

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	December 11, 2018
Outcomes	Understand and agree on resource ranking process
	Review latest draft of Facilities Master Plan
	Agreement on FMP tasks for Spring term
Meeting Participants	Bob Brown, Cathy Cox, Sean Patton, Elisa Abelleira, Danny Walker, Serenity Wood (ASCR),
Absent: Bert Hafer, Burk McBride	
Meeting Leader and/or Facilitator	Bob Brown (co-chair)
Recorder	Cathy Cox (co-chair)

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What	How	Who	When
1. Opening	Welcome Agenda Review FPC Timeline Review	Cathy Cox	1:45 – 1:50 pm
Notes:			
2. Review Minutes from 11-27-2018 FPC Meeting	Review and discuss	Committee	1:50-1:55 pm
Notes: Minutes will be reviewed later.			
3. Parking	<ul style="list-style-type: none"> Update on FPC recommendation to BPC re: parking revenues 	Bob Brown	1:55-2:00 pm
Notes: Bob reported the recommendation to BPC on parking revenues and utilization of the fees to build a capital outlay account for parking lot maintenance. It will be placed on the BPC agenda for future discussion. A question from BPC was whether FPC had assessed whether we have an appropriate number of parking spaces for the size of the college. This question can be incorporated into the FMP as part of the section addressing vehicular access. FPC discussion followed Bob's report, and it was noted that part of maintenance might reasonably include making arrangements for street sweeping of the lots – either by contracting out or purchasing the equipment to do it ourselves.			
4. Review Resource Ranking Process	<ul style="list-style-type: none"> Review of overall ranking process Discussion of rubric Timeline and deadlines 	Bob Brown	1:30-1:45 pm
Notes: The rubric was reviewed, and the committee was also shown how to access additional data via Program Review. Our student member may not be able to access program review, but possible strategies to get her access were discussed. If there is information needed for the rankings (i.e., alternatives, etc.) that we don't have, committee members may contact requestors for more info but are asked to BCC the rest of the committee so we don't ALL contact the same person. Committee members will need to review requests prior to the January meeting.			
5. Facilities Master Plan Update	<ul style="list-style-type: none"> Summarize changes/updates to draft revision Discussion – any significant changes needed? 	Cathy Cox All	1:45-2:45 pm
Notes: Changes were reviewed and discussed. Big question from Cathy: should the contents be rearranged to cover each site separately (EKA, Downtown, Shively, KT, DN, etc.)? Or should the layout of the report be left as-is? Plusses and minuses to the two options; better organization vs. the tight deadline. Cathy will attempt to reorganize the document over the next week or two and if it can't be completed before Christmas the layout will be left as-is.			
6. Spring FPC tasks	<ul style="list-style-type: none"> Review FPC Annual Timeline 	Bob Brown, Cathy Cox	2:45 – 3:00 pm
Notes:			
7. Close	<ul style="list-style-type: none"> Next Meeting Date Summarize agreements 	Bob Brown, Cathy Cox	

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	<ul style="list-style-type: none">• Review next steps• Additions for next agenda• Evaluate the meeting (+'s and Δ's)		
Notes: <ul style="list-style-type: none">• Cathy will send out a Doodle poll for Spring meeting times.• Committee members will need to review requests prior to the January meeting.			

FPC Website: <http://internal.redwoods.edu/fpc>

- ❖ Next Meeting: Tuesday, [REDACTED], 1:45 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 in October 	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

Project	Status	Est. Timeline
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
Applied Technology:		
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