

Facilities Planning Committee

Minutes & 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	January 17, 2018
Outcomes	Rank Resource Requests
	Discuss winter break facilities changes
Preparation Required	
Meeting Participants	Cathy Cox, Maggie White, Derek Glavich, Julia Peterson, Sean Patton, Garry Patrick, Steven Roper
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: Cathy will not be present at the next meeting on 2/21 – notetaker needed. Derek volunteered. The agenda was reviewed.			
2. Review Minutes from 12/13/17 FPC Meeting	Review and discuss	Committee	1:05 – 1:15 pm
Notes: Minutes were reviewed and approved unanimously.			
3. Consider Website additions	Discuss and recommend additional information to post on the FPC website.	Committee	1:15-1:25 pm
Notes: Held over to a later meeting			
4. Resource Request Ranking	Discuss ranking results.	Committee	1:25-1:45 pm
<p>Notes: Discussion about the ranking of facilities items – general consensus that the list of items to be ranked needs to be more carefully reviewed by BPC prior to sending to FPC.</p> <ul style="list-style-type: none"> • Items were passed through to FPC for ranking that were under the budget limit for ranking (\$5,000) and also that were either already completed or were funded by grants. FPC rankings are to determine the priority for spending money; if no money is required for an item, FPC should not be given the items to rank. • The rubric was very difficult to use; there is very little correlation between the program review resource request forms and the <u>rubric</u> used to rank those requests. There is no place to indicate either of those things in the PR forms, and so those items got passed through to FPC for ranking inappropriately. • Program Review is a <i>planning</i> process, so programs should be putting all resource requests into PR. However, not all items that go into PR planning need to be prioritized or even <i>can</i> be prioritized without additional information. Example: request for a bus for Athletics – how will it be maintained? Who will drive it? Example: request for new equipment in AT – what are the costs for maintenance? Are there costs to install other than simply purchasing? How much time will be consumed in installation? All of this enters into Total Cost of Ownership, which is required for accreditation. • “Consult” is unclear – does that column mean “I have consulted this person to check prices and feasibility” or does it mean “this is who you should consult to make this happen”? • There is no mechanism for facilities requests to be submitted for Del Norte as a site other than for them to go in through the Administrative Services PR. Departments/programs are expected to submit resource requests through the PRs submitted at EKA. This may lead to issues not being addressed. • Some resources, including vehicles such as busses, would be better addressed as college-wide resource requests with an eye toward efficiencies and liability reduction. Use could be billed out to departments as the item is required, similarly to gas cards. This may take future 			

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<p>discussion by the committee.</p> <ul style="list-style-type: none"> • Another problem is that the online form allows enough space for programs to give complete justifications for requests . . . but those complete justifications are not always on the ranking sheet. <p>Julia asked the committee whether we have enough rankings submitted to return to BPC by their deadline, or whether we need to meet a second time. Consensus that Julia will submit the rankings received by Thursday 1/18/18 at midnight.</p> <p>Consensus also that FPC will work next month on a list of items/suggested form to present to BPC to be used for facilities requests that will be designed correctly to align with the rubric.</p>			
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	1:45-1:50 pm
Notes: held over to a later meeting			
6. Updates / Possible Items	<ul style="list-style-type: none"> - Capital Projects - ADA Transition Plan - Recycling – State Plan, grants 	Julia Peterson	1:50-1:55 pm
<p>Notes:</p> <p>Capital projects: CA replacement project planning was approved by the State yesterday (1/16/18). Stadium will be demolished beginning May 1. President has given Steven authorization to move ahead with the LRC remodel for the bookstore, and he's about to submit it to the state. Steven will communicate with Cathy about timelines as soon as he has more information. Summer 2019 both the upper and lower diesel labs will need to be completely vacant to allow work to be done.</p> <p>Question about how the CA project was approved before the Gymnasium project; reply that the Chancellor's office kicked it back due to discrepancies (since corrected). However, Steven will be going to the State to press for approval and getting it into the May revise based on new data about the faults under the area affected; the AJ building is also directly affected by these faults.</p> <p>ADA transition plan: Held over to a later meeting</p> <p>Recycling: Held over to a later meeting</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	1:55-2:00 pm
<p>Notes:</p> <ul style="list-style-type: none"> • Cathy will not be present at the next meeting on 2/21 – notetaker needed. Derek volunteered. • FPC will work next month on a form or list of data to present to BPC to be used for facilities requests that will be designed correctly to align with the rubric. 			

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- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: Wednesday, February 21; 1:00 pm in FM 112
- ❖ **Reminder: Please update your constituents and bring their feedback to the Committee**

Capital Project Updates

Project	Status	Est. to Start work / Complete work
Utility Infrastructure Replacement & Seismic Strengthening = UIR	<ul style="list-style-type: none"> - Funding expected in March 2018 for the construction phase of this project - All CGS reports have been turned in 	5/2018
Creative Arts - Replacement and removal	<ul style="list-style-type: none"> - Approved: January 2018 - Funding July 1, 2018 for phase I (testing, project management and preliminary drawings). 	3 years
Physical Education & Field House - Replacement and removal	<ul style="list-style-type: none"> - No change - Negotiating with Dept. of Finance 	3 years
PE Fields	Now back at DSA	May 1 st – Sept. 1 st
Residence Halls -Four room update	<ul style="list-style-type: none"> - No change - Reviewing project 	Spring 2018
Stadium Removal	<ul style="list-style-type: none"> - In Progress - On Track 	May 1, 2018