

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	March 21, 2018
Outcomes	Review the 5-Year Capital Plan
	Review FPC Timeline
	Discuss the college's Facilities Master Plan review
Meeting Participants	Bob Brown, Cathy Cox, Sean Patton, Maggie White, Julia Peterson, Elisa Abelliera
Meeting Leader and/or Facilitator	Julia Peterson
Recorder	Cathy Cox

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What	How	Who	When
1. Opening	Welcome Agenda Review FPC Timeline Review	Julia Peterson	1:00 – 1:05 pm
Notes:			
2. Review Minutes from 2/21/18 FPC Meeting	Review and discuss	Committee	1:05 – 1:10 pm
Notes: The minutes of the Feb. meeting will be reviewed at our next meeting.			
3. 5-Year Capital Plan	Review the Capital Projects Plan	Julia Peterson	1:10-1:20 pm
<p>Notes: Capital projects were discussed. Creative Arts Phase I and, possibly, Phase 2 are both likely to be funded in July 18, which will cut a few months off the project. The PE buildings are not funded yet but the project may be added back in the May revise, which would allow funding in July as well. Because of the way funding works, there is a chance that Athletics may need to play off-site for up to two years. PE fields project is stopped because funding is changing; the scoreboard is, however, moving forward. Science lab project is done. Residence halls are being reviewed; is it more cost-effective to remodel the existing dorms, or build new dorms entirely? Steven is reviewing them now. Question about whether there is any way to incorporate a kitchen for dorm student use. Stadium removal is out to bid and should be completed by August 12.</p> <p>Two new projects are being prepared: AJ, which was discovered to have a fault directly under it; and a new academic building at DN. These two projects will not appear on the capital plan until they are funded in July. In general, the state considers that we are “under-studented”; we have about twice the student capacity as our current enrollment.</p> <p>The new cafeteria and bookstore will <u>not</u> be funded by the State; they generate revenue, and the college is assumed to have been saving part of the rent paid by them to build a new facility at some point. However, the commercial kitchen will be funded as a teaching kitchen so that it can be used for a culinary program; and the dining area can be funded as a study hall.</p>			
4. Consider Timeline for Committee Action	- Review, discuss and adopt an updated FPC Annual Timeline - Consider planning meetings in Del Norte and/or KTIS	Committee	1:20-1:30 pm –
Notes:			
5. Facilities Master Plan Review	Discuss the college’s Facilities Master Plan	Committee	1:30-1:40 pm
Notes: The committee discussed how to approach reviewing the FMP. Agreement that Julia will send out hard copies of the plan, and committee members all agree to <u>read</u> and <u>annotate</u> the plan prior to the next meeting. Discussion about what members should be looking for in reviewing the document; the			

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FMP will drive all facilities requests for funding (state, bond, etc.) for the next ten years. The FMP needs to tie into the Education Master Plan. Current capital plans are not closely linked to Ed Plans because of the need for seismic improvements, but moving forward we need to integrate our planning.

Another thing that is usually included in the FMP are the furniture and landscaping standards for the college. Julia reported that many departments/programs are ordering furniture on their own, which means that they are not taking advantage of existing contracts that would save the college money. We now have Laura Meglemre as a full-time purchasing specialist, so she can provide support that will help save us money for the college. For the present, if furniture is needed, please contact Julia Peterson **prior to submitting a requisition or purchasing on CalCard** for a quote or for vendor information. The committee also recommended that a convocation presentation be scheduled on how to effectively use the surplus process both to get rid of furniture but also to acquire new furniture for offices.

6. Website update	-Discuss and recommend additional information to post on the FPC website.	Committee	1:40-1:45 pm
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Notes: This will be held off until a future meeting.

7. Updates / Possible Items	<ul style="list-style-type: none"> - Capital Projects - ADA Transition Plan - Recycling – Student Project update 	Julia Peterson	1:45-1:55 pm
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Notes: Capital projects – please see #5 above. Recycling project – Being reduced and scaled back to fit what’s possible for the student to accomplish. ADA Transition Plan – document was shared last meeting; there are still a lot of items in it that are not quite correct (wrong pictures, etc.) Clarification was made that for PE, which has a LOT of issues, the issues are effectively moot as they are definitely getting a new building.

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 FMP to committee members (hard copy)
- Committee members will review FMP and bring to next meeting with notes
- Julia will send out email to all college about purchasing and furniture
- A convocation session will be planned
- The next committee meeting will be on April 11 (a week early) to allow for a second meeting if necessary.

- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: Wednesday, April 18; 1:00 pm in FM 110
- ❖ **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 - Approved by DSA 	Funding expected in 2 weeks, construction to start 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). - Phase II funding is likely July 1 	July 2018 / 3 years
Physical Education & Field House - Replacement and removal	<ul style="list-style-type: none"> - New project submitted last week. - Expect approval on July 1, 2018 	3 years
PE Fields	Stopped except Scoreboard <ul style="list-style-type: none"> - Vendor has been identified - Project is at Engineering 	End of Summer 2018
Residence Halls -Four room update	<ul style="list-style-type: none"> - No change - Reviewing project 	TBD
Stadium Removal	<ul style="list-style-type: none"> - On Track - Out to Bid 3/16/18 	May 1, 2018 - August 12, 2018
AJ Replacement (Seismic)	<ul style="list-style-type: none"> - Planning to submit 7/1/18, upon Board approval 	
DN New Academic Building	<ul style="list-style-type: none"> - Planning to submit 7/1/18, upon Board approval 	