project: Hartnell College  
Measure T Implementation Plan

project no: 15095-000

meeting date: June 19, 2017  
meeting location: Hartnell College – Salinas, CA

purpose: Kick-Off Meeting

attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
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<tr>
<td>Willard Lewallen</td>
<td>Hartnell College</td>
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<tr>
<td>Benjamin Figueroa</td>
<td>Hartnell College</td>
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<td>Joseph Reyes</td>
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<td>Debra Kaczmar</td>
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<td>Romero Jalomo</td>
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<td>David Phillips</td>
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<td>Dawn</td>
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<td>Lori Kildal</td>
<td>Hartnell College</td>
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<tr>
<td>Lino Belli</td>
<td>Belli Architectural Group</td>
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<td>David Peartree</td>
<td>Belli Architectural Group</td>
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<tr>
<td>David Hunt</td>
<td>gkkworks</td>
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<td>Matthew Greiner</td>
<td>gkkworks</td>
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<tr>
<th>item:</th>
<th>discussions:</th>
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<tr>
<td>1.01</td>
<td>1. Introductory Remarks by Dr. Lewallen</td>
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<td>a. Projects will be funded by Measure T Bond.</td>
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<td>b. This bond passed with a 69% approval – one of the highest in the state.</td>
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<td>2. The projects expand services into communities formerly not served</td>
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<td>and will become an important part of these communities.</td>
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<td>3. The purpose of the first meeting is to view the Bond Program from a</td>
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<td>30,000-foot level, take into consideration the overall objectives and</td>
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<td>have a common understanding of each project in the Program.</td>
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<td>a. Define realistic expectations and scope for each project</td>
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<td>b. Ensure that projects will meet common Standards set up by the District.</td>
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<td>c. Ensure consistency in a brand message.</td>
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<td>i. Buildings and campuses need to identify with the main campus – particularly</td>
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<td>before other design teams start to work on individual projects.</td>
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<td>1.02</td>
<td>1. New campuses or centers will include: Information</td>
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<td>a. Classrooms</td>
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<td>b. Labs</td>
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<td>c. Offices</td>
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<td>d. Community Rooms</td>
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1.03 1. Technology Masterplan is needed:
   a. Define Distance Learning
      i. What does Distance Learning mean for Hartnell?
   b. Develop infrastructure on main campus to support Distance Learning.
   c. Develop infrastructure of each of the other campuses as well to support Distance Learning
   d. Classroom technology standards are needed

1.04 1. The process for the Implementation Plan is to establish objectives, needs and preliminary scope for each project:
   a. The purpose is not to develop detailed space programs
   b. Share and understand what we know and what we do not know.
   c. Develop the parameters of the first group of projects to a point where design teams can put together Space Programs.
   d. This will lead to Project Scoping, where we will develop:
      i. Narratives for each project
      ii. Functional Program Requirements
      iii. Diagrams
      iv. Building systems

1.05 1. Steering Committee
   a. Dr. Lewallen stated the members of the steering committee are those in attendance at this meeting.
   b. Committee may evolve as time moves forward

1.06 1. Key Dates and Schedule:
   a. Next Board Meeting 7/18/2017
   b. Information packets to Board on 7/11/2017
   c. Board has already approved a NTE amount of $70 million for the first tranche of funding
   d. Need refined amount to sell bonds by 8/30/2017
   e. RFP to AE teams – first week of September 2017
   f. Next Steering Committee Meeting – 7/17/2017 at 12:00PM.
      i. gkkworks to prepare Agenda for preliminary distribution / review.
      ii. Possible Topics:
         1. Technology
         2. Project delivery

1.07 1. Architect to assist District:
   a. College has pre-approved Architects – College intends to select Architects based on their qualifications for a project.
      i. 11-firm pool selected via RFQ.
1.08 1. Contractors:
   a. There is no pre-qualified list of General Contractors
   b. College cannot pre-approve contractors

1.09 1. Project Delivery Methods:
   a. The District favors Design, Bid, Build but is open to other delivery methods that could reduce cost and risk:
      i. Design-Build (DB)
      ii. Lease-Lease Back (LLB)
      iii. Construction Manager Multi-Prime (CM–MP)

2. Hartnell requested recommendations from gkkworks
   a. This will be on upcoming meeting agenda.
   b. This could also be on a Board Agenda in the future
   c. What type of delivery is the current economy driving?
   d. Is there an economy of scale by bundling projects?
      i. If so, what is percentage of potential savings? (King City, Soledad, Castroville)

1.10 1. Program Budget
   a. The total Bond amount was approved by voters; no square footage was indicated in the Bond. The District has taken a first pass at a breakdown of project by project budgets.
   b. gkkworks further broke down project budgets into soft cost and hard costs to arrive at preliminary project square footage.
      i. Contingency
         1. Board has approved 10% Contingency
   c. The project budgets will be further refined for the Board information package and will be finalized by the end of the Implementation Plan.
1.11 1. Vision for Projects / Classrooms / Teaching:
   a. Dr. Lewallen challenged the group to look forward and differently about the future of education - we want to make sure we are building forward-looking spaces with new applications of technology that enhance education and training in the Community, in a cost effective and efficient way.
   b. Buildings for the future with technology, evolving into something different than what we have today.
   c. Based on projected demand and size of the education centers, Hartnell will not be able to have an “army of faculty” at these campuses, so we need to develop a methodology and architecture that supports distance learning.
   d. Need to determine this new format:
      i. Outreach Center - Large, open area, where students can participate in self-directed learning
      ii. Video conferencing is old technology – ties up two spaces. We have moved beyond this.
      iii. Classes will be developed for live streaming – “Lecture Capture”
         1. Live streaming and recording of classes
         2. Watch, participate on the students’ own time or in real-time – synchronously
         3. The computer is the second classroom.
   e. Must use technology for teaching AND Student Services
   f. Skeleton crews to manage and operate facilities
   g. Must have a Wet Lab – to be able to teach Science
      i. Science curriculum will grow
      ii. Need access for students without long bus rides
      iii. Dual purpose – Chemistry and Biology
   h. Students could be participating in several different classes in the same computer lab at the center, or at home.
   i. This is a unique opportunity – think boldly – beyond what has typically been done – throw out tradition
      i. Chico State and San Jose State have been doing this type of teaching for ten years
   j. Augmented online class – merger on online and video conferencing – not limited to time and a specific location.
   k. This concept directly applies to the Soledad and North County campuses.

1.12 1. Classrooms:
   a. Typically, 40 to 45 students
   b. Labs will be designed for fewer students
   c. Moveable furniture to allow different types of teaching in the same space
1.13 1. Nursing:
   a. Site location is yet to be determined. Options include:
      i. Parking Lot #3
      ii. Central Park – Hartnell College is in discussions with
          City for swap of Park for the Alisal campus.
   b. Project will include a Student Health Clinic
      i. Moderately sized facility to serve students
      ii. Student Nurse involvement
      iii. A few exam rooms
   c. This project will utilize a more traditional programming
      session to determine:
      i. Room types
      ii. Numbers of students
      iii. Numbers of classrooms
   d. gkkworks and Joseph Reyes to work together with Debra
      Kaczmar at a separate time

1.14 1. Building D & E Renovation:
   a. Programs:
      i. Distance Learning Studio(s)
   b. Categories of work:
      i. Classroom upgrades/sizing
      ii. ADA
      iii. Elevator
      iv. Infrastructure for Technology Upgrades
   c. Building D
      i. Explore durable finishes for 2nd and 3rd floor
      1. New finishes in recent projects do not
         appear to be long life cycle solutions
      ii. Sound deadening needed
      iii. The Appendix of Master Plan included comments
           about conditions in D & E that can be included in
           the scope of work.
   d. Building E
      i. Minimal work on first floor
      ii. Focus is 2nd and 3rd floors
      iii. Additional items from Appendix of Master Plan will
           also be included in scope of work.
   e. Renovation Project Budget - Hartnell was planning on about
      38,000 SF at $375/SF.

1.15 1. Project Budgets:
   a. Initial thoughts are that cost estimates appear high
      i. gkkworks responded that they are conservative, but
         reflect what is occurring now in the industry.
      ii. Science Building came in at $700/SF project cost
meeting minutes

The information above represent the preparer’s understanding of the items discussed. These notes will be considered a matter of record unless comments are received within two business days of the date of distribution.

<table>
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<tr>
<th>prepared by</th>
<th>Matthew Greiner - gkkworks</th>
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<tbody>
<tr>
<td>distribution</td>
<td>Steering Committee</td>
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<td>distribution date</td>
<td>June 26, 2017</td>
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