

Facilities Planning Committee

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	September 11, 2018
Outcomes	Review Committee roles, responsibilities, charge
	Discuss update of Facilities Master Plan
	Review constituent feedback on proposed parking changes
Meeting Participants	Bob Brown, Cathy Cox, Bert Hafer, Julia Peterson, Danny Walker, Marty Coelho (ex-officio)
Not Present: Elisa Abelleira, Sean Patton	
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	9:00 – 9:05 am
<p>Notes: An updated FPC timeline was distributed to the group. The FMP revision will have to wait for final input on the fate of the old Life Science and Physical Science buildings until after the January Board meeting, when the Board will make a final decision. Committee work can (and should) be mostly done before the end of Fall, but we will need to address the Board’s decision before sending the updated plan out for constituent review and final approval.</p> <p>Also, in September FPC will review charge, purpose and operating agreement.</p>			
2. Review Minutes from 7/10/18 FPC Meeting	Review and discuss	Committee	9:05-9:10 am
Minutes were approved by consensus.			
3. Review Committee Information	Review <ul style="list-style-type: none"> • Committee Charge & Responsibilities • Committee Members • Meeting Schedule 	Julia Peterson	9:10-9:20 am
<p>Notes: Meeting time may be changed to Tuesdays at 1:30 to allow better participation by student rep and classified representatives. The committee charge and responsibilities were reviewed. We are currently short one official faculty rep; Danny Walker is interested and will contact the AS co-presidents. Because we need to work on the FMP this year, decision was made to expand meeting duration to 90 minutes (1:30 – 3:00).</p>			
4. Review Accreditation Standard III B	Review and discuss Standards		9:20-9:25 am
Notes: Standard III B was read and reviewed by the committee.			
5. Facilities Master Plan Update	Interests and Areas to consider: <ul style="list-style-type: none"> - Integrated Planning – links to Education Master Plan - Student Services - Links to Capital Projects and OPR Draft of Plan ready for review	Committee	9:25-9:40 am
<p>Notes: Julia will print and distribute printed/stapled versions of the DRAFT FMP to the committee so that they can review it in hardcopy as well as electronically. It was noted that the Facilities Master Plan needs to be closely linked to both the College Mission and the Educational Master Plan. The current plan, as originally written, did not really tie in to those two planning documents; it was more of a description of what projects were being done but it did not address planning documents. A concern that has already been expressed is how we will incorporate planning for appropriate student services needs</p>			

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into the new plan. Work on this revision will also need to link closely to the existing projects and justifications for them. Steven and Garry Patrick are developing an OPR (Owners Project Requirements) list so that projects will be consistent. At some point CR may need to go out for an additional bond to accomplish projects, but we have to address which projects are needed most and how to operationalize them. Suggestion that perhaps the FMP should include an operational plan in the back to address priorities and implementation of the plan's projects.

Assignments:

Danny, Bert and Cathy – address Landscaping and Vehicle/Traffic plans

Everyone: Review Laney plan

Julia: Will get data updates for the plan

Bob: Get updates on capital projects

Cathy and Bob: Liaisons to SDLG; work with Joe on how FMP will link to Student Services needs.

6. Review Directional Signs	Review and Discuss the new directional signs on campus.	Marty Coelho	9:40-9:50 pm
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Notes: Marty Coelho reviewed the signage plans. Locations were discussed. Julia asked about posting speed limit signs; Marty recommended that they should be posted separately (not as part of the main signs). Marquee will be replaced; however, there was discussion about whether the “log sign” (#12, “North Campus Sign”) should be retained in some fashion. Pros/cons include desire to maintain college branding and present a good impression of the college, but also desiring to honor the college history and sentiment. Suggestion that possibly design and work on project could be done by CE programs on campus. Possibly a donation could be secured to replace the actual log with a newer one in better shape. 4 maps will be posted – 3 in existing locations plus one near Student Services building. Vendor is pricing project now and depending on final cost, final order will be determined. Total budget allocated is \$55K; vendor is Carson Park Associates.

7. Updates / Possible Items	<ul style="list-style-type: none"> Review Facilities Project list below Discuss constituent feedback on proposed Parking Changes 	Julia Peterson	9:50-9:55 am
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Notes: Review of Facilities Project List - The food pantry will be taking over Forum 110 as well as their existing space. Fencing along President’s Drive (near old Forum building) will be a new type of fencing that will be more economical and, hopefully, discourage students from walking in certain areas. Danny requested ability to get input from programs in the AT building on fencing near AT; he is trying to get Kerry Meyer to set up a meeting for that purpose.

Proposed parking changes – faculty feedback summarized by Bert was favorable. CSEA feedback was sent in by Elisa. Cathy asked Kristy Seher to read the parking changes to Management Council and the changes were supported by Management Council. The Committee recommended that an email to Eureka be sent out by a high level administrator regarding the parking changes.

Close	<ul style="list-style-type: none"> Summarize agreements Review next steps Additions for next agenda 	Julia Peterson	9:55-10:00 am
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	<ul style="list-style-type: none"> Evaluate the meeting (+'s and Δ's) 		
<p>Notes:</p> <p>Bob Brown also noted that several issues discussed this meeting affected student learning and success and could have been done by students as part of learning projects on campus. There needs to be some method by which the needs of the college can be addressed more flexibly; this may involve a review of existing positions and projects that could possibly be done as part of learning.</p> <p>Assignments due before next FPC meeting</p> <ul style="list-style-type: none"> Danny, Bert and Cathy – address Landscaping and Vehicle/Traffic plans Julia: Will get data updates for the plan; will also send out proposed facilities survey to committee for email review. Bob: Get updates on capital projects Cathy: Present proposed parking changes to Managers' Council Cathy and Bob: Liaisons to SDLG; work with Joe on how FMP will link to Student Services needs. Marty: Take issues to Cabinet as appropriate. Everyone: Review Laney plan; also provide feedback via email to Julia on facilities survey. 			

- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: Tuesday, October 9 ; 9:00 pm in FM 106
- ❖ **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"> Funded Will go out to bid soon 	11/2018
Creative Arts - Replacement and removal	<ul style="list-style-type: none"> Working with architect on drawings now 	3 years
Physical Education & Field House - Replacement and removal	<ul style="list-style-type: none"> Expect to be funded next Fiscal Year 	4 years
Scoreboard	<ul style="list-style-type: none"> Being installed now 	End of Summer 2018
Stadium Removal	<ul style="list-style-type: none"> Complete 	Fall 2018

Track repair and surfacing	- Complete	Fall 2018

Facilities Project Updates

Project	Status	Est. Timeline
Build Welcome Center in Counseling	- Completed	August 2018
Build CR/HSU Transfer in Counseling	- Completed	August 2018
Move Bookstore into LRC	- Completed	June 2018
Expand Dining Area	- Completed	August 2018
Purchase microscopes and storage cabinet for KTIS	- ready to deliver	Fall 2018
Repair Shively house & fix electrical issues	-Completed	Summer 2018
Paint CDC Fence	- in process	Fall 2018
Add Dr. Eugene Portugal's name to the Dr. Eugene Portugal SSAT Building	- ready to install	September 2018
Move the Food Pantry to a larger space	- Move scheduled September 7	September 2018
Install fencing along President's drive	- in process	Fall 2018
Update the new ASCR Lounge	- in process	Fall 2018
Replace and new Pour & Play surfaces at CDC	- in process	Fall 2018
Replace Refrigerator at CDC	- in process	Winter 2018
Replace Dishwasher at CDC with new style	- in process	Winter 2018
Repair tiles around water fountains at CDC		Spring 2019
Repair dry rot in Del Norte buildings	- out to bid	Fall and Winter 2018/19
Applied Technology:		
Install LED lighting in Automotive Electric Car area and Welding	- out to bid	Fall 2018
Repair Rollup door In Auto Electric	- Completed	Fall 2018
Repair rollup doors in Welding/CT	- waiting for UIR confirmation	Winter 2018
New rollup door in Welding	- Faculty researching materials	Fall 2018
Add Safety Railing in Automotive Electric Car area	- In Engineering	Fall 2018
Paint Welding Lab	- researching	Winter 2019
Install new Welding Curtains	- in process	Winter 2019

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Install new lighting in the Construction Technology Paint Spray Booth	- researching	Winter 2019
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