



Facilities Committee

Committee Purpose:

The purpose of the College Facilities Committee is to make recommendations for the physical environment and use of the Florida Gateway College properties, including facilities owned and leased.

Charge:

1. Serve as the primary source for faculty, staff, and student input on College facilities matters.
2. Review, monitor, and develop policies and procedures, guidelines and plans for College facilities.
3. Make recommendations for renovation projects.
4. Assist in the prioritization of beautification, renovation, and construction projects.
5. Review facilities utilization, expenditures, and staffing to increase efficiency of facilities.
6. Work with the campus safety committee to ensure all facilities are maintained in accordance with all safety and security standards.
7. Assist with the college planning and budgeting process.
8. Assist with the ongoing planning efforts and updates for the Facilities Master Plan.
9. Provide updates on ongoing projects to keep the college community aware of progress.

Membership:

Chair: Mr. Stephen Benson, Vice President, Business Services

Mr. Mike Davis	-	Executive Director, Information Technology/CIO
Mr. Edward d'Avi	-	Director, College Facilities
Mr. Mike McKee	-	Executive Director, Media and Public Information
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Ms. Tonia Lawson	-	Director, Procurement and Contracts
Ms. Amy Dekle	-	Coordinator, Student Activities
Ms. Janice Irwin	-	Coordinator, Disability Services
Ms. JoAnn Bailey	-	Library Technician II
Ms. Debra Grow	-	Senior Staff Assistant, Center for Excellence in Teaching, Design and Business
Dr. Chad Caswell	-	Faculty Representative
Dr. Linda Wells	-	Faculty Representative
Mr. John Hawes	-	Faculty Representative
Mr. Chase Brannan	-	SGA Representative
Ms. Laura Civis	-	SGA Representative

Ex-Officio:

Dr. Brian Dopson	-	Vice President, Academic Programs
Dr. Linda Croley	-	Vice President, Student Services
Dr. Tracy Hickman	-	Vice President, Occupational Programs

Time of Appointment: Committee membership reviewed each fall. Appointed by President. Faculty elected. SGA elected.

FACILITIES COMMITTEE

AGENDA

November 19, 2014
3:00
Building 1 Conference Room

1. Review committee purpose, charge, and membership.
2. Current facility needs.
3. Facilities master plan.
4. Other issue to discuss.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through quality higher education programs and lifelong learning opportunities.

FACILITIES COMMITTEE

MINUTES

November 19, 2014
3:00
Building 1 Conference Room

Members in attendance: Stephen Benson, Mike Davis, Edward d'Avi, Mike McKee, Sharon Best, Tonia Lawson, Amy Dekle, Janice Irwin, JoAnn Bailey, Debra Grow, Dr. Chad Caswell, Dr. Linda Wells, Chase Brannon, Piper Walton, and Laura Civis. Ex-Officio member in attendance: Dr. Linda Croley and Dr. Tracy Hickman.

The committee reviewed the purpose, charge, and membership.

The committee discussed current facility needs and how would be the best way to prioritize and seek input from the college community. It was decided that each committee member would discuss facilities needs with their constituent groups. Due to the difficulty of scheduling meeting for the large committee, two brainstorming sessions will be held for the committee to share information collected.

The committee discussed the need to update the current facilities master plan, which is for 2005-2030. It was identified that some development on campus is not aligned with the original master plan, so an update is needed. A subcommittee comprised of Stephen Benson, Mike Davis, Mike McKee, Dr. Tracy Hickman, Edward d'Avi, Janice Irwin, Brian Dopson, and Amy Dekle was suggested to begin this process.

Stephen Benson updated the committee on some evaluations that are currently in the proposal stage with vendors to review the chiller replacement project, a roads/sidewalks/drainage/erosion/lighting/landscape evaluation, restroom upgrades for the Conference Center, and upgrades for the lobby of the PAC.

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FACILITIES COMMITTEE

The following subcommittees were formed:

Signage

Mike McKee
Mike Davis
Piper Walton
JoAnn Bailey
Stephen Benson

Interior Standards

Tonia Lawson
Edward d'Avi
Amy Dekle
Janice Irwin
JoAnn Bailey
Janis Brothers
Stephen Benson

A subcommittee will be formed at a later time for Rental of Facilities.

The group discussed an interest in displaying student awards and trophies. The suggestion was made that we consider Building 14. An empty display case was reported to be in Building 9. Stephen Benson will explore this option.

The group discussed concerns with air quality in many of the building and bugs around Building 9. These two issues will be further explored by Stephen Benson and the facilities department.

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FACILITIES COMMITTEE

AGENDA

December 17, 2014
3:00
Building 1 Conference Room

1. Subcommittee Reports:
 - a. Interior Standards
 - b. Facility Rentals
 - c. Signage
 - d. Master Plan Update
2. Current facility needs.
 - a. Brainstorming Session Notes
 - b. Brainstorming Session Planning Document
3. Other issues to discuss.

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FACILITIES COMMITTEE

MINUTES

December 17, 2014
3:00
Building 1 Conference Room

Members in attendance: Stephen Benson, Mike McKee, Sharon Best, Tonia Lawson, JoAnn Bailey, Debra Grow, and Piper Walton. Ex-Officio members in attendance: Dr. Linda Croley and Dr. Brian Dopson.

1. Subcommittee Reports:

a. Interior Standards

Tonia Lawson reported that the Interior Standards Sub-Committee met on December 8 at 3:00. Ms. Lawson reported that the committee discussed the development of a standards manual, which will include furniture, fixtures, paint, and lighting. Research is ongoing to see how other institutions handle this matter. A more uniform approach to all of these items will improve appearance of the building, save money, and improve efficiencies for maintenance of facilities.

b. Facilities Use

The Facilities Use Sub-Committee was formed following the November 19 meeting and includes: Mike McKee, Sharon Best, Karyn Congressi, Melody Corso, Mike Lee, Piper Walton, Tonia Lawson, Stephen Benson, and Ed d'Avi. Mike McKee reported that the Facilities Use Sub-Committee met on December 9 at 2:00. Mr. McKee reported that the committee discussed the current procedures used for rental and billing of college facilities. A new software is being explored to see if it can assist with scheduling of facilities and improve efficiencies. The complexity of room set-up and multiple departments on campus being involved in the process creates challenges. The committee will meet as needed to discuss concerns.

c. Signage

Stephen Benson reported for Mike Davis that the Signage Sub-Committee met on December 10 at 10:00. The committee discussed the desire to standardize campus signage on building, convert the campus directory boards to a format that is easier to update, and general repairs needed for some of the campus directories. The committee also discussed interior electronic signage and wants to evaluate if we

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FACILITIES COMMITTEE

have sufficient coverage around the campus. Rob Chapman will be preparing a digital mockup of a new building sign that includes the name, number, and 911 address. This could potentially be used on all campus buildings to provide consistency and improved appearance.

d. Master Plan Update

Stephen Benson reported for Ed d'Avi that he has made contact with Joe Sorci from Florida Architects, Inc. to provide a proposal to assist us in the updating of our facilities master plan. The proposal is expected this week.

2. Current facility needs.

a. Brainstorming Session Notes & Planning Document

A summarized list of the discussion from both brainstorming sessions was provided to the committee. Mr. Benson began to prioritize projects based on short-term (1 year) or long-term (2-5 years). This is only a starting point and provided as a draft for discussion to the committee. Mr. Benson and Mr. d'Avi will be discussing the items in detail and providing further information for the committee to discuss. The prioritized list of projects will serve as a budgeting tool for next fiscal year.

3. Other issues to discuss.

- a. The committee briefly discussed concerns about vending and food service in the Library & Media Center. When the H & H Café is not open for business, there is no place to purchase drinks or snacks. This impacts students and visitors to the campus. There are no vending machines located in close proximity to the building. Options will be explored to resolve this problem.

Facilities Brainstorm Sessions (12/6/14 & 12/12/14)

Building 7

- Fitness Center
 - Showers
 - Lighting all matching
 - Too small – multipurpose room wanted
- Student Services could use all of building 7
- Outdoor area wanted
- Study “learning lab” location
 - Math lab would help students
 - Central location on campus should be considered – “Computer Science Building”
- Improve outdoor space between building 7 and 59.

College Wide

- Air quality in building college wide
- Central Park concept
- Evaluation of roads and sidewalks
- Completion of perimeter sidewalks around campus
- Signage around campus (descriptive)
- Slick sidewalk between 14 & 21
- Handicap parking behind –dangerous drop off behind building 10
- Handicap buttons on buildings
- Exterior Lighting
 - Light levels outside the PAC
- ADA study
- Drainage
 - Old dorms wing C exit
 - Building 9 leading to parking lot
- Trees out of gutters
- Clean exterior of building
- Trim Trees
- Safety
 - Trim shrubbery back to avoid hiding places or hiding the security boxes
- Changing tables in restrooms where appropriate for special events
- Staging area for catering
 - Running water
- Department specific buildings
 - Study of office planning and union of departments
 - Furnishings
- Adjunct faculty space
- Basketball courts – convert the racquet ball court
- Tennis court need repaired

- Dirt hill – remove it
- Bigger/better signage for back entrance
- Truck signage
- Move “Dead End” library sign to southside
- Reconnect street from building 1 to gym or street connecting library parking lots between the pond and creek.
- No building 200 sign on building
- Keep drainage between campus and building 200 clean of debris/growth – creek liner (phased)
- Exterior building standards to tie campus together
- Eliminate some trees to open up campus more
- Room seating capacity/Fire Marshall cap & “actual” seating.
- Building appearance – recruitment
- Old weight room convert to “green room”
 - Trustees & presidents reception
 - Governor's visits meet & greet
- Gym locker rooms - UGH
- HVAC system
- Solar Array - study for "greening" campus/\$\$\$ savings
- Professional Group (ORG) meeting spaces
- Covered walkways
- Enhancement to Pine Square – Add grill for college functions
- Additional outdoor space for student activities – frisbee, football, soccer, etc.
- Outdoor teaching space
- Handicapped Sinks – B16 & B2 water flow is too strong
- Sidewalk drop offs between building 16 and 17
- Interior colors are very institutional

SUB building 14

- Both restrooms need paint etc.
- Covered walk from SUB to Conference Center for graduation
- Improved outdoor space

Building 22

- Acoustics in halls

Astronomy Viewing Area

PAC

- Restrooms ADA for conference room
- Changing tables (men's/women's restrooms)
- Update lobby

Galloway Hall

- ADA accessible & seating
- Temperature
- Lighting & paneling

Relocate tags and student parking

Building 2

- Student gathering area needs nicer furniture
- Bathrooms
- Office need new carpet
- Fire ant hills between building and parking lot

Building 4

- Update faculty offices
- Gutter leak from building 2 to 4

Building 5

- Art sculpture outside?
- Building needs updated on the interior
- Vending and outdoor space needs improved

Unused buildings

- Irrigation building
- Building 31
- Storage units need to be cleaned up or removed

Building 59

- Function of building doesn't work well for learning lab

Dormitories

- Consider the impact they would have on enrollment/retention
- Public/Private partnerships
- Olustee Campus needs for housing

FACILITIES COMMITTEE PLANNING DOCUMENT

Short-term Facilities Issues (1 year)	Long-term Facilities Issues (2-5 years)
Matching lights in Building 7	Fitness Center showers
Outdoor space around building 7 & 59	Multi-purpose fitness related room(s)
Math Lab	Student activities could use all of building 7
Air quality in campus buildings	Central park concept
Evaluation of Roads and Sidewalks	Repairs/improvements of roads and sidewalks
Improved signage	Perimeter sidewalks around the campus
ADA Compliance and safety of sidewalks	Drainage evaluation
Exterior lighting of buildings	Conference Center evaluation (green room & food spaces)
Cleaning of gutters	Adjunct faculty office spaces
Cleaning of building exteriors	Remove dirt pile
Trim shrubbery for safety reasons	Entry signage to campus (especially off 100)
Outdoor space for students (basketball, tennis, frisbee, etc.)	Solar Array (greening of the campus)
Enhancements to Pine Square (Permanent Grill)	Outdoor teaching spaces
Interior colors - very institutional	Covered walkway between SUB and Conference Center
Painting in the SUB	Building 22 use and acoustics in halls
Improve outdoor spaces around SUB	Astronomy viewing area
Fire ant treatment	PAC lobby update
Outdoor spaces between 2,3,4,and 5	Galloway Hall updates
	Building 2 updates
	Building 4 updates
	Building 5 updates
	Building 8 & 9 updates
	Full campus space utilization study
	Impact of dormitories (Main & Olustee)