Meeting Minutes: Kick-off

November 30, 2011, 3:00 PM

Project
Marin Community College District
Master Plan Update :11020

Location:
HC124

Facilities Planning Committee Attendees:
Laura McCarty (LM) Chialin Hsieh (CH)
Erik Dunmire (ED) Ken Meier (KM)
John Rodriguez (JR) Cari Torres (CT)
Don Flowers (DF) David Leedy (DL)
Bob Thompson (BT)
Sara McKinnon

Rob Barthelman, vbn (RB)

CONTEXT
The Marin Community College District has selected ARCHITECTURE/vbn to undertake Facilities Master Plan updates to develop an efficient and effective tool for planning and managing district facilities and recognizing programmatic fulfillment through those facilities. The planning tool will be linked to live data through the State FUSION database.

Additionally, the District wishes to see the planning tool recognize maintenance requirements of existing and new facilities. As such, two (2) buildings will be analyzed for operations and water/energy consumption with live linkage.

PURPOSE/INTENDED RESULTS
• Project Kick-off
• Establish communication and process protocols
• Confirm

Agenda:
• Project Goals
  • FMP update to document current campus plans, post Measure C
  • Space needs assessment, alignment with State data through Onuma/FUSION
  • Two (2) Pilot Projects to review existing M&O requirements
• Master Plan Deliverables confirmation
  • Draft Table of Contents reviewed
• Communications Protocol
  • Facilities Planning Committee as project leadership
  • Will seek required meetings and data through Facilities leadership
• Process Plan
  • Leadership identification
    • Facilities Planning Committee as project leadership
    • Will seek required meetings and data through Facilities leadership
  • Stakeholder identification
- Identified in Process Plan
- Just completed campus survey, may wish to review outcomes
  - Timelines and milestones
    - Identified in Process Plan
- College Schedule
  - December and January difficult timing due to finals and break
  - Vbn to utilize this time to compile necessary data
- Data resources
  - Confirmation of District-provided information
  - Educational Master Plan
    - In process
  - Information Updates
  - WSCH to ASF justifications
    - Cari and her team to assist in obtaining required information
    - 2011 data is likely timeframe
  - District Program Review, Space Evaluation
    - Program Review data provided in recent District documents
    - Fairly limited and largely accommodated through new construction on both campuses
    - May be valuable to recognize how needs have been addressed
- Additional Data, input
- Maintenance Analysis
  - Pilot Project to be implemented on one Existing and one New Facility
- Operations, Energy and Water Efficiency
  - Pilot Project to be implemented on one Existing and one New Facility
- Other project requirements, discussion
- Next Steps
  - Process Update
  - Data Review and Interpretation
  - Data Validation
Sign-in Sheet

11/30/11

FMP Kick-off Meeting

1. Marcell Barr
2. Laura McLevy
3. (Redacted)
4. David Teply
5. Chudin Hsieh
6. Rob Barthelmann
7. Erik Dunmore
8. Cari Torres
9. Sara McKinnon

Kahlil Gray