Meeting Minutes – FPC

April 17, 2012, 12:30 PM

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

Location:
HC124

Attendees:
Laura McCarty (LM)
Don Flowers (DF)
Maridel Barr (MB)
Erik Dummire (ED)
John Rodriguez (JR)
Nanda Schorske (NS)
Raemond Bergstrom-Wood (RBW)
Sarah McKinnon (SK)
Rob Barthelman, vbn (RB)

CONTEXT
The District has developed a May 1 deadline for development of draft materials supportive of the WASC response. The Facilities Master Plan will be in draft by May 1 and a schedule of meetings/check-ins with the District has been defined to achieve this deadline. The below meeting minutes are supportive of this deadline and interim check-in during bi-weekly interface with the Facilities Planning Committee.

PURPOSE/INTENDED RESULTS
 Determine required evidence of FMP/EMP connection
 Determine level of detail needed in FMP
 Define the level information needed to define Onuma/Planning tool
 Define approach and process by which the space justification will be utilized in defining required space at COM: WSCH to ASF data

NOTES:

+ Agenda Review
  + EMP Connection in FMP
    o (NS) In reading Educ. Master Plan, there is not a lot of facilities related/directed content.
    o (see notes below in WSCH data/FMP justification, too)
  + WSCH data/FMP justifications
    o Note
    o (SM) Development of varied tools since 2004 that have and continue to provide ability to utilize data in making better and better decisions
    o (ED/SM/LM) Scheduling of classes within existing spaces continue to be a challenge for use analysis and ensuring student access to curriculum.
    o (ED) added dimensions to evaluating space requirements: Efficiency of use of space, right time of day, avoidance of schedule conflicts
    o (NS/ED) Telling story of how District is making decisions in developing and maintaining facilities, complex sequencing of classes to accommodate access to required sections of coursework, student availability
    o (RB) indication of space on campus, state standards, COM space and reason for doing so, how has COM accommodated state standards (and
not) and why not fully achieving, accommodations to be made in the future

- (NS) Ed Master Plan needs to provide some insight into facility needs
  - (ED) access for working persons; suggest need for evening coursework (EMP: SA2) – show evidence of how this is linked to FMP
  - Adjusted EMP to shift indication of condition of IVC facilities to include all District facilities
- (DF) Need of FMP – support the needs of the curriculum; e.g. have 10 classrooms but need 11 – FMP to determine how to accommodate this need. Additionally, FMP needs to address what do we have and the ability to maintain the facilities we have.
- (ED) Built all we are going to build – how are we able to use it to accommodate the curriculum and coursework that needs to be taught
- (DF) WSCH requesting ability to determine needs in future and ability to maintain
- (NS) equally, WASC wanted to see determination of new facilities
- (DF) Need to accommodate need to show that decisions are data-driven
- (Summary (LM)) SA2 and CS2, Nanda to further define revisions and tie/impact to FMP
- WASC language: Efficient and effective, Quality of Programs
  - How much of FMP should be convincing them COM has been, or will be do so

+ EMP Connection in FMP
- Distributed Foothill and De Anza Master Plans, to show example of condensed content on Goals/Intent before jumping directly into Facilities Planning Materials
- (RB) will increase “the why” description of each step in the previous facilities work to highlight decisions being based on data
  - Constituencies represented from across the college
  - How planning continues to be moving forward
  - Demonstrates what COM is doing and will be doing
  - If you can lay out your plan and show example
    - NAC example (ED) – best example of district-wide shared governance
    - To be located within section 2 with Participatory/Shared Governance and FPC content
- (LM) Confirmed FMP due on May is Rough Draft
  - (RB) A lot of information/content not in FMP yet until get confirmation on:
    - Square Footage / WSCH goals
o MB/LM working on confirming space on campus
o vbn/COM still finalizing LRC data (5,000 sf anomaly)

- EMP driven direction
  o NS to prepare written content summarizing EMP Vision and driving Facility decisions

- Project Priority List
  o See below comment on Ohlone at IVC

+ Review of Document
  o (NS) Ohlone Complex can/should be taken off-line (in FUSION)
    (MB) to make in-active
  o TB-1 goes away in 2015 (LM)
  o Portable Village will decrease by (9) nine units to only three (3) in 2015 (LM)
  o Desire to see Ohlone demolition move to a higher priority on the list (NS)
  o Revisions to Contents noted:
    ▪ Change “CONTEXTUAL” to “BACKGROUND”
    ▪ Move List of Educational Programs to bottom of section 3
      (ED) to assist in providing list of COM programs
    o Consolidate TOPS codes so that Program list is 15-17 in lieu of entire list

END MEETING

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