Facilities Planning Committee

FACILITIES PLANNING COMMITTEE
February 25, 2015

Meeting Summary

Present: Sara McKinnon, Laura McCarty, James Kuromiya, Heidi Rank
Absent: Nanda Schorske, Laurie Loeffler, Blaze Woodlief, Greg Nelson, 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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</thead>
<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 Updated Charge and Approval Through PRAC-Sara</td>
<td>5 min</td>
<td>Discussion</td>
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<tr>
<td>3. Facilities Program Review</td>
<td>Group discussion of needs and wants</td>
<td>30 min</td>
<td>Discussion</td>
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<td>4. Strategic Plan</td>
<td>Update on Strategic Plan- Laura</td>
<td>5 min</td>
<td>Discussion</td>
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<tr>
<td>5. 5-year Scheduled Maintenance</td>
<td>Update on 5-year Scheduled Maintenance Plan- Heidi</td>
<td>5 min</td>
<td>Discussion</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
An update on the strategic plan and 5-year scheduled maintenance plan were added to the agenda. The agenda was approved as revised. The committee approved the meeting summary.

Review Updated Charge Process
Sara discussed the governance process of which this committee is a part. She explained that the FPC is one of six sub-committees of the PRAC (Planning and Resource Allocation Committee). She took the charge to PRAC and they approved it. The next step was to send a letter of the approval to GRC (Governance Review Council).
Strategic Plan Update
Laura said Christina Leimur is guiding us in the process and gave us a timeline for work done through the end of May. This committee may assist on #6 College Systems. Operational items will go to Heidi, and construction issues to Laura. You may be receiving a homework assignment via email in March related to updating the Facilities Plan. Laura will keep us posted on developments.

Facilities Program Review

Architecture:
Lighting about the worktables is for our committee, drafting tables will go to the instructional equipment committee.

Art:
Request for student lockers: larger lockers already installed. Lighting in the plaza is under design per Greg. Problems with the soap dispensers in the bathroom can be fixed with a school dude request. The green roof drain issues are being looked at by modernization. Additional display cases may be moved over from Austin to FA after we get more covered space in that area.

Photo Lab:
Heidi stated that they are aware of the requested improvements to the photo lab. Next steps to be taken are looking for funds to accomplish this.

Business:
No requests.

Dept. of Communication:
The LRC needs to be modernized. The film department has a long equipment list that needs upgrading, including the Studio, all for the next bond. LC86 and LC72 can be used for the dept. per James. Frank Crosby is working to revitalize the curriculum which will give rise to new equipment/facilities requests.

Dance:
The main handicap entrance at the PA building is also the entrance to the studio. The students have no place to change their shoes without blocking the entrance to the building.

Dental:
They are having problems with their digital x-ray machines. Is this an equipment request?
5-Year Scheduled Maintenance Plan Update
Heidi reported the college received Prop. 39 energy savings grant money from PG&E. We have a new boiler but, there are no modern controls, so the temperature is only on or off making it difficult to regulate the temperature. A new project will be started in SS, FH and LRC to bring in modern temperature controls and some duct work will be done in SS requiring DSA approval. This is possibly a 1 million dollar project and we’ll get about $100,000 through Prop 39 to offset that cost.

Action Items
1. Laura and Maridel will work on a tracker spreadsheet for program review so faculty will know the status of all facilities requests.
2. Next meeting we’ll finish facilities program review starting with Drama.

Next Meeting Date
The next meeting will be held on March 25 in SMN #305 from 2:00-3:00, same time and place.