</p>			
Adult Education Site	<p>Discuss site for Adult Education staff. Potential sites include:</p> <ul style="list-style-type: none"> • Current rented location • Eureka High School/ Eureka City Schools District Office • Next to Community Ed • CR Eureka Campus 	Lee Lindsey, Julia Peterson	9:30 -9:50 am
<p>Current Adult Ed site lease is up this Fall, and staff not happy. If Adult Ed grant will pay rent, then they can move in with Community Ed. If not, then they may have to move back on-campus. It sounds like the grant may cover it. Question: If the grant covers rent, could both programs move to the mall? That would give move exposure to both programs. Another option is the Winco shopping center. Either has good access, good parking, and good foot traffic. Lee is working with Rick Jordan to research grant terms. Existing Community Ed lease has only one year. Marty pointed out that many businesses down on Fourth and Fifth Streets are being taken over for cannabis warehouses and dispensaries, which will probably drive up rental costs. We need to have a long-term lease due to our cost of relocating</p>			
Close	<ul style="list-style-type: none"> • Summarize agreements • Review next steps • Evaluate the meeting (+’s and Δ’s) 		9:50 – 10:00 am
<ol style="list-style-type: none"> 1. Committee members will send out notes from the minutes to their various constituency groups; Julia will make sure that the notes get sent out to committee members for review as soon as she gets them. 2. Marty will write up the steps in the signage process so they can be sent out with the notes. 3. Evaluation of meeting: Like the new agenda format. Need to schedule meetings for next year NOW. Suggestion that we hold to Wednesdays at 1 pm during Fall/Spring; Julia will send out invites for Aug. through May. 4. Julia will add Doug Edgemon to distribution list for invites. She will also contact CSEA and ASCR to get a second classified and faculty member. 5. Cathy suggested that “purpose” should actually show our “charge” – Julia agreed. 6. Lee suggested that we do one meeting per year up in Del Norte specifically to review their facilities. Possibly one in KT as well? 7. Next meeting: Include at least 25 minutes for Stadium Upgrade and Media Plan 			