Meeting Minutes – FPC

May 29, 2012, 12:30 PM

Project: Marin Community College District
Location: HC124
College of Marin : Master Plan Update
11020

Attendees:
Laura McCarty (LM) Sarah McKinnon (SK)
Don Flowers (DF) Erik Dunmire (ED)
Maridel Barr (MB) Rob Barthelman, vbn (RB)

CONTEXT
The District has developed a May 1 deadline for development of draft materials supportive of the WASC response. The District FPC continues development of the Draft Facilities Master. The below meeting minutes are supportive of this FMP Update deliverables and interim check-in during bi-weekly interface with the Facilities Planning Committee.

PURPOSE/INTENDED RESULTS

- Review action taken from previous meetings, discussions, and materials received
- Define desired adjustments
- Next steps

NOTES:

- **ACTION** to be taken in continued development of Facilities Master Plan
  - Executive Summary needed prior to Chapter 1
  - Image for Math Science Central Plant is not current – CHANGE – Maridel -
  - Break out Measure C as separate Chapter – see below:
  - Revision to Table of Contents:
    1 – Exec Summary
    + Include here, mention to the Case Studies
    2 – Introduction to COM Planning
    + College of Marin Mission and Vision
    + Pp 22-23 – COM - description
    + Background, Purpose, Intended Results
    + Summary, Educational Master Plan Update
    + Process Overview, Stakeholders, and Schedule
    + Facilities Planning Committee
    + 2012 Facilities Master Planning Process
  3 – Background
    + District Modernization Committee
    + All remaining timeline of Measure C
    + Case Studies (from Chptr 2)
+ MUST add back in column from Programmatic List – Missing FTES
+ College to update costs in project list
+ Need to start justification language for large cap projects
+ Refer to Saddleback MP for criteria and categorization of projects/justification
+ Add note to project list/table noting additional work required, but until
  + “These buildings require comprehensive modernization, but until which
time programmatic need justifies the scale of expenditure…. “
+ Sara to review EMP documentation that is in CH 4 – table highlights
+ Put new Project Status list in front of the photo descriptions – to come from
  Maridel

END MEETING

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