

2030 PLAN STEERING COMMITTEE

Friday, November 13, 2015

12:30 – 2:00pm

Doyle 4246

MEETING NOTES

ATTENDING: Julie Thompson, Karen Frindell-Teuscher, Robin Fautley, Eric Thompson, Kathy Matthies, Josh Pinaula, Frank Chong, Jane Saldana-Talley, Doug Roberts, Ricardo Navarrette, Ellen Maremont Silver, Scott Conrad, Tony Ichsan, Robert Ethington, Kris Abrahamson, Marty Lee, Rick Call, Leslie McCauley, Stephanie Sanchez, Laura Aspinall, Karen Furukawa, Russ Bowden, Sarah Hopkins

ABSENT: Hilleary Izard, Jerry Miller, Alicia Virtue, KC Greaney

GUESTS: Diane White, Karen Kuklin, Deborah Shepley, Steve Kwok, Kirsten Ritchie, Stephanie O'Brien, Jeanne Fadelli (for KC Greaney)

Agenda Items	Discussion	Follow-up
<p>1. Welcome/Introductions</p> <ul style="list-style-type: none">• Member Update• Outcomes/Agenda	<p>Jane welcomed 2030 Plan Steering Committee and acknowledged proxies in attendance.</p> <p>Leslie McCauley and Stephanie Sanchez will join the committee as representatives of the Department Chairs Council (DCC).</p> <p>Leigh Sata introduced the Gensler/Quattrocchi Kwok Architects (QKA) Facilities Master Planning team:</p> <ul style="list-style-type: none">• Karen Kuklin – Project Director, Gensler• Deborah Shepley – Lead Planner, Gensler• Kirsten Ritchie – Sustainability Coordinator, Gensler• Steve Kwok – Principal Architect, QKA	

	<p>Diane White – Education Master Plan (EMP)/Facilities Master Plan (FMP) bridge document author, attended to provide an update.</p> <p>Stephanie O’Brien – Principal, Dovetail. Stephanie will join the consulting team as the expert in Furniture, Fixtures and Equipment (FFE). One of her first tasks is to assist with the “Demonstration Classroom” initiative.</p>	
<p>2. Continuous Process Improvement (CPI)</p>	<p>Update:</p> <ul style="list-style-type: none"> • The Facilities Master Planner selection process has been completed and with the selection of Gensler/QKA, we are now ready to move to the next phase. • Basecamp is an internal collaboration tool that will soon be implemented with the assistance of Alicia Virtue and Susan Brouwer. • Ad hoc subcommittees will be organized and an online survey will be distributed so that the college community can volunteer to participate. <p>Concerns and Questions:</p> <ul style="list-style-type: none"> • Alternative transportation should be considered as plans for parking are discussed. Will biking, SMART, buses and the potential for the redistribution of classes over all teaching sites lead to less parking demand at Santa Rosa? • If you are concerned about a certain issue be sure you volunteer on that specific subcommittee. 	<p>Ad hoc subcommittees should be established</p> <p>Basecamp and public facing website should be implemented</p>
<p>3. Introduction to the Facilities Master Planning Team</p> <ul style="list-style-type: none"> • Process • Next Steps 	<p>Gensler/QKA presentation: The Gensler/QKA team is a combination of a firm with deep community college planning experience, led by Deborah Shepley. QKA is a local firm with planning and assessment experience. Both firms have significant educational experience. Karen will be the day to day point of contact and project director, Deborah is the lead planner, Kirsten is the lead sustainability consultant, and Steve is the lead assessment architect.</p> <p>Dr. Eva Conrad, President-Emeritus of Moorpark College, will be the lead planner for the Gensler team. She and Deborah have worked together for many years on many facilities planning assignments.</p> <p>Gensler/QKA will implement a six step process framework: “Prepare, Analyze, Frame, Explore, Recommend and Document.”</p>	<p>Meetings for the 2030 Plan Steering Committee should be established for January – June 2016.</p>

	<p>The educational planning portion of the work will be to analyze data provided by our own Office of Institutional Research. This will include a look at a workforce “gap” analysis, labor and market trends, student success rates by program, and other metrics, which will be compared to statewide averages.</p> <p>The facilities planning work will follow the educational data and analysis. Each teaching site will receive a recommendation for programs and growth.</p> <p>Concerns from the committee:</p> <ul style="list-style-type: none"> • Human Resources has a question about total cost of ownership, as the anticipated square footage increases, will the number of staff also increase to support that square footage? Jane replied that Dr. Chong has been clear that the FMP is not about increasing square footage only, but “right sizing” the college. • A concern was raised about “space ownership,” and Gensler responded that they plan to work on those hard questions with answers based on data and utilization reports. 	
<p>4. Connecting the Educational Master Plan (EMP) to the Facilities Master Plan (FMP) – “Bridging” Document</p>	<p>Diane White gave an update on the EMP to FMP “bridge document.”</p> <p>Regarding attracting life-long learners, there are many people in the county that would like to use the services at SRJC but have not had the opportunity to use it, we then make adjustments in building facilities.</p> <p>A committee member pointed out that this is a rural county and parking and transportation is a big issue. Many institutions are facing transportation solutions or provide services at the outreach centers that make it easier for students to move between teaching sites. Leigh replied that the team will look into coordinating with the city regarding solutions that favor alternative means of transport, though funding for freeway overpasses and other city improvements is out of bond purview.</p>	<p>Gensler has a parking consultant on their team and an appropriate study will be completed.</p>

<p>Subcommittee Volunteer Opportunities</p> <ul style="list-style-type: none"> • Subcommittee descriptions 	<p>Feedback was requested on which existing committees should be included in the newly formed ad hoc bond subcommittees. Suggestions included:</p> <ul style="list-style-type: none"> • Signage and Wayfinding – PR/Marketing, DRD and “student ambassadors” • Demonstration Classrooms – DRD, IT/Media Services, Facilities (DFCP) • FFE – Facilities (DFCP) and Purchasing • Sustainability – Grounds (DFCP) <p>Dr. Chong will send out a dl.staff.all announcing an online survey for faculty, staff and students to express committee interest. A survey link will be embedded in the email from Dr. Chong. Jane added that the survey will tabulate itself.</p> <p>Tony mentioned there is a formal process required for all buildings with the California Environmental Quality Act (CEQA).</p> <p>Dr. Chong, thanked Jane and Leigh for their hard work in getting the Facilities Planning team onboard. He also thanked Rick Call for being our liaison to the Board of Trustees. The facilities master plan process will be modelled after the strategic plan, though it will move faster. It was only a year ago that we passed Measure H and there is much work to be done, but because we are exemplary in how our staff want to become involved, we can meet the challenge.</p>	<p>Online survey should be sent out soonest.</p> <p>Leigh will hire an appropriate CEQA consultant for this task.</p>
<p>ADJOURN</p>		

FUTURE FALL 2015 MEETINGS:

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

FUTURE WINTER/SPRING 2016 MEETINGS:

January to May meetings will be coordinated with the Gensler/QKA planning team. **Please hold the 2nd and 4th Fridays of each month. Time TBD.**