

## 2030 PLAN STEERING COMMITTEE

### PLANNING MEETING

Friday, September 18, 2015

8:30 – 10:00am

Doyle 4246

#### AGENDA

PURPOSE: To complete a Facilities/Technology Master Plan for SRJC by spring 2016.

MEMBERS: Julie Thompson, Karen Frindell-Teuscher, Robin Fautley, Eric Thompson, Hilleary Izzard, Kathy Matthies, Eli Egger, Josh Pinault, Frank Chong, Jane Saldana-Talley, Doug Roberts, Mary Kay Rudolph Ricardo Navarrette, Karen Furukawa, Ellen Maremont Silver, Scott Conrad, KC Greaney, Tony Ihsan, Kate McClintock, Robert Ethington, Jerry Miller, Kris Abrahamson, Alicia Virtue, Lee Marty, Deb Albers, Terry Mulcaire, Leigh Sata, Rick Call

DESIRED OUTCOMES: At the conclusion of the meeting, we will have:

- Reviewed and reached consensus on an internal communication/collaboration tool
- Acquired a general understanding of the FMP architect selection process and connection between the EMP and FMP
- Reviewed a proposed list of 2030 Plan Sub-Committees
- Agreed on a list of Stakeholders (who needs to be involved)
- Agreed on the Principles for the facilities master planning process
- Reviewed the Steering Team fall meeting schedule
- Acquired an understanding of next steps

WHAT	HOW	WHO	TIME
<b>ARRIVAL</b>			8:30am
Welcome/Introductions -Member Update Outcomes/Agenda		Jane	8:35 – 8:40 (5')
Continuous Process Improvement (CPI)	Large Group Feedback	Jane	8:40 - 8:50 (10')
Internal Communications – Basecamp Collaboration Tool	Demo/Large Group Feedback	Jane/Alicia	8:50 – 9:00 (10')
Communications Sub- Committee – Next Steps	Large Group Feedback/Volunteers	Alicia/Ellen/ Jane	9:00 – 9:10 (10')
Facilities Master Plan (FMP) Selection Committee -Selection/Interview Process	Information/Large Group Feedback/Q&A	Leigh/Jane	9:10 – 9:25 (15')

Connecting the Educational Master Plan (EMP) to the Facilities Master Plan (FMP) – “Bridging” Document	Information/Large Group Feedback/Q&A	Leigh/Jane	9:25 – 9:35 (10')
Proposed Subcommittee Opportunities	Information/Large Group Feedback	Leigh/Jane	9:35 – 9:45 (10')
Principles for the Process – Final DRAFT Review	Large Group Feedback	Robin	9:45 – 9:50 (5')
Stakeholders – Final DRAFT Review	Large Group Feedback	Eric	9:50 – 9:55 (5')
<b>ADJOURN</b>		Jane	10:00am

**FUTURE FALL 2015 MEETINGS:**

Friday, October 16 – 8:30 – 10:00 am – Doyle 4246

Friday, November 13 – 12:30 – 2:00 pm – Doyle 4246

Friday, December 11 – 3:00 – 4:30 pm – Doyle 4246