Meeting Minutes – Project Prioritization
March 20, 2012, 11:00AM
Meeting Minutes – FPC
March 20, 2012, 1:00 PM

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

Attendees:
Laura McCarty (LM) (at 11AM and 1PM)
Don Flowers (DF) (at 11AM and 1PM)
Maridel Barr (MB)
Erik Dummiere (ED)
Raemond Bergstrom-Wood (RBW)
Nanda Schorske (NS)
Sarah McKinnon (SMc)
Bob Thompson (BT)
Rob Barthelman vbn (RB) (both meetings)

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
- 11AM: Review project lists and opportunities for prioritization, M&O work ticketing, and project planning
- 1 PM: Review projects list and identify process for continued development and prioritization
- 1PM: Review outline/table of contents, revise/update as needed
- 1PM: Review timeline/responsibility matrix by vbn
- 1PM: Review Cartooned Facilities Master Plan document, revise/update as needed

NOTES:
These meeting notes were initiated during the 11:00 AM discussion with Don Flowers and Laura McCarty and later augmented with the discussions during the FPC meeting at 1PM.

+ Don and Laura reviewed previous project lists and marked up to show what’s been completed, or not. Additional lists reviewed:
  2. ADA list of projects (largely from Sally Swanson Report) – have crossed off those that are completed – do not erase completed projects (2004)
  3. Bob and Don’s Deferred Maintenance List – cross offs indicate completed – from Nov 2008 – Laura to scan and provide to vbn
     - Updates to list are needed to bring it up to date (Don)
     - In identifying projects to ebe undertaken, would like another column to identify components of the modernization work
completed
- Ex: LRC (HVAC and ADA)

4. Fusselman – Painting of windows
5. Comeback Project List
   - Bond projects or portions thereof
   - Small projects that had not been funded
   - Additional project scope required of bond projects

+ Elements to be acknowledged as part of the facilities decision processes:
  o Program Review
+ All projects to be generated out of planning process
+ Prioritization chart of projects – suggested levels:
  o 4-cancel project
  o 3-No current, projected need – lease out space if feasible
  o 2-Secondary teaching space – not in use, available if academic need arises
  o 1-Necessary for current teaching as articulated in education plan
+ Criteria needs to be linked back to education plan
+ Need classification of priority (health and safety, educational, etc.)
+ What is rubric for instructional equipment priorities? Can we match that model?
  o There had been a rubric for facilities, too (Don to seek)
+ Prioritization
  o ADA would likely be apriority 1
  - Mitigations – how accommodated
+ 5-year plan format for project list – Onuma may be able to accommodate
  generation of this format automatically from data within each building
+ 11AM: RB showed how Onuma captures work plan tasks and links to building
  o RB to continue investigation of what Onuma can do to track M&O projects, small & large cap projects, etc.
  o RB to investigate how minor repair projects can be linked to large/small cap projects from facilities plan, if appropriate
  o Ex: window caulking at one broken window if there is a larger scale project for caulking the windows throughout a building
+ FPC, historically
  o (Don) Was part of the governance processes in 2001
  o Laura provided Facilities Plan for Resource Allocation Requests (2010-11)
  - Prepared by V-Anne prior to her departure

**FPC Meeting Notes**
+ (LM) Review of M&O lists in hand; 5 different lists will be combined into one spreadsheet. Can then be prioritized by FPC.
+ Desire to see the Projects List (Capital Plan) connected to planning documented Facilities Master Plan
+ Planning will identify what the current modernization will achieve and status of facilities
+ (LM) Team has calculated the District-generated WSCH and the justified Assignable/Gross Square Footage. Facilities will brief Dr. Coon to seek desired action from data
+ (LM/SM) Program review provided on some facilities. They are all IVC projects and comments; 10 received.
+ (AH) WASC seeking to see cohesiveness, connectivity between committees, data,
and planning. (All) To-date program review has been going into black hole. Need to see connection to facility planning.

+ (DF) Comeback projects have been associated with bond projects (work resulting from bond projects, additional work). This list should not be confused with other capital projects.
+ Tuesday morning, Maridel had sent email with previous facility plan and process description
+ Laura and Erik will be co-drafting the follow-up report to WASC. Responding to the recommendations, aligning with WASC Standards.
  o April 1: bulleted list of what will be provided.
+ (RB) Reviewed FMP ‘Cartoon Draft Document’
  o Utilized Table of Contents to review layout and information in the FMP
+ WSCH analysis is pertinent to the campus planning, knowing what facilities are required by programs, what facilities are desired above and beyond the State-justified space, and how to maintain and operate
+ (NS/BT) Is the FUSION data accurate - what is the process to determine errors
  o Program assignment to spaces is undertaken by BT, but acknowledged that assignments may require additional review
  o Categorization of spaces – Will review/discuss at next meeting
+ (NS) Action may be required from analysis of the WSCH data
+ Can include space utilization/scheduling data previously developed by ED
  o Showing these type of analyses is indicator of the District making informed decisions
  o Will wish to see use of the plan to make your decisions
+ Re-categorization of spaces cannot be done based on wsch data alone
+ Facilities information is actually being used in alignment with scheduling decisions
+ (AH) Utilization is key word in WASC evaluation
+ (NS) IVC did consolidation of programs into needed space. Took other spaces off-line
+ (RB) presented draft FMP responsibility matrix
  o Matrix will be more and more refined with progress of FMP
  o vbn will communicate required action through Laura and Maridel
+ (AH) District Accreditation Response Team needs to review the responsibility matrix so that responsible persons can be confirmed. It will also inform Dr. Coon of progress/schedule of efforts
  o Next week - identify persons to undertake the COM responsibilities in the matrix
+ Timeline for Capital Project Identification table - planning horizon of 2019, Modernization is thru 2014
+ Projects scheduling
+ District always wants to be able to indicate that decisions/actions are made from planning.
+ Will not include any indication of WASCH requirements in the FMP. WASC requirements will be responded to in a separate document.
+ Committee to review Cartooned Draft between now and next meeting; communicate with Maridel if you do not have vbn FTP access.

END MEETING

Upon review of these meeting notes, please notify the author of corrections or additional information within 3 days of receipt.