

Facilities Planning Committee

Agenda & Notes



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 13, 2017
Outcomes	Review new Rubric for FPC Ranking & spreadsheet
	Discuss winter break facilities changes
Preparation Required	Review attached document: (hard copies will also be provided at the meeting)
Meeting Participants	Planned: Bob Brown, Cathy Cox, Garry Patrick, Steven Roper, Sean Patton, Maggie White, Derek Glavich, Ari Willis, Ellie Gainey, Julia Peterson
Present:	Bob Brown, Cathy Cox, Garry Patrick, Sean Patton, Maggie White, Julia Peterson, Elisa Abelleira, Derek Glavich; Ari Willis
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: Agenda OK			
2. Review Minutes from 11/16/17 FPC Meeting	Review and discuss	Committee	1:05 – 1:10 pm
Notes: Notes reviewed and accepted. The new ranking rubric from the BPC for budget requests was distributed. Julia will send out the requests next week, and per committee request will <u>only</u> send out the requests that FPC needs to look at. There was some discussion of the overall budget process and how rankings played into actual funding decisions.			
3. Consider Website additions	Discuss and recommend additional information to post on the FPC website.	Committee	1:10-1:20 pm
Notes: This item was held over for a future meeting.			
4. Update on Committee charge subcommittee	Discuss meeting results.	Cathy Cox	1:20-1:30 pm
Notes: The subcommittee working on updating the charge met 11/28; a “very drafty draft” of a charge revision was passed out for review. Suggestions for additional changes were accepted from FPC members – including mention of the ADA in some way; addressing the follow-through on the Facilities Master Plan; including something to address review of maintenance and facilities projects and plans; and disseminating the information back to constituent groups.			
5. Consider Timeline for Committee Action	Review, discuss and adopt an updated FPC Annual Timeline Consider planning meetings in Del Norte and/or KTIS	Committee	1:30-1:35 pm
Notes: Held over till next meeting.			
6. Updates / Possible Items	- Capital Projects - ADA Transition Plan - Recycling – State Plan, grants	Julia Peterson	1:35-1:45 pm
Notes: Capital Projects: Discussion of the projects relating to the Student Union reconstruction. There was a question about the logistics of using HU 106 to handle all the functions of LRC 103. The Multicultural and Diversity Center will be moving to LRC 103; the Bookstore will be moving to the LRC but not for some time yet. Drawings have to be returned from DSA and funding still needs to be secured. Question asked about whether the entire weight room is being taken up by the new Veteran’s Resource Center; not sure if the Cardio Room. Question also asked about why the VRC is being moved into a facility that is scheduled to be demolished soon . . . it will require a significant money investment to fit the weight room for the Veterans’ Center, and that is a “fiscally irresponsible” decision. Discussion ensued as to other options for VRC, including use of various spaces in the SSA building. The			

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committee is concerned with why we are spending money on a short-term solution to resolve problems with our long-term commitment to veterans. A committee member expressed the opinion that the SSA building could better be used to serve students and administrators should find offices elsewhere on campus. Another opinion expressed was that FPC is a planning committee; the plan to deal with the Student Union project and affected programs “is not an effective plan” and is irresponsible. Classroom space is being turned into office space; the Cardio room could cheaply be converted to a mat room for Pilates or Yoga classes at a time when we need enrollment.

ADA Transition Plan work continues by the architectural firm.

Recycling Plan: Ari updated the committee about the progress of the recycling effort by ASCR. Garry pointed out some of the limitations on recycling and the requirements the college operates under for recycling. Another question was asked about diversion of food waste – pre-consumption food waste, in particular. Garry also noted that it’s important to know that it is illegal for custodial staff to remove recyclables from general garbage, due to health concerns. A suggestion was made by a committee member that a presentation at Flex on recycling for staff and faculty would be extremely well-received, since some staff apparently don’t believe that cans, etc., are actually being “recycled”.

7. Confirm Spring meeting time & day	Discuss spring schedules	Committee	1:45-1:55 pm
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Notes: Consensus to keep meeting times at 3rd Wednesdays, 1 pm.

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
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Notes:

- Julia will send out the spreadsheet for rankings. Committee members will rank and return to her before the next meeting.
- Julia will send out a draft recommendation on the Student Union plan; committee members will wordsmith and send back to her and then she can send a recommendation to the President that the committee as a whole endorses.
- The charge subcommittee will meet again once in January to make more progress.
- Cathy is willing to take a stab at summarizing items that are on our current website which might better be deleted, and looking at what should be on the website that isn’t. She will send out to committee.

- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: Wednesday, January 17; 1:00 pm in FM 112
- ❖ **Reminder: Please update your constituents and bring their feedback to the Committee**