

**2030 Plan Steering Committee  
Planning Meeting  
Monday, July 6, 2015**

Attending:

Topic	Follow Up	Discussion
1. Welcome/Roles Outcomes/agenda Agreements/Norms	none	<p>Welcome. This is only the beginning. We will expand the circle as process moves forward. Today is our chance to be clear on how the process should flow. Planning is a college-wide “learning community.” Our timeline is shorter than the Strategic Plan. Strategic planning can be used as a “recipe” and “lessons learned” for facilities master planning. We will have a professional Director of Capital Projects to help us, but we must provide that person with information on how we work as a college. Today is an opportunity to speak up and shape the process.</p> <p>See Agreements/Norms document. Adopted by consent.</p> <p>A college-wide announcement will be made about the new Steering Committee, and each member will be a conduit for information back to the committee, including any criticism.</p>
2. Conversation with Dr. Chong regarding 2030 Plan – the Vision		<ul style="list-style-type: none"> <li>• Dr. Chong committed to participation and transparency. He referred to the Strategic Plan as an example of his preferred way of working. “To lead, one must follow,” and Dr. Chong is committed to this way of being. Dr. Chong commented on the need for trust and collegial working relationships.</li> <li>• The facilities master plan will be also driven by the bond and by regulations on facilities. Three big pieces: 1) Technology (including new SIS), 2) new construction, and 3) modernization of older buildings (some almost 100 years old). But, the bond can’t cover everything – Tony Icshan estimated close to \$800,000 to bring all facilities up to current standards. Only about half of that could be done with the bond. “2030” means that the bond will be expended over 15 years, thus 2030. Our task is to make wise choices regarding technology, pedagogy, and what’s best for student success.</li> </ul>

		<ul style="list-style-type: none"> <li>• SRJC will be hiring a Director of Capital Projects soon. Dr. Chong is in the last stages of the process.</li> <li>• Citizen Bond Oversight Committee, including no employees and one student, to provide oversight to the additional bond funds in terms of complying with the law.</li> <li>• Board members are excited about the bond.</li> <li>• No decisions have been made, and nothing is set into stone.</li> <li>• College needs to plan thoughtfully, but also meet the timelines for decisions.</li> <li>• Student Information System will be addressed early on in the process – it can't wait for the full plan to be in place. Doug Roberts is leading an effort to analyze existing systems and go through "discovery" process with a consultant to define the problem(s).</li> </ul>
<p>3. Continuous Process Improvement (CPI)</p>	<p>All members are assigned to listen to concerns and positives and report those back.</p>	<p>A college-wide announcement will be made about the new Steering Committee, and each member will be a conduit for information back to the committee, including any criticism. What are you hearing? What are people concerned about?</p> <ul style="list-style-type: none"> <li>• Perceived as too slow (already).</li> <li>• Should be open to everybody, and buildings should follow the education plan.</li> <li>• Some have heard nothing so far... waiting for administration to tell them what we are going to do.</li> <li>• Senate set up forums because of fear from faculty that "they are going to do this without us." The forum helped reassure faculty members.</li> <li>• Buildings should follow education needs (that didn't entirely happen last time).</li> <li>• Keep involvement and input all the way through the process.</li> <li>• Failed to go out to the community about the Parking Pavilion – so keep the community in mind.</li> <li>• Priorities – how will those be determined?</li> <li>• Some people are confused about purpose of PDA session.</li> <li>• Construction impacted parking last time, and we need to be mindful of impacts on students and enrollments.</li> <li>• Courage – make courageous decisions regarding values like sustainability and beauty.</li> </ul>

		<ul style="list-style-type: none"> <li>• Student representatives have not heard much since the passage of the bond.</li> <li>• Consider not only building, but access and transportation, including sustainability.</li> </ul>
<p>4. Principles for the Process: Robin Fautley</p>	<p>Team to revise document and bring back to group: Sarah Hopkins, Ellen M. Silver, Josh Pinault</p>	<p>Robin reviewed one by one the Principals for the Strategic Plan as a starting place for dialogue.</p> <p>#1 – serve student needs - applies and relevant. Eliminate the quotes on “legacy of excellence.” Keep this as the #1.</p> <p>#2 - applies and relevant</p> <p>#3 – applies and relevant</p> <p>#4 – add communicating with the communities that passed the bond – stress a little more.</p> <p>#5 – change time frame to next 10-15 years. Eliminate North Star – maybe “blueprint” would be a good analogy. Allow that the college may need to respond to changing or emerging needs during the 15 years.</p> <p>#6 – Elegance and organization. What does “elegance” mean? Say what you mean instead.</p> <p>#7 – reframe in term of facilities (example parking problems); “focus” not the right word. “Elevate awareness” or “recognize” might be better. “Threats” is not a good concept here. Use “challenge” not weakness. While the focus is on things, but also we need not to lose sight of the intangible, like beauty.</p> <p>#8 Comprehensive and cost effective. Plan can be comprehensive (even if not all funded at once). In terms of budget, consider costs to maintain, and make the maintenance easier and more affordable. Acknowledge possibility of changes of construction costs that may impact ability to fully implement the plan.</p> <p>#9 Surrounding communities. Needs to include demographics of actual students. Make that clear. If we mean students, say students.</p> <p>#10 Changing needs. Say students when we mean students. – relate this to #1.</p> <p>#11 Research based and committed to best practices;</p> <p>#12 - relevant and useful is redundant. Delete</p> <p>#13 – related to #14 – combine those to. “Self” is not necessary.</p> <p>Other items to add:</p>

		<ul style="list-style-type: none"> <li>• need to stress more technology infrastructure; new construction, and modernization.</li> <li>• Include the value “beauty” as part of the principles.</li> <li>• Add attract, recruitment and retention students</li> <li>• Align with the Strategic Plan, especially the values - capture those values and ideas in principles.</li> <li>• Add accessibility as a principle – including sound quality</li> </ul>
5. Phrases and timelines	Director of Projects will draft a 10 month timeline for planning, for consideration of this committee and others.	<ul style="list-style-type: none"> <li>• Jane showed an example of the phases of the Strategic Plan.</li> <li>• Dr. Chong would like to conclude the process and bring something to the board in April or May 2016, at least the short-term goals (10 months). Remember there will be a firm to help us.</li> <li>• Possibly identify some of the older, tired buildings first – an early “win”</li> <li>• Possibly develop “prototype classrooms” to see how classrooms could work – furniture, color, lighting, and media.</li> <li>• Schedule listening sessions, forums, and town hall meetings (in conjunction with Director of Projects.</li> <li>• RFP for Facilities Master Plan companies (may take 2 months).</li> <li>• Incorporate PDA presentations</li> <li>• Build in communication points</li> <li>• Board updates as needed – progress reports.</li> <li>• “We don’t know what we don’t know.” Ideally the Director of Capital projects will direct us to areas of consideration.</li> <li>• Work groups to focus on specific issues or areas, such as classroom design.</li> <li>• Director should maintain a webpage for stakeholders to stay informed.</li> <li>• Education plan needs to be translated into facilities and technology needs.</li> <li>• State facilities bond would help SRJC build some buildings waiting in line.</li> <li>• Director will have Administrative Assistant support – that hiring committee has been formed.</li> </ul>

<p>6. Stakeholders</p>	<p>Eric will refine the list and send out to the committee for further discussion</p>	<ul style="list-style-type: none"> <li>• It was noted that some groups need to be eliminated – such as Concert series.</li> <li>• Focus more on experts who understand these buildings – like CTE advisory groups.</li> <li>• Both full-time and adjunct faculty need to be part of conversation, such as regarding office needs (do not unconsciously exclude adjuncts)</li> <li>• Classified staff - include</li> <li>• STNCs are not on distribution lists - difficult to have regular contact with STNCs.</li> <li>• CTE should replace a misspelling.</li> <li>• Replace Chamber concert with Community Education (broader scope)</li> <li>• Accessibility and universal design – appropriate groups included - should not be an afterthought (retrofits are costly) – add this to the principles (including sound quality)</li> <li>• Include way finding as a part of planning – universal design is better for everybody.</li> <li>• Add Economic Development Board and WIB</li> <li>• Associated Students to Student Government Assembly (SGA)</li> <li>• Identify committees that will be part of the planning – list them and identify the connection</li> <li>• Re-evaluate specific disciplines</li> <li>• Are there entities that helped us pass the bond that should be identified and included?</li> <li>• Delivery modes and locations – equitable access (equity lens), such as Roseland community organizers with regard to the Southwest Center</li> <li>• SMART train, other transit agencies</li> <li>• Divide list by areas of interest – such as sustainability, Southwest Center, STEM related and then the logical stakeholders will emerge.</li> <li>• Eric will revise and then share the list</li> </ul>
<p>7. Organization of the Process and communications</p>	<p>Alicia, Ellen, Eli, and Kathy Matthies, and Jane volunteered for communications</p>	<p>What needs to be done over the summer?</p> <ul style="list-style-type: none"> <li>• Get the Director of CP in the room with us soon.</li> <li>• Discounting for holidays, we really have 8 months to build the plan</li> <li>• Jane will send the list of committee members to the college community (communication from Dr. Chong with Ellen’s help)</li> </ul>

		<ul style="list-style-type: none"> <li>• Communicate about PDA session (all departments will want to know)</li> <li>• Communicate with chairs (DCC/IM reps are on the 2030 Committee) – connection to chair council is important.</li> <li>• FAQ for 2030 Planning would be helpful (as done with the bond) to answer basic questions – for example, role of Director of CP.</li> <li>• Need a website relevant to 2030 – need a simple site that can be updated regularly by work groups. Ellen suggests a drupul site. (The Lib Guide was confusing to Ellen from an outside perspective.). Ellen will ask Dana to see what she could do. Jane emphasized the turnaround had to be quick.</li> <li>• Need to distinguish external communication from Steering Team/internal work groups.</li> <li>• Alicia, Ellen, Eli, and Kathy Matthies– volunteered for communications.</li> <li>• Sharepoint not an option--many users dislike it.</li> <li>• Create a mechanism for 2-way communications (attempts to gather this electronically was not successful for Strategic Plan). Many people seemed to prefer passing their idea along to a real person.</li> <li>• Summer message – most chairs are at work through end of July. Also remind faculty of PDA session – what will be discussed. Confirm the new Director (after job offer by Board on July 14?)</li> <li>•</li> </ul>
Facilities vs. Technology		<p><b><u>Thoughts on facilities vs. technology</u></b></p> <ul style="list-style-type: none"> <li>• Doug Roberts work group is looking at Business end of technology work group– SIS, Curriculum, Accounting, Payroll, HR – not instruction.</li> <li>• Instructional Technology – could use ITG, but they are a small group that is very task focused. Their work needs to be validated and with consultation. No “black box”</li> <li>• How to solicit classified input on what works for them in new buildings and old buildings? Director will need to help set up this data gathering. Various user groups may need to be consulted.</li> <li>• How to structure input on sustainability and universal design?</li> <li>• How to involve students and keep them engaged?</li> </ul>
7. PDA Session	Jane will continue to plan	<b>PDA session ideas (1.5 hour session)</b>

	<p>the PDA session with these ideas in mind.</p>	<ul style="list-style-type: none"> <li>• Communicate about process and timeline over the 10 month period (to the extent that we know)</li> <li>• Keep it informational first– not primarily for feedback (avoid detail) – history, background, current status, then questions.</li> <li>• Stress timeline is short - get involved early on</li> <li>• Introduce Director CP – explain a facilities master plan process (in general)</li> <li>• Solicit questions or concerns about process</li> <li>• Ask most Steering Committee members to attend and serve as contacts to others</li> <li>• Location? 4<sup>th</sup> floor reading room ruled out. Consider Newman Auditorium – expect a good-sized audience.</li> <li>• Need some kind of power point, diagrams, process illustrations (media support)</li> <li>• Video tape the session for others (check regarding limited number able to video tape)</li> <li>• Allow for questions (such as the RFP process – how does that work?)</li> <li>• Update on SIG workgroup- business needs</li> <li>• Opportunity for faculty to learn and to step up and see opportunities for involvement</li> <li>• Question – what would the process be for employees to get involved? Example: Develop work groups with open access to anyone who wants to participate? Let people work on what they care about – let them all participate. Could we have an initial list of workgroups available by PDA day? Whatever we put out must be solid and real. The new Director needs to be involved in determining what work groups might be useful.</li> <li>• Can work groups be given flex credit (nice incentive)? Yes.</li> <li>• Address difficulty of classified participation requiring supervisor approval (later on).</li> </ul>
<p>8. 2030 Plan Steering Committee meetings</p>	<p>Karen Maddux will do a doodle poll to find a good time.</p>	<ul style="list-style-type: none"> <li>• Set up the next meeting with the Director of CP (not a Friday in summer)</li> <li>• Set up regular fall/spring meetings – probably 2x month.</li> </ul>
<p>9. Next Steps</p>		<ul style="list-style-type: none"> <li>• Eric working on stakeholders</li> </ul>

		<ul style="list-style-type: none"><li>• Group working on principles.</li><li>• Ellen working on first message.</li><li>• FAQ – begin to draft – communications group</li></ul>
Adjourn		Adjourned at 3:40 pm

Notes submitted by Kris Abrahamson