

# Facilities Planning Committee

## Agenda & Notes



<b>Committee Charge</b>	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.
<b>Meeting Date</b>	October 30, 2018
<b>Outcomes</b>	Discuss facilities for Cultural Events
	Discuss progress and plan update of Facilities Master Plan
	Review Capital and Facilities projects
<b>Meeting Participants</b>	Bob Brown, Cathy Cox, Sean Patton, Elisa Abelleira, Maggie White, Bert Hafer, Serenity Wood (ASCR), Julia Peterson Present: Cathy Cox, Elisa Abelleira, Danny ?, Burk McBride
<b>Meeting Leader and/or Facilitator</b>	Julia Peterson
<b>Recorder</b>	Cathy Cox

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What	How	Who	When
1. Opening	Welcome Agenda Review FPC Timeline Review	Julia Peterson	1:15 – 1:20 pm
<b>Notes:</b> The timeline was reviewed by the committee			
2. Review Minutes from 10/09/18 FPC Meeting	Review and discuss	Committee	1:20-1:25 pm
<b>Notes:</b> Discussion of the minutes was postponed till the next meeting.			
3. Space to host cultural events	<ul style="list-style-type: none"> <li>Explore space to host cultural events</li> <li>Part of institutional Annual Plan for 2018-19</li> </ul>	Marty Coelho, Julia Peterson	1:25-1:35 pm
<b>Notes:</b> Julia and Marty have been assigned to “explore space to host cultural events” for the institutional Annual Plan for 2018-19. A draft list of suggested venues has been drawn up but before proceeding further, the committee needs clarification as to the type of “cultural events” that are being considered and the audience for this document. Is it intended for internal use only? Or for guiding facilities use requests?			
4. Recommendations for AP 6750	<ul style="list-style-type: none"> <li>Review Burk’s recommendations for updates to BP 6750</li> <li>Discuss results of last month’s inquiry on BP 6750 revenue expenditures and balance.</li> </ul>	Burk McBride	1:25-1:35 pm
<p><b>Notes:</b></p> <p><u>BP 6750 edits were reviewed:</u> There was discussion about the elimination of the “Volunteer Workers” section of the Permit Fee Schedule. Burk explained that the intent was to fold volunteers into the “Visitor Parking” eligibility. Other questions arose, and consensus was reached that the document would be sent out via email to committee members for review and it will come back at the next meeting.</p> <p><u>Revenues and expenditures:</u></p> <p>Rough summary of starting balance for parking revenues for FY 2018: \$115,159 FY 2017: \$127,529 FY 2016: \$77,000 After the last meeting, Julia requested the past three years’ expenditures of parking fee funds from the Business Office. Some data has been sent, but a more complete and accurate report will not be available until our next meeting. While this is not the final report, expenditures listed appear to be primarily linked to customary expenses for Public Safety. The discussion this raises is whether the money raised through parking fees should appropriately be used to support Public Safety, or whether it should be set aside into a capital fund for long-term repairs to parking facilities.</p> <ul style="list-style-type: none"> <li>Question: what does the Ed Code say about the use of these fees?</li> <li>Question: what does the governing AP say about the use of these fees?</li> <li>Question: Is there a capital fund that is being set aside already?</li> </ul> <p>Julia will prepare and send out a summary chart for the committee to review and discuss.</p>			

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5. Facilities Master Plan Update	<p>Review assignments from last meeting:</p> <ul style="list-style-type: none"> <li>• Everyone: Review Laney plan</li> <li>• Danny, Bert and Cathy – address Landscaping and Vehicle/Traffic plans</li> <li>• Bob: Get updates on capital projects and OPR</li> <li>• Cathy and Bob: Liaisons to SDLG; work with Joe on how FMP will link to Student Services needs.</li> </ul> <p>Review assignments/make new assignments</p>	As noted	<p>1:45-2:05 pm 5 minutes 5 minutes Not present 5 minutes 5 minutes</p>
<p><b>Notes:</b> Cathy summarized the suggestions of the Vehicle/Traffic/Landscaping subcommittee. There was discussion, and it was suggested that the handout she developed for the meeting should be sent to Graphics for cleanup so that it can be included in the final FMP. Discussion how to proceed with actually accomplishing changes for safety. Developing “stages” of implementation for inclusion in the FMP revision – changes recommended for immediate implementation; changes recommended for near-term implementation; and changes that will require architectural design and DSA approval.</p>			
6. Facilities Master Plan Update	<p>Revisit Interests and Areas to consider:</p> <ul style="list-style-type: none"> <li>- Integrated Planning – links to Education Master Plan</li> <li>- Student Services: homeless students, group and individual study areas, community areas, club meeting areas</li> <li>- Links to Capital Projects and OPR</li> </ul> <p>Updated Draft of Plan ready for review</p>	Committee	2:05-2:25 pm
<p><b>Notes:</b></p>			
7. Updates / Possible Items	<ul style="list-style-type: none"> <li>• Review Facilities Project list below</li> <li>• FPC Facilities Survey Results</li> <li>• FPC and Annual Institutional Plan</li> </ul>	Julia Peterson	2:25-2:40 pm
<p><b>Notes:</b> Held over till next meeting.</p>			
8. Close	<ul style="list-style-type: none"> <li>• Next Meeting Date</li> <li>• Summarize agreements</li> <li>• Review next steps</li> <li>• Additions for next agenda</li> <li>• Evaluate the meeting (+’s and Δ’s)</li> </ul>	Julia Peterson	2:40-2:45 pm
<p><b>Notes: Next Meeting – 11/27</b></p> <p>Julia: Prepare a summary chart of parking revenues and expenditures and send out to the committee. She will also share input from Veteran’s Center with Cathy Will create list of assignments to committee members.</p> <p>Cathy: Revise recommendations for Vehicle/Traffic plan into levels; send image to graphics for cleanup; continue with edits and updates to draft FMP</p>			

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- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: Tuesday, November 27; 1:15 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"> <li>- Funded</li> <li>- Will go out to bid in October</li> </ul>	12/2018
Creative Arts - Replacement and removal	- Second to final floor plan review the week of 10/29/18 with CA faculty and staff.	3 years
Physical Education & Field House - Replacement and removal	- Expect to be funded next Fiscal Year	4 years
Scoreboard	- Completed	Completed

## Facilities Project Updates

<b>Project</b>	<b>Status</b>	<b>Est. Timeline</b>
Purchase microscopes and storage cabinet for KTIS	-delivering week of Thanksgiving	Fall 2018
Paint CDC Fence	- in process	Fall 2018
Add Dr. Eugene Portugal's name to the Dr. Eugene Portugal SSAT Building	- Ceremony will be 11/6/18	work is complete
Move the Food Pantry to a larger space	-Completed	October 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
<b>Applied Technology:</b>		
Install LED lighting in Automotive Electric Car area and Welding	- funding identified - Lights are being ordered	Fall 2018
Repair Rollup door In Auto Electric - AT 131	- Completed one, now repairing second door and adding electric opener	Fall 2018
Repair rollup doors in Welding/CT - AT 131	- bid received, determining work configuration	Winter 2018
New rollup door in Welding	- Faculty researching materials to select from bids received	Fall 2018
Add Safety Railing in Automotive Electric Car area	- Railing is in transit to CR	November 2018
Paint Welding Lab	- project changed to cleaning walls	Winter 2019
Install new Welding Curtains	- new curtains have been ordered	Winter 2019
Install new lighting in the Construction Technology Paint Spray Booth	- researching	Winter 2019
Install fencing behind new Fabrication Lab	- faculty determining exact project specifications	Winter 2018-19

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Replace fencing and add a new gate to the new Automotive Electric Vehicle lab	- PO is in process	November 2018
Install vehicle lifts in new Automotive Electric Vehicle lab	- working with vendor	Winter 2018-19
Add electrical boxes in ceiling and for new electric door motor.	- working on specifications	Fall-Winter 2018-19
Increase lighting behind AT 131 for Construction Technology outdoor evening classes	- working on bid documents	Winter 2018-19