FACILITIES DEVELOPMENT COUNCIL
(meeting as: Facilities Master Plan Planning Group)

Minutes
Tuesday, January 28, 2014; 2:00 p.m.
E-112

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Alfred Muñoz, Vice President Chair</td>
<td>Management</td>
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<td>Joseph Reyes, Director</td>
<td>Management-Facilities</td>
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<td>Matt Coombs, Vice President</td>
<td>Management-Info Tech and Resources</td>
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<td>John Anderson, Instructor</td>
<td>Faculty</td>
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<td>Mary Davis, Instructor</td>
<td>Faculty</td>
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<td>Paul Casey, Director</td>
<td>Categorical Programs</td>
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<td>Alma Arriaga, HR Specialist</td>
<td>Confidential Staff</td>
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<td>Tina Summers, Accounting Assistant-Cashier</td>
<td>CSEA</td>
<td>X</td>
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<td>Ismael Ramirez, Custodian</td>
<td>L-39</td>
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<tr>
<td>Unassigned</td>
<td>Assoc. Students</td>
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Others

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<th>Name</th>
<th>Title or Representing</th>
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<tr>
<td>Brian Lofman, Dean</td>
<td>Institutional Planning &amp; Effectiveness</td>
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<td>Dave Younger, Principal</td>
<td>Lionakis</td>
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<td>Jonathan McMurtry, Project Manager</td>
<td>Lionakis</td>
<td>X</td>
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<tr>
<td>Ashley Kenneally, Project Designer/Planner</td>
<td>Lionakis</td>
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CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 2:10 p.m.

Chair Al Muñoz addressed the importance of attending meetings and arriving on time; stated he will speak to the members not present.

Al commented that the facilities master plan ("FMP") is an all-out effort to get a grasp on the needs of the college now and into the future. Joseph Reyes added that this is an awesome opportunity to meet with all departments and programs to find out where the needs are and the project will help to identify if current space is being effectively utilized. Joseph stressed this is an extensive process and one which will provide the college with a good, readable document that can be referred to in program review.

Hartnell College Mission Statement

Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.
Representatives from Lionakis introduced themselves, as follows:
- Ashley Kenneally – project designer/planner
- Dave Younger – principal in charge of the facilities master plan project
- Jonathan McMurtry – project manager; point of contact; science building project manager

Dave Younger pointed out that this group – the planning group – is comprised of the people Lionakis will talk to about day to day operations such as how the campus works. The group will act as liaison with the campus community and will be asked to check in with their constituents regularly.

Dave identified three functions of the planning group: (1) Research; (2) Analysis; (3) Synthesis or Solution.

Additionally, Dave addressed important points relating to the planning group:
- Talk to as many people as possible during this process
- Try to meet on a 2-3 week cycle
- Report to the Core Group (Executive Cabinet) with ideas and directions; the core group makes critical decisions
- Meet with the community; provide open forums to involve as many people as possible
- Engage all three campuses

Brian Lofman asked why the project is considered a master plan. Dave responded:
- The master plan is considered the highest level; it governs everything else that happens beneath it. Anything that has to do with facilities falls under the master plan.

Program Definition for Campuses – Interviews with deans / directors are scheduled; Ashley Kenneally and Jonathan McMurtry will conduct the interviews over a three day period in February. Interviews will assist in the understanding of how programs work, what the strengths and weaknesses are, and what it takes to makes facilities better. Problems will also be identified.

Adjacencies / Layout – During interviews, inquire if program needs are currently being satisfied.

Growth Projections – Discuss growth projections; talk about capacity; explore the growth projections for the community. Talk to community members. Dean of Institutional Planning and Effectiveness will play an integral part in this area.

Public/Private Group (community outreach) – Important to not just tell the community what the college is going to do but rather involve the community in what is going to be done.

Review Master Plan Process/Schedule – The schedule is fluid right now and some dates might need to be adjusted, however, Dave outlined the schedule as currently envisioned:

- Meet with core group in early January (completed - 1/8/2014)
- Interviews with deans and managers in mid-February (scheduled - 2/12, 2/13, 2/14/2014)
- Report back to core group near the end of February with the results of the interviews (scheduled - 2/26/2014, 8:30 a.m.)
- In March, conduct forums with the community, students, and faculty
- Also in March, the planning group should convene again (scheduled - 3/13/2014)
- At the May 2014 board meeting, provide an update related to data gathered via interviews (5/6/2014)
- June/July is the period when graphics will be put together, suggestions and solutions illustrated
- At the end of summer, inform the community

Review Current Design Status – What to do with the existing science building? Decisions need to be made. Discussion ensued related to the existing science building.

Dave led the members in the first exercise pertaining to strengths, weaknesses, and shortcomings that currently exist. There were many areas identified by the members such as:
Exercise #1:

Strengths:
- Safety and security improvements
- Solar PV system at Alisal Campus which offsets approximately 93% of energy usage and saves approximately $160,000-$200,000 annually
- Prop 39 funds are being used for energy efficiency items on campuses such as interior and exterior lighting
- Safety/security improvements have been done at all campuses over the past three years
- Emergency operating procedures for worst case scenarios have been established
- Alisal campus is beautiful
- Nursing and Allied Health programs are very popular with twice as many applicants than capacity allows
- Strong partnership with SVMH and NMC
- Everyone is very close
- Excellent staff, faculty, and administrators
- Student caring
- Close knit community
- Academic Affairs is improving to enhance student success

Weaknesses:
- Need to consider life cycle costs of facilities
- No lab facilities at King City campus
- Alisal campus is underutilized during the day
- Building maintenance is a challenge
- Lack of space and infrastructure at King City campus
- No signage outside HR area
- Lack of parking for students near classes
- Main campus is not easily accessible to disabled students
- Computer labs in building E are old, hot, and cramped
- Area near the pool is very dark
- Classroom space
- Parking at clinical sites is lacking
- Lack of communication among campus community
- Need to improve building space efficiency and utilization
- Increase average headcount per class to 33-35 students

Exercise #2 - the critical success factor which provides a roadmap to the future. Comments included:
1) Assess current and future needs
2) Modernize main campus infrastructure
3) Better engagement of programs at each campus; better integration of campuses
4) Having a forum of communication with regular updates; a way for the community to talk back
5) Plan for future growth
6) Sustainable design
7) Efficiency
8) Know space availability
9) Classroom flex space
10) Shared governance to include community members who meet once or twice yearly
11) Better serve the community
12) More classes offered during the day at Alisal campus
13) Modernize main campus infrastructure
14) Utilize technologies such as Skype
15) Expand smart classrooms
Suggestions and ideas were prioritized. Dave commented that nothing will be eliminated; the goal is to accomplish everything on the list. The core group will participate in the same exercise.

ACTION ITEMS

No action taken.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. All members are asked to take information back to their groups.
2. Please arrive on time to meetings.
3. Please bring members not at this meeting up to speed prior to next meeting.

NEXT MEETING(S)

Regularly scheduled Facilities Development Council meetings:

- February 13, 2014
- March 13, 2014 (*Facilities Master Plan Planning Group)
- April 10, 2014
- May 8, 2014
- June 12, 2014 (outside of semester)
- July 10, 2014
- August 14, 2014 (outside of semester)
- September 11, 2014
- October 9, 2014
- November 13, 2014
- December 11, 2014

*Meetings held under Facilities Master Plan Planning Group will be scheduled on an as needed basis and will include representatives from Lionakis.

ADJOURNMENT

Meeting adjourned at 4:00 p.m.

Alfred Muñoz