Meeting Minutes – FPC

March 6, 2012, 2:00 PM

Project: Marin Community College District
College of Marin: Master Plan Update
11020

Location: Student Services, A

Attendees:
Laura McCarty (LM)
Maridel Barr (MB)
Erik Dumiere (ED)
Raemond Bergstrom-Wood (RBW)
Cari Torres (CT)
Nanda Schorske (NS)
Sarah McKinnon (SMc)
Bob Thompson (BT)
Rob Barthelman vbn (RB)
Suniya Malhotra, vbn (SM)

CONTEXT
The Marin Community College District has selected ARCHITECTURE/vbn to undertake Facilities Master Plan update to provide development of a Master Planning/Facilities Management tool to allow effective, efficient decision making. All efforts will be under the direction of the District Facilities Planning Committee. The FPC is directing the development of the FMP update to ensure adequate response to recent WASC recommendation.

PURPOSE/INTENDED RESULTS

- Affirm vbn scope and intended deliverable
- Affirm FPC processes to address data, WASC requirements.
- Identify and provide available data and additional resources, as needed.

NOTES:

+ LM and RB: presented the vbn-developed draft Table of Contents with adjusted scope to address historical processes and data. Information required from the District was identified.
+ LM: Reviewed developed “Checklist for compliance with WASC standards” (distributed prior to, and in the meeting)
  + Standard B, related to Facilities; specific standards and how we achieve it
  + Section in Master Plan to be identified; vbn developing draft for review at 3/20 FPC meeting. Will distribute in advance of the meeting.
  + Acknowledged documents: Original Facilities Bond Measure Plan (Harry’s List) and General Inventory Classroom Timeline for Studies, Early History 2002-2010
+ Group discussed preferred outlook/timeline
  + EMP is through 2019
  + Current bond program should be completed by end of 2014, inclusive of NAC
  + FMP intent is to continue to forecast facility plans beyond 2014
+ Group discussed FMP space planning (appropriate sized campuses)
  + NS: Acknowledged State standards have not been applied to CoM
Facilities Planning, to-date
+ Would position District for potential state funding of projects in future
+ LM: Want to position the District to be able to align with state standards in the future, FMP as tool to do so
+ Desire to see better space utilization
+ #2 EMP: Increase Student offering/access, CoM has done so
+ NS: Issues regarding new programs:
  + IVC: Farm has impact on facility needs, there has not been a formalized process for integrating facility needs into EMP or FMP
  + New Career Educational Tech Program; what is the loop back to accommodate the needs of developing programs
  + Demand indication required so that it can be addressed
  + Responsiveness – difficult to plan 5 years in advance due to fluctuations in ever-changing needs of Marin community – flexible facilities needed
  + What are mechanism to ensure that new programs are provided the required facilities
  + #3: Distant Education Center needs to grow to accommodate the growth in Distance Education
  + Space for Faculty
  + #5: Community Response – scheduling of classes, location, etc., is in-response to community need and desired availability of classes/coursework.
+ ED: Reports district is at capacity during evening college hours
+ Facilities/District needs to be informed enough to be able to report when/where space is/is not available
+ Support of providing adequate M&O is needed
+ Currently not adequate AV support to facilities
+ Facilities Planning must incorporate proper technology/AV
+ Building Controls (EMS, BMS)
  + Need to be informed so that appropriate response is feasible
  + Provide example implications of lack of system
+ WSCH calculations; Cari joined meeting
  + Suniya Malhotra, vbn (SM) joined meeting via telephone
  + Additional formatting and data identified to support development of required district square footage in the five (5) State categories of space
+ vbn to set-up FTP site to share developed documents and offer opportunity for district to post additional data that could be utilized in FMP update documents
+ RT/RB: reviewed increment of time to be provided for LRC electrical usage. Gas and Water to be metered/tracked separately, too.

END MEETING