

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	November 27, 2018
Outcomes	Discuss Facilities Survey results
	Discuss progress and plan update of Facilities Master Plan
	Review Capital and Facilities projects
Meeting Participants	Bob Brown, Cathy Cox, Sean Patton, Elisa Abelleira, Serenity Wood (ASCR), Julia Peterson
Absent: Maggie White, Bert Hafer, Burk McBride.	
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	1:15 – 1:20 pm
Notes:			
2. Review Minutes from 10/09/18 & 10/30/18 FPC Meetings	Review and discuss	Committee	1:20-1:25 pm
Notes: Minutes were reviewed and approved.			
3. FPC Facilities Survey Results	<ul style="list-style-type: none"> Review and discuss results of the recent Facilities Survey 	Committee	1:25-1:35 pm
<p>Notes: The committee reviewed the results of the Facilities Survey. Initial discussion centered on the differences between two questions concerning being “consulted” and being “informed” about work done in the respondent’s building – the key difference is that one can be informed that something will happen about which one was not consulted in advance. Further discussion noted that responses generally indicated satisfaction with the <u>people</u> in custodial, maintenance, and gardening; however the work done did not show as high a level of satisfaction. Comments from surveys included several that pointed to a flaw in the survey design. This survey was modeled on facilities surveys from other community colleges, but in so doing it focused heavily on satisfaction with maintenance, custodial and grounds without asking respondents about their facilities <u>needs</u> . Future instances of this survey will address that feedback.</p>			
4. Recommendations for AP 6750	<ul style="list-style-type: none"> Review Burk’s recommendations for updates to BP 6750 Review and discuss results of last month’s inquiry on BP 6750 revenue expenditures and balance. 	Burk McBride	1:25-1:35 pm
<p>Notes: In reviewing relevant APs earlier this semester, FPC noted questions about the use of BP 6750 revenues (parking fees) and requested Julia to get additional information. Julia shared information from the Business Office relating to the amount of money collected from parking fees, and how that money has been expended. It appears that revenue has been relatively stable over the past several years, approximately \$150K annually. According to an ECBR extract from Datatel, approximately \$109K of parking revenue was used to pay for Public Safety personnel in 2017-18. No data was available for other years. Per Ed. Code 76360, parking fees collected “shall be expended only for parking services or for purposes of reducing the costs to students and employees of using public transportation to and from the college.” Further, parking services are defined as “the purchase, construction, operation and maintenance of parking facilities. . .” FPC members expressed concern that funds for needed repairs for parking lots were being used instead for staff salaries rather than saved for future capital outlays. FPC directed Julia to draft a recommendation from FPC to BPC that notes this concern and</p>			

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<p>recommends that a significant portion of the parking revenues be set aside to create a capital account that can be used to support the maintenance of the parking lots in accordance with Ed.Code 76360.</p>			
<p>5. Facilities Master Plan Update</p>	<p>Review updated draft of plan, including a review assignments from last meeting:</p> <ul style="list-style-type: none"> • Everyone: Review Laney plan • Danny, Bert and Cathy – address Landscaping and Vehicle/Traffic plans • Bob: Get updates on capital projects and OPR • Cathy and Bob: Liaisons to SDLG; work with Joe on how FMP will link to Student Services needs. <p>Review assignments/make new assignments</p>	<p>As noted</p>	<p>1:45-2:05 pm 5 minutes 5 minutes Not present 5 minutes 5 minutes</p>
<p>Notes: The committee received an updated draft of the revised plan, and assignments from last meeting were reviewed. Input from the gardening staff and Forestry faculty were used (along with comments from previous forums) to create a Landscape Plan. A Vehicle and Pedestrian Access Plan was developed based both on comments from participants in campus forums as well as issues raised by Public Safety staff. Sections on the MDC and VRC were updated to reflect both their establishment in temporary locations and anticipated facilities needs still to be done once the Student Resource Center is re-opened. Facilities needs identified by Student Services representatives in SDLG are being incorporated into the revision as well. In January, the Board will give the President a final decision on whether the vacated facilities are to be demolished or whether we will attempt to rent them out; that decision will have to be incorporated into the FMP prior to sending it out for constituent review.</p>			
<p>6. Facilities Master Plan Update</p>	<p>Revisit Interests and Areas to consider:</p> <ul style="list-style-type: none"> - Integrated Planning – links to Education Master Plan - Student Services: homeless students, group and individual study areas, community areas, club meeting areas - Links to Capital Projects and OPR <p>Updated Draft of Plan ready for review</p>	<p>Committee</p>	<p>2:05-2:25 pm</p>
<p>Notes: discussion focused on the need to ensure that it would address the future anticipated needs of the college (including facilities needs which may not have funding at present). It was noted that all facilities need to support the Educational Master Plan, and must have justifiable evidence showing why we need them. Should the college decide during the ten-year life of this plan to go out for another bond measure, only facility needs which have been noted in the plan will be able to be included. Committee members were asked to read through the document as carefully as possible and send feedback directly to Cathy for inclusion in the next draft.</p>			
<p>7. Updates / Possible Items</p>	<ul style="list-style-type: none"> • Review Facilities Project list below • FPC and Annual Institutional Plan: Cultural Events handout update 	<p>Julia Peterson</p>	<p>2:25-2:40 pm</p>

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Notes: The Cultural Events handout update was approved by the committee.			
8. Close	<ul style="list-style-type: none"> • Next Meeting Date • Summarize agreements • Review next steps • Additions for next agenda • Evaluate the meeting (+’s and Δ’s) 	Julia Peterson	2:40-2:45 pm
<p>Notes: Next meeting Dec. 11. Next steps: Julia – draft recommendation to BPC re: Parking Revenues; send out to FPC members for review prior to sending to BPC. All – review draft FMP and send suggestions/revisions to Cathy as quickly as possible.</p>			

- ❖ FPC Website: <http://internal.redwoods.edu/fpc>
- ❖ Next Meeting: Tuesday, December 11; 1:15 pm in FM 106
- ❖ **Reminder: Please update your constituents and bring their feedback to the Committee**

Meeting Handouts:

- Results of Facilities Survey
- ECBR (report) of staffing paid for by Parking Fund
- Draft of Facilities Master Plan update as of 11-27-18

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 in October 	12/2018
Creative Arts - Replacement and removal	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Expect to be funded next Fiscal Year 	4 years
Scoreboard	<ul style="list-style-type: none"> - Completed 	Completed

Facilities Project Updates

Project	Status	Est. Timeline
Purchase microscopes and storage cabinet for KTIS	-delivered week of 11/19 -Resolving storage cabinet issues	Fall 2018
Paint CDC Fence	- on hold	Fall 2018
Add Dr. Eugene Portugal's name to the Dr. Eugene Portugal SSAT Building	- Completed	September 2018
Move the Food Pantry to a larger space	-Completed	October 2018
Install fencing along President's drive	- planned for week of 12/3/18	Fall 2018
Update the new ASCR Lounge	- in process	Fall 2018
Replace and new Pour & Play surfaces at CDC	- bids received, working on state approval	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	- Lights have arrived - Working on contract - Adding Fab Lab area to scope	Fall 2018
Repair Rollup door In Auto Electric - AT 131	- Completed repairs on both doors -added 2nd electric opener -Working on electrical needs for door function	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	Completed - Railing has been installed	November 2018
Paint Welding Lab	- walls were tested for lead paint	Winter 2019

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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	- working with vendors on new quotes	Winter 2018-19
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