Facilities Master Plan (FMP) Core Group / Steering Committee Meeting

013354 | Hartnell Community College District Facilities Master Plan

Meeting Date: Tuesday, September 2, 2014 at 9am
Meeting Location: Main Campus, Building E, Room E-112
Meeting Attendees:

Dr. Willard Lewallen, College President
Romero Jalomo, Vice President of Student Affairs
Alfred Muñoz, Vice President of Administrative Services
Matt Coombs, Vice President of Information & Technology Resources
Terri Pyer, Associate Vice President of Human Resources
Brian Lofman, Dean of Institutional Planning and Effectiveness
Joseph Reyes, Director of Operations
Esmeralda Montenegro Owen, Director of Communication
Lori Kildal, Vice President of Academic Affairs
Jaqueline Cruz, Executive Director of Advancement and Development/Foundation
Dave Younger, Lionakis
Jonathan McMurtry, Lionakis
Carina Abella Huang, Lionakis

Item No. | Subject/Comment
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1.1 | Lionakis presented the draft of the Facilities Master Plan. The core group provided the following feedback on the document:

- **Acknowledgements**
  This section should include the names of the Board of Trustees and a note of thanks to the community for their participation in the master plan process. Minor corrections should be made to the Core Group and Planning Group list.

- **President’s Message**
  Dr. Lewallen will provide this to Lionakis.

- **Critical Success Factors**
  Revise wording of Item #3 for consistency in English tense. Lionakis will look through the document for consistency.

- **Demographic Analysis and Growth Projection**
  The growth forecast from CCCCO is too high compared to the District’s internal forecast. The FMP should clarify that projection developed by the consulting team (orange dashed line) is used for facility capacity projections.

  FTES # should be clarified from the year/date and bullet points on page 11 should be more specific about career pathways/retraining instead of the outdated concept of lifelong learning.

  Lionakis will clarify with demographic consultant regarding information needed from District to analyze student participation rates.

- **Zip Code Analysis**
  The District clarified that the data shows the total enrollments for Hartnell College from all the surrounding zip codes including those within the vicinity of other College Districts. The District will look into the breakdown of “other areas” as the number seems high.
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<tr>
<th>Item No.</th>
<th>Subject/Comment</th>
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<tr>
<td></td>
<td><strong>Existing Facilities Condition</strong>&lt;br&gt;Include acreage of Main Campus in description.</td>
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<td><strong>Traffic &amp; Circulation Issues</strong>&lt;br&gt;Include information on additional parking at the other end of theater at KCEC as part of the agreement between District and adjacent commercial property. Also note that it is difficult for KCEC students to take evening classes at Main Campus given that the bus leaves before the classes end.</td>
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<td><strong>Room Use Analysis</strong>&lt;br&gt;Additional graphics and summary from the appendix should be added to this section. Lionakis needs to verify if conditions noted in utilization summary occur frequently or only at Spring 2014. It has also been noted that some classes are hybrid and may require only 1 or 2 face to face meetings. In the future, Hartnell prefers hybrid classes than full online classes. Online education and its effect on facilities should be included in the FMP.</td>
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<td><strong>Facility Capacity Projections</strong>&lt;br&gt;The disparity between space projections and current issues of office spaces at the Main Campus should be mitigated. More information is needed to analyze this issue. It was noted that there are different needs for adjuncts depending on their department and role (i.e. some only need a space to prep for class while others need space to meet with students).</td>
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**1.2 Next Steps / Schedule**

- Any additional comments should be sent to Lionakis through Joseph Reyes.
- The next Core Group meeting will be in 2-3 weeks (TBD) to finish discussing the final section of the Facilities Master Plan.

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.