

2030 PLAN STEERING COMMITTEE

Friday, October 16, 2015

8:30 – 10:00am

Doyle 4246

MEETING NOTES

ATTENDING: Julie Thompson, Karen Frindell-Teuscher, Robin Fautley, Eric Thompson, Kathy Matthies, Eli Egger, Josh Pinaula, Jane Saldana-Talley, Doug Roberts, Ricardo Navarrette, Ellen Maremont Silver, Scott Conrad, KC Greaney, Tony Ichsan, Robert Ethington, Kris Abrahamson, Marty Lee, Rick Call

ABSENT: Hilleary Izard, Frank Chong, Mark Kay Rudolph, Karen Furukawa, Kate McClintock, Jerry Miller, Alicia Virtue, Deb Albers, Terry Mulcaire, Leigh Sata

GUESTS: Diane White, Sarah Hopkins (for Karen Furukawa)

Agenda Items	Discussion	Follow-up
1. Welcome/Introductions <ul style="list-style-type: none">• Member Update• Outcomes/Agenda	Jane welcomed 2030 Plan Steering Committee and acknowledged proxies in attendance. Jane asked the committee to please read through the previous meeting notes carefully and let us know if you have changes as Susan experienced some technology difficulties.	
2. Continuous Process Improvement (CPI)	Members questioned if there were plans in process for the Spring PDA workshop due the end of October. There are plans to do a Spring PDA workshop and Jane will work with Leigh and Dr. Chong on the details. Dr. Chong sent out a message to dl.staff.all concerning the Facilities Master Plan and some members cautioned against the appearance of top-down management. A questions arose about when department champions would be selected and Jane reinforced that that would happen when specific projects were identified.	Sarah Hopkins agreed to contact Mary Sandburg to create a placeholder in the PDA workshop schedule.

	<p>Jane stated that Deb Albers and Terry Mulcaire were appointed to represent the Department Chairs Council and not their individual departments. Neither are able to attend steering committee meetings, so Jane will ask them to appoint proxies as the voice of department chairs is important in this process.</p> <p>Student involvement during building development has been a point reinforced by student leaders. Jane stressed that we need to find ways to ensure and maximize student involvement in this process.</p>	
<p>3. Communications Sub-Committee</p> <ul style="list-style-type: none"> • Basecamp Collaboration Tool • Bond Website • Next Steps 	<p>The development of Basecamp as the tool college-wide collaboration is also in process with Alicia Virtue, she has been given a list of the subcommittees to add. This will be internally accessible for anyone to log in, comment and see how the process is going. Susan will be the designated contact for Basecamp and will add members as requested. Anyone who is actively engaged will be provided access, all steering committee members and subcommittee volunteers will be granted automatic access.</p> <p>Encouragement to activate Basecamp as soon as all pieces are in place.</p> <p>The website is in the creation process at and can be viewed at http://bond.santarosa.edu/.</p>	
<p>4. Facilities Master Plan (FMP) Selection Committee Selection/Interview Process</p>	<p>Jane noted that the Facilities Master Planning Schedule is final at this time, with several tasks to be completed before our next meeting.</p> <p>Doug said that the Facilities Master Planner RFP/Q went out today, and thanked the team that put it together (Laura Riviera, Tony Ichsan, Leigh Sata) for their hard work, noting there will be a fast turnaround. As the proposals from the FMP teams come in, Tony and Leigh will review them and push their choices on to the FMP Selection Committee (Trustee Jordan Burns, student Lauren Kershner, faculty Lenny Wagner and Joe Fassler, classified staff Mike Garcia and Adrienne Leihy, and administrators Jane Saldana-Talley and Ricardo Navarrette) who will then choose three finalists.</p>	

	<p>The three finalists will then go to the final selection committee of Dr. Chong, Trustee Rick Call and Josh Adams.</p> <p>Doug explained that the RFP is a lengthy document showing what we have and what they will do – like a contract to get a building built. The facilities master planners will not build the buildings; they are only the planners of the process facilitating the plan. Our main goal is to find a FMP team that is the fit for SRJC.</p> <p>Rick Call mentioned that Sue Nelson, who is on the current CBOC, refined the previous plan (2005-07), although she did not have administrative support and the system was not as transparent as was needed. Tony mentioned that we are using this information for background only and not to put it into the current Facilities Master Plan. Members agreed that the current process is a much better one as it is more transparent and all plans will be vetted through the 2030 Plan Steering Committee.</p> <p>The Facilities Master Planner will be approved at the upcoming Board of Trustees meeting on Tuesday, November 10.</p> <p>The 2030 Plan Steering Committee will need to make a decision regarding future meetings and how often to meet. Jane and Leigh will work on a schedule following consultation with the FMP team chosen.</p>	
<p>5. Connecting the Educational Master Plan (EMP) to the Facilities Master Plan (FMP) – “Bridging” Document</p>	<p>Diane White from Napa Valley College is working with Leigh to create a ‘bridge’ document linking the existing Educational Master Plan with the Facilities Master Plan. Diane introduced herself to the steering committee and provided information on her faculty and administrative experience in community colleges along with her experience with facilities master planning (good and bad).</p> <p>Diane would like to incorporate faculty and students, it’s very important to involve the end users. From experience, Diane urges us to pay attention to the internal and external stakeholders; tie projects to your mission and be data driven. Diane notes the SRJC Office of Institutional Research has done a great job and they have lots of</p>	

	<p>data. Jane added that the 2030 Plan steering committee will see the draft that Diane is working on and the hope is to have a good solid draft at the November meeting, but we need to wait for the FMP team to come on board so we can align this work with their plans.</p>	
<p>6. Subcommittee Volunteer Opportunities</p> <ul style="list-style-type: none"> • Volunteer Survey • Student Involvement 	<p>Jane shared the schedule of activities Leigh has created and noted the dates for the FMP selection process. She also shared the list of proposed subcommittees and stated that the plan is to develop brief descriptions of each and then work with Institutional Research to create an electronic survey to send to the college community, hopefully by the end of October or early November. The subcommittees will be aligned with existing shared governance committees and constituent groups, and others such as the Sustainability Collaborative. Subcommittee co-chairs will be selected from the list of volunteers and those individuals will join the steering committee as we go forward. Members stressed the need to keep classified staff and students actively involved in the process.</p> <p>Student involvement is very important and decidedly needs to be longer than 2 years, more like 5-6 years. With this plan alumni can stay involved.</p>	

FUTURE FALL 2015 MEETINGS:

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

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

Notes compiled by Susan Brouwer