Facilities Master Plan (FMP) College Forum  
013354 | Hartnell Community College District Master Plan

Meeting Date: Tuesday, March 13, 2014 from 2-4pm  
Meeting Location: Steinbeck Hall Student Center, Building C, Main Campus  
411 Central Avenue  
Salinas, Ca 93901

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<thead>
<tr>
<th>Item No.</th>
<th>Subject/Comment</th>
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<tr>
<td>1.1</td>
<td><strong>Introductions</strong></td>
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<td>Dr. Willard Clark Lewallen, Hartnell College President and Superintendent, introduced the meeting and emphasized the importance of the facilities master plan (FMP) and the importance of the college and community forums to help identify current and future needs of the College. Dr. Candi DePauw, HCCD Board of Trustees President, introduced herself and expressed her enthusiasm for the FMP process. Dave Younger, Principal and Architect with Lionakis, introduced the design team working to produce the FMP; Jonathan McMurtry, Project Manager, and Ashley Kenneally, Project Designer, were introduced to the group. Joseph Reyes, Director of Facilities, Operations &amp; Asset Management, is the key liaison for Hartnell College and the design team. Lists of the Core Group / Steering Committee and the Planning Group members were presented and the role of each group in the planning process was described.</td>
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<td>1.2</td>
<td><strong>Agenda</strong></td>
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<td>1. Introductions</td>
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<td>2. Facilities Master Plan Overview</td>
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<td>• Why are we here?</td>
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<td>• Where are we going?</td>
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<td>3. Breakout sessions &amp; feedback</td>
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<td>4. Goals: Brainstorming</td>
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<td>• Student Success</td>
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<td>• Sustainability</td>
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<td>• Community</td>
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<td>5. Next Steps</td>
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<td>• Schedule</td>
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<td>6. Creating a bridge between Strategic Plan and Facilities</td>
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<td>• What have we heard?</td>
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<td>1.3</td>
<td><strong>Facilities Master Plan Overview</strong></td>
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<td>Dave described what a master plan is and what the main objectives for the FMP are. The master plan is a document guide for future campus development to enable Hartnell College to achieve current and future goals. The FMP is about big picture ideas and goals that relate to facilities. The three main objectives of the FMP are:</td>
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<td>1. Evaluate existing facilities</td>
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<td>2. Evaluate space utilization</td>
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<td>3. Develop a plan that supports goals and educational needs of Hartnell College</td>
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|          | The forum purpose is to provide an open outlet to exchange information, expand developing ideas and views, and to discuss current and future needs of the College and Community.
1.4 **Facilities Master Plan Overview**

The planning process and work plan phases were presented. The design team is currently in the research phase, gathering data and reviewing existing documentation. The design team has met with the Core Group, Planning Group and has conducted several program interviews with program leads, including several Deans, Vice Presidents and Administrators as part of the research phase to identify potential issues, needs and themes for the College. The college and community forums are an important part of the research phase to help identify additional issues and information vital to the facilities master plan.

**Work Plan Phases**

1. Research Phase (January-March)
   - Gather data & review existing planning documents
2. Analysis Phase (April-May)
   - Needs Assessment
   - Prioritize program needs
   - Assess existing facilities
3. Explore Possible Solutions (May-June)
   - Opportunities & resources
   - Develop solution alternatives
4. Prepare Master Plan Document (May-September)
5. Final Approval of Governing Authority (October-November)

1.5 **Mission, Vision & Strategic Priorities**

The Hartnell College Mission and Vision statements and Strategic Priorities were presented and described as being an essential set of clearly defined goals and guidelines for addressing student learning and long-term planning for the College.

**Mission**

*Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.*

**Vision**

*Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.*

**Strategic Priorities**

1. Student Success
2. Student Access
3. Employee Diversity and Development
4. Effective Utilization of Resources
5. Innovation and Relevance for Educational Programs and Services
6. Partnerships with Industry, Business, Agencies, and Education

1.6 **Critical Success Factors**

During meetings with the Core Group and Planning Group, the design team has conducted exercises with each group to identify critical success factors for Hartnell College. The exercise is conducted in two components; the first component is a brainstorming session to identify pertinent issues relating to the facilities master plan, and second is a voting process by the group to rank each issue in order of importance. The final list below represents the consolidation of the list from the Core Group with the list from the Planning Group.
Item No.  Subject/Comment

1. Assess current and future facilities needs  
   a. Include spare capacity factor and future growth  
   b. Provide for flexible / adaptable classrooms  
   c. Increase efficiency and minimize maintenance costs  
   d. Increase student head count per class to 35 students  

2. Modernize aging campus facilities and infrastructure  

3. Better integration and utilization of all campuses through engagement of programs  
   a. Wider spectrum of classes offered at Alisal and King City campus’  
   b. Identify and support the needs of the community  

4. Create an interactive forum for communication with the College and Community  
   a. Shared governance to include community members who meet once / twice yearly  

5. Take advantage of technology to enhance education and connect campuses (assess current use and leverage it)  
   a. Interactive catalog of available instructional spaces  
   b. Consider other technologies and software programs  
   c. Add and expand smart classrooms  

6. Incorporate sustainable design in all future projects  

7. Integrate the Facilities Master Plan with the Strategic Plan

1.7 Breakout sessions & feedback

College Forum attendees were divided into two groups to brainstorm ideas and issues relating to the facilities master plan and created the following list.  

- Design facilities to enhance student engagement  
- Need to synchronize and coordinate software needs and hardware capabilities on campus with instructors and AIS department  
- Need adaptable technology to be able to change over time as needs change  
- Need infrastructure for future growth  
- Need adequate electrical, wifi, ethernet, wireless access points and add outlets to accommodate user needs  
- Need increased bandwidth  
- Need more technology support  
- Classrooms with smart technology at all three campuses, equivalent and consistent with Alisal Campus  
- Use existing space more efficiently  
- Better classroom design and adequate temperature control for effective instruction, example B204A  
- Support services: Financial Aid, Counseling, tutoring, Library, special programs, food services needed at Alisal Campus and King City Education Center; what is the critical mass of enrollment/demand to enable full services at Alisal and King City Education Center?  
- Permanent presence in Soledad  
- Needs of traditional learners in South County to have face-to-face interaction  
- Safety at Alisal Campus  
- Alisal Campus lacks full or even partial services  
- DSPS small group testing space  
- Health care access on campuses  
- Potential to incorporate food services in Library building  
- Need silent study space in Library  
- Storage capacities for old and new technology
### Item No. Subject/Comment

- Need archive space
- Combine food and studying into spaces
- Better parking management and wayfinding
- Student Success Center (Academic Learning Center) is needed for multiple groups in one location with adequate technology, staff and support across all campuses
- Expansion of the tutorial center and student instruction session space
- Multi-purpose flexible spaces for gathering, non-instructional use
- Need for traditional mid-size facilities for events, lectures, concerts that seat 225-250
- Need collaborative spaces and more space for students to work together; MASH tutoring, MESA program
- Value of “Rotarium” space with pendulum for student gathering in Merrill building N; potential to keep, move or replicate if building N is demolished or renovated
- Plan and budget for long-term maintenance and upkeep of facilities
- Solar and alternative energy design for entire three campuses
- Costume storage; flood damage in Theater building basement
- Make visual arts building J more useable
- Upgrade main stage sound and media infrastructure
- Need dance studio space
- Lack of rehearsal space in performing arts building K
- Collaborative space that supports the arts and sciences, etc
- Repurpose handball courts
- Storage space in existing gym basement
- Modernization of gym buildings needed; working to upgrade existing bleachers
- Addressing smoking on campus with safety committee
- Place to play impromptu, informal sports and games casually on campus, beach volleyball
- Improve walkways on campus to encourage exercise
- Outside inspirational space (repurposing outside space of the quad)
- Office space for adjunct faculty
- Additional space to accommodate new and expanding special programs
- Facilities should align with the pathways of students
- Align development with strategic priorities
- How to improve room use in the short term?
- Nursing & Allied Health do not have sufficient space for instruction
- RN, LVN & RCP have to rotate space and this has a negative effect on instruction
- Need for additional office space with storage and access to technology pipeline
- More space is needed for retention programs to prepare low-income and first generation students for majors
- Expand childcare facilities for staff and students

### 1.8 Next Steps

Jonathan discussed next steps and important upcoming dates in the project schedule.

- **January 8**<sup>th</sup> – Core Group meeting
- **January 28**<sup>th</sup> – Planning Group meeting
- **February 12**<sup>th</sup>-14<sup>th</sup> – Series of individual program interviews held
- **February 26**<sup>th</sup> – Core Group meeting
- **March 13**<sup>th</sup> – **College Forum**
- **March 17**<sup>th</sup> – **Community Forum** (King City Education Center, room 210-A, 6pm)
- **March 20**<sup>th</sup> – **Community Forum** (Main Campus Steinbeck Hall Student Center, 6pm)
- **March 25**<sup>th</sup> – **Community Forum** (Soledad High School Gym, 6pm)
These notes represent Lionakis’ understanding of the discussion and events of the meeting. These notes form the basis of future work. Should there be any incomplete or inaccurate information contained herein, please notify this office immediately for appropriate action. This report, if not corrected within five (5) days of receipt, shall be acknowledged as an accurate report of the events that took place at this meeting.