FACILITIES PLANNING COMMITTEE
January 28, 2015

Meeting Summary

Present:  Laura McCarty, Blaze Woodlief, Sara McKinnon, James Kuromiya, Heidi Rank, Greg Nelson
Absent:  Erik Dunmire (on sabbatical) Lori Loeffler, Nanda Schorske, Patsy Puertas Acosta
Staff Resource:  Maridel Barr

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DESCRIPTION</th>
<th>TIME</th>
<th>CATEGORY:</th>
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<tbody>
<tr>
<td>1. Intro, agenda</td>
<td>Approve agenda &amp; previous minutes</td>
<td>10 min</td>
<td>Action</td>
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<tr>
<td>2. Planning</td>
<td>Review Status of Updated Charge and Process for Approval Through PRAC.</td>
<td>10 min</td>
<td>Discussion</td>
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<td>3. Updating Master Plan</td>
<td>Greg Nelson status update</td>
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<td>4. Update</td>
<td>Review timeline for facilities master plan</td>
<td>15 min</td>
<td>Discussion</td>
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<tr>
<td>5. Review 5 year Scheduled Maintenance Plan</td>
<td>Heidi Rank to review</td>
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<td>6. Closing</td>
<td>Confirm next meeting date(s) if indicated by group</td>
<td>5 min</td>
<td>Action</td>
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Agenda
The committee approved the meeting summary and the agenda.

Review FPC Charge Status
The final updates to the revised FPC Charge will be approved by email consensus of the group. Maridel will forward to the group prior to Sara bringing it to PRAC for approval.
Updating the Master Plan
Greg discussed his work on developing a new Facilities Master Plan. He is looking to three groups to help develop the plan including: the college community and governance groups like PRAC, PRIE for strategic goals and infrastructure like engineering, traffic and geo-technical reports. The plan will include recommendations for both KTD and IVC. There will be multiple forums with the campus community throughout the process.

The Educational Master Plan, Strategic Master Plan and Facilities Master Plan are all going to be reviewed soon. Laura noted that our last Master Facilities Plan was a big part of the accreditation requirements. In that plan we began the cost of ownership piece by starting to collect data through ONUMA. This new system is still in the process of being built.

Greg noted we don’t have enough staff to take care of our current buildings and have a maintenance budget of only $400,000.

5 Year Scheduled Maintenance Plan
Heidi reported her department filed the new 5 year scheduled maintenance plan with the Chancellor’s office. There are various new projects coming up like the Fusselman Hall window replacement program. The Learning Resource Center is one of the places in need of scheduled maintenance, as the HVAC equipment is an older system and basically is either on or off.

Some questions were asked about other facilities work and Greg mentioned that the health services trailer is too expensive to move, so it’ll stay put and the Sheriff’s trailer will be moved. Building 10 at IVC has extensive mold damage (not toxic) but carpets and tiles will need replacing. There is a lot to do and this work will be bid out. He also shared that Jonathan Eldridge filed a 5 year equipment plan with the Chancellor’s office. This is $1.2 million dollars to the district for maintenance and equip on a 60/40 ratio.

Program Review for Facilities
Disciplines are finishing now and there should be reports from the three performing arts departments and business. Nursing and health services are also doing facilities review. Sara will bring program review for facilities to the next meeting.

Board Policies on Facilities
Laura was asked to report back to the committee on board polices and administrative practices for facilities. The only items listed were an item on rentals and a requirement for reporting the 5 construction plan year plan.

**Action Items**
1. Maridel will forward the revised FPC Charge to Sara (and the FPC members) for review at PRAC.

**Upcoming Topics**
1. Program Review for Facilities
2. Battery program – Greg Nelson

**Next meeting date**
1. The next meeting is **February 25th from 2:00-3:00 pm in SMN 305.**