

## FACILITIES ADVISORY COMMITTEE

### MEETING NOTES

**JUNE 13, 2016, 10:00 A.M. – 12:00 P.M.**

- PRESENT:**
- Andi Fejeran Sims, Director, Student Life
  - Ashley Gallegos, Facilities Planning & Management (Notes)
  - Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness
  - Eric Kaljumagi, Professor/Faculty Association President, Learning Assistance,
  - Gary Nellesen, Director, Facilities Planning & Management
  - Irene Malmgren, Vice President, Instruction
  - Jeff Archiblad, Professor/Incoming Academic Senate President, Communication
  - Joumana McGowan, Executive Dean, Instruction
  - Katherine MacDonald, Administrative Specialist II, Counseling Department
  - Marc Ruh, Professor/Assistant Athletic Director, Physical Education
  - Mark Lowentrou, Associate Dean, Arts
  - Mika Klein, Sr. Planner, Facilities Planning & Management
  - Teresa Patterson, Director, Purchasing
- ABSENT:**
- Bill Eastham, Director, Technical Services
  - Denise Lindholm, Executive Assistant to the President/CEO and Board of Trustees
  - Grace Hanson, Dean, Disabled Student Programs & Services & Student Health
  - Justin Ott, Grounds Equipment Operator, Grounds

### SUMMARY OF DISCUSSION:

#### 1. REVIEW OF PREVIOUS MEETING NOTES / MEETING HANDOUTS

- A. The notes from the May 9<sup>th</sup> meeting were distributed at this time. Gary noted the following:
- Student Success Center (9E) Safety Issue: Corrective measures for the project are still being reviewed.
  - West Parcel Solar Project: The District has received one (1) of the required approvals, three (3) additional permits are required prior to starting construction. The project schedule is dependent on obtaining all three (3) permits.
- B. The following handouts were reviewed:
- Mt. SAC RFP\_3026\_EMP
  - Mt. SAC RFP\_3027\_FMP
  - Eval (EMP) Final 6.10.16
  - Eval (FMP) Final 6.10.16
  - EMP-FMP RFP Schedule-WORKING
  - FAC Committee Goals and Progress Reports
- C. July Meetings:
- Facilities Advisory Committee will be split into two (2) meetings for July.
    - July 11, 2016 will be the regular committee meeting.
    - July 12, 2016 will be the committee members in addition to the expanded master planning RFP group. The intent of this meeting will be to compile scores and develop an interview short list.

## 2. EDUCATIONAL MASTER PLAN (EMP) & FACILITIES MASTER PLAN (FMP) REQUEST FOR PROPOSALS (RFP)

- A. Overview: Mika and Gary reviewed the upcoming Educational Master Plan (EMP) and Facilities Master Plan (FMP) planning efforts with the group. Per Irene's request, the expectations of the review criteria and how it will be applied to the scoring process was defined.
- Everyone in the group provides a unique insight to the review criteria.
  - The committee will be sharing these results with PAC and the Academic Senate.
- B. Master Planning Webpage: A Mt. SAC comprehensive master planning webpage is underway. Once complete, this site will provide access to related documents and resources in one location.
- C. Schedule: Mika reviewed the EMP-FMP RFP Schedule - Working handout. The schedule was **revised** to the following:
- Orientation - Proposal Evaluation Criteria will be reviewed at Facilities Advisory Committee (Mon 6/13)
  - Committee Member Review and Scoring (6/27-7/06)
  - Develop Interview Short-list at Expanded Facilities Advisory Committee Meeting (Tues 7/12)
  - Gary, Mika, and Irene to meet for EMP Interview Discussion prior to CMPCT (7/18)
  - Interview Discussion at CMPCT (7/19)
  - Educational Master Plan Final Interviews by CMPCT (7/21)
  - Facilities Master Plan Final Interviews by CMPCT (7/22)
  - Board of Trustees Meeting and Award (8/17)
  - Ongoing monthly Master Planning Oversight meetings will run during the course of the project.
- D. Criteria Overview: Mika proved an in-depth overview of the specific proposal criteria. Emphasis was placed on looking for firms with an understanding that this effort needs to be comprehensive. Mika asked the group to keep the following in mind while reviewing:
- The listed requirements are provided.
  - Project team staffing and function is clearly defined.
  - Examples of similar master plans should be included for review.
  - Consultants need to have a comprehensive understanding of Community Colleges not K-12 projects.

## 3. COMMITTEE GOALS AND PROGRESS REPORT

- A. The previous year's committee goals were discussed. Due to printer technicalities, the handouts were unable to be reviewed; Gary will present the goals at the next meeting. Gary asked the group to come ready to discuss at July's meeting.

## 4. NEW PRIORITY PROJECTS

- A. Gary reviewed three (3) new potential projects. Funding for these projects needs to be discussed and determined, additional discussions will be held at future meetings.
- Additional Space for Administrative Services: As the need for staff increases, the college is considering pursuing options for an off-site support program.
  - Student Services Modulars (North of 9D): in order to stay ahead of the growing needs for Student Services, Gary is evaluating the need for additional modulars at the location of the recently demolished "old" Child Development Center.
  - School of Continuing Education (Bldg 40) Phase II Remodel: This project would right size classrooms for more efficient utilization and provide additional offices. The estimated project budget is \$1.5 million

### Future Meetings

Monday, July 11, 2016, 10:00 a.m. - 12:00 p.m.

Monday, August 8, 2016, 10:00 a.m. - 12:00 p.m.

Monday, September 12, 2016, 10:00 a.m. - 12:00 p.m.