

Facilities Planning Committee Agenda & Notes



Purpose	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	January 15, 2019
Outcomes	Rank first half of Facilities Resource Requests
	Agreement on work remaining on FMP and expectations of committee members
Preparation Required	Committee members should review the first half of the facilities resource requests
	Bring notes on resource requests to inform the discussion
	Bring any constituent feedback received so far on the Facilities Master Plan
Meeting Participants	Bob Brown, Cathy Cox, Sean Patton, Elisa Abelleira, Bert Hafar
Absent: Danny Walker, Burk McBride, Marty Coelho, Serenity Wood	
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	1:30 – 1:40
Notes: The agenda was approved. The timeline of the committee will be reviewed at the February meeting with the full committee to ensure that we are staying on schedule.			
2. Review minutes from 11-27-18 and 12-11-18 meetings	Review and discuss	Committee	1:40 – 1:50
Notes: Minutes were approved as written.			
3. Facilities Master Plan update	<ul style="list-style-type: none"> • Distribute latest draft of FMP • Discuss major changes • Discuss timeline for completion and expectations of committee members 	Cathy Cox	1:50 – 2:10
Notes: Hardcopies of the FMP were distributed to the committee and electronic versions were also sent out via email. Several significant changes were noted, including the removal of some projects that are now completed and the inclusion of feedback from Steven Roper relating to various capital projects. Members were asked to review the draft and return any suggested changes to Cathy, in writing, by February 5 so that they can be incorporated into the next version of the draft for review at the first meeting in February. At that time, the committee will be asked to approve the draft to send out to constituent groups for review and input. The constituent groups will have a month to review the draft and send feedback to FPC for inclusion before a final draft is prepared and sent to President Flamer.			
4. Resource Ranking	Discuss facilities resource requests	Bob Brown	2:10 – 3:00
Notes: The committee began the ranking of facilities resource requests received through the 2018 Program Review process. The rankings will continue at the next meeting.			
Close	<ul style="list-style-type: none"> • Summarize agreements • Review next steps • Evaluate the meeting (+’s and Δ’s) 		
Notes: The next committee meeting will be the same time and room, in two weeks – Jan. 29			
<ul style="list-style-type: none"> • All committee members will review the draft FMP and return feedback to Cathy by 2/5. • 			