

Facilities Planning Committee

Agenda & Notes



Purpose	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	September 20, 2017
Outcomes	Prepare for the upcoming Accreditation visit.
	Explore facilities project updates
	Plan the Committee's work: Charge & Calendar
Preparation Required	Review attached document: Accreditation FAQ (hard copies will be provided at the meeting)
Meeting Participants	Bob Brown, Cathy Cox, Lee Lindsey, Garry Patrick, Sean Patton, Mike Peterson, Julia Peterson; Angelina Hill (guest)
Meeting Leader and/or Facilitator	Julia Peterson
Recorder	Cathy Cox

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What	How	Who	When
1. Opening	Welcome Agenda Review	Julia Peterson	1:00 – 1:05 pm
Notes:			
2. Accreditation Preparation	Accreditation Presentation - Frequently Asked Questions - The role of the FPC in Accreditation	Dr. Angelina Hill	1:05 – 1:20 pm
<p>Notes: The committee reviewed the “frequently asked questions” document sent out by Dr. Angelina Hill; focusing on questions relating to Standard III (Resources). Angelina noted that it’s probable that the visiting team will want to meet with at least some of the committee members. Facilities tends to not be a hot topic unless there are red flags.</p> <p>Cathy noted that at her old college a topic that was stressed was “total cost of ownership”; Lee Lindsey pointed out that that was addressed in the agreements with the architects for the new Science Building – lifecycle planning for equipment. Resource requests ask for ongoing costs for technology and facilities. Program review and budget planning take that into account.</p> <p>Julia noted that the FPC is developing a committee calendar; a regular review of the Facilities Master Plan will be scheduled in April of each year.</p> <p>What data is taken into account when we work on the Facilities Master Plan? FUSION data, including enrollment trends and data on seismic safety; Fusion also does a utilization rate analysis.</p> <p>Q: How about remote sites like KT? A: At KT, the college leases tribal property for classrooms and a computer lab. Exterior maintenance is done by the tribe. CR has purchased some of the furniture but not all. Custodial and maintenance is done by the tribe. Garberville has been declared as “surplus” as TCO did not support maintaining the site. We do not expect much focus on this site for the visit.</p> <p>Have we ever done a facilities survey? Not yet, but may do one this month that can inform our program review. Julia will seek input from committee members. IT survey goes out to all faculty, and a separate one for managers and staff, and another for students. Similar plan would work for Facilities. Discussion of timing; decision that we should do it every September.</p> <p>Julia will get copies of the ISER for committee members who don’t have one already to review Standard 3B.</p>			
3. Review Minutes from 7/12/17 FPC Meeting	Review and Discuss	Committee	1:20-1:25 pm
Notes: Minutes from July meeting were reviewed and approved.			

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4. Updates	<ul style="list-style-type: none"> - ADA Transition Plan - Capital Projects 	Julia Peterson	1:25-1:30 pm
<p>Notes:</p> <p>ADA Transition plan: First draft of concept is ready. CR is one of the few colleges that even HAD an ADA transition plan of any type, so we're ahead of the curve.</p> <p>Capital Projects: Creative Arts is on track; PE will be about a year behind schedule due to issues with the State Fusion report showing the square footage incorrectly; asbestos and lead abatement on the stadium in progress; windows for new press box coming this week; Del Norte science lab 98% complete; new Veteran's Center delayed due to architectural issues but proceeding; Multicultural Center is nearly done, but will still have some finish work done after the Grand Opening. Applied Technology is estimated to have the facilities infrastructure work done in Summer '19. Money probably won't be released until Fall '18, and major work on AT won't happen until the following summer.</p> <p>Weight Room: Bob Brown asked about the ventilation system for the weight room; a temporary solution has been found that will allow the ventilation to be improved but can be removed when the building comes down.</p>			
5. Consider Committee Charge	Continue prior year discussion on the Committee Charge and whether to suggest changes.	Committee	1:30-1:40 pm
<p>Notes: Due to lack of time, this will be moved to next month.</p>			
6. Consider Calendar for Committee Action	Review and Discuss Draft Calendar	Committee	1:40-1:50 pm
<p>Notes:</p> <p>September - committee will focus on accreditation and a facilities survey.</p> <p>October – Program review and student union forum</p> <p>November – Facilities BP/AP</p> <p>Dec – March – Resource Request prioritization</p> <p>Jan – Landscaping and furniture standards (???)</p> <p>March – Spring open forum on student union</p> <p>April – Review/Update Facilities Master Plan</p>			
Close	<ul style="list-style-type: none"> • Summarize agreements • Review next steps • Additions for next agenda • Evaluate the meeting (+s and Δ's) 	Julia Peterson	1:50-2:00 pm
<p>Next Step:</p> <ul style="list-style-type: none"> • Julia will get copies of the ISER for committee members who don't have one already to review Standard 3B. • Julia will also begin drafting a "facilities survey" for faculty, staff, and students; committee members should send suggestions to her a.s.a.p. 			

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- Julia will also follow up with ASCR on student members

Next Agenda:

- Should Facilities/Maintenance do separate program review from Admin Services
- Ways that multiple programs can weigh in on facilities requests through program review

Evaluation of meeting:

- New agenda format – PLUS
- We feel more prepared for accreditation - PLUS
- Suggestion to add annual meeting calendar to agenda so we can track committee tasks.

- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: October 18; 1:00 pm in FM 112
- ❖ **Reminder: Please update your constituents and bring their feedback to the Committee**

FPC Committee Calendar - Working DRAFT

Month	Annually	2017-18
September	Accreditation; focus on III.B Facilities Survey Review Committee Charge	
October		Student Union Open Forum Program Review
November	Facilities BPs & Aps	
December	Resource Request Rankings	
January	Resource Request Rankings Grounds Review	
February	Resource Request Rankings	
March	Furniture Review	Student Union Open Forum
April	Review Facilities Master Plan -Progress on the plan -Updates if needed	
May		
June		
July		
August		