

Facilities Planning Committee

Agenda & Notes



Meeting Date	October 18, 2017
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.
Outcomes	Approve ADA Transition Plan format with WLC Architect
	Feedback on Accreditation visit.
	Explore facilities project updates
Preparation Required	Review preliminary draft ADA Transition Plan
	Review draft annual timeline for FPC
Meeting Participants	Planned attendees: Bob Brown, Cathy Cox, Lee Lindsey, Garry Patrick, Steven Roper, Sean Patton, Mike Peterson, Derek Glavich, Maggie White, Joshua Mata, Ari Willis, Julia Peterson
	Special Invitees: Trish Blair, Leo Ray-Lynch from WLC Architects
Bob Brown, Cathy Cox, Julia Peterson, Leo Ray-Lynch, Sean Patton, Derek Glavich, Josh Mata, Steven Roper, Marty Coelho, Ari Willis, Lee Lindsey, Maggie White.	
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. Review Minutes from 9/20/17 FPC Meeting	Review and Discuss	Committee	1:03-1:05 pm
Notes: There were no changes to the last meeting's notes. A request was made to re-send them out as part of the following meeting's packet on a regular basis.			
3. Review Draft ADA Transition Plan	Meet with Architect for ADA Transition Plan -Provide feedback	Leo Ray- Lynch	1:05 – 1:35 pm
Notes: Leo is with WLC Architects, who are working on the college ADA transition plan. CR is unusual in even <u>having</u> an ADA transition plan (although very out of date). Leo has walked all buildings at both EKA and DN, and mapped them. Today's discussion is about how we want the information formatted. The committee reviewed examples from several other community college districts (Contra Costa and Peralta) as well as a K-12 district (Albany). Current plan is to prioritize compliance issues (high, medium, low) as well as indicating which projects can be done by maintenance staff. It was noted that the draft that was sent out prior to the meeting did <u>not</u> include all buildings on campus; but all buildings that are currently open will be included in the final report (even if they are planned for replacement). Timeline for this report is to have it finished by the end of December. A question was asked about the prioritization of projects and whether knowing that a facility was scheduled for replacement would drop prioritization to a lower spot on the list. Answer from Leo was "Yes"; he needs to coordinate with us about which projects are scheduled in order to appropriately prioritize compliance issues. There are buildings on the campus currently that cannot be made ADA compliant due to DSA requirements relating to seismic issues; those are due to be replaced and the replacements will be build to current ADA requirements. Another question was asked about whether, if a building is accessible in one direction from an entrance but we add another entrance that might be more convenient from another direction, so we need to make that second entrance accessible as well. Response was that the idea is that disabled students should not be required to use a circuitous route that other students can avoid; although there are exceptions if the site requires them (hills, grade, etc.) Scope of services for ADA transition plan was reviewed by Julia for the committee. We don't own the buildings at KT, so the plan will only cover EKA and DN. Garberville will be sold by the time the plan is completed. Lee commented that the prioritization will be helpful for program review planning.			

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4. Consider Student Recycling Container Proposal	Review and make recommendations on a recycling container proposal from ASCR and the student organization California Students for Sustainability Coalition.	Ari Willis	1:30-1:40 pm
<p>Notes: Ari presented the proposal from students for the new recycling containers, with information about where the new containers will be placed. Steven asked whether the indoor containers are a different style than the ones for outdoors, and Ari said that the actual containers have not been selected yet. ASCR is seeking FPC approval for the concept and overall plan first and will work with Julia on the specific style to purchase. The ultimate goal of the plan is to have a recycling container next to every trash can on campus, without increasing the overall workload of the custodial staff. Current anecdotal evidence shows that we have a LOT of paper that could be diverted from the trash, reducing cost to the district for solid waste disposal. Students are willing to write grants and work on funding. The committee unanimously approved the concept and ASCR will move forward with planning.</p>			
5. Capital Projects Updates	<ul style="list-style-type: none"> - Student Union - Track and Fieldhouse 	Steven Roper	1:40-1:50 pm
<p>Notes:</p> <p>Student Union Project Update: Steven updated the committee on the progress of the student union project. The report to CGS (California Geological Survey) discovered a liquefaction zone on the west side of the student union, which means that it is a <u>very bad place</u> for the student union. Due to the construction style of the current student union, any remediation would be very difficult. Normally, the state does not pay for student unions, but because of the type of issues and Steven is going to attempt to get the State to pay for a replacement. Community Education is holding classes in the building, so it is educational. There are <u>extensive</u> modifications to that building that were put in back in 2002 which were not officially approved by the DSA, and those modifications are being removed from the building.</p> <p>Other projects were reviewed in less detail.</p>			
6. Updates / Possible Items	<ul style="list-style-type: none"> - Accreditation Visit feedback - Signage Pilot 	Julia Peterson	1:50-1:55 pm
<p>Accreditation Visit: Apparently, facilities really “knocked their socks off” with all the documentation provided. Excellent job! Shout outs to custodial and gardening, in particular.</p> <p>Signage pilot: Sample sign has been ordered, and a funding stream identified. Next step is to develop a consistent way of installing the signs so that they can be installed around campus appropriately.</p> <p>Question about keeping signs current with new construction; Marty answered that these signs are easily modified as things change. Pilot sign will be located in front of the Forum building showing directions to Student Services, LRC, Student Union, etc. We will need to formalize the process of determining what goes onto each sign.</p> <p>The committee also reviewed the draft annual timeline of activities for the committee. Annual timeline has been developed based on the timeline listed on the Annual Planning document for the college as well as the various tasks that are listed in the committee charge. Agreed that we’ll use the calendar this year.</p>			

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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	1:55-2:00 pm
Notes: Students can move forward on recycling plan and will come back in the future with more information; Signage pilot will move ahead; the draft ADA transition plan seems on track.			

- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: Thursday, November 16; 1:00 pm in FM 112
- ❖ **Reminder: Please update your constituents and bring their feedback to the Committee**