

Meeting Notes

Project	Foothill College Facilities Master Plan	Project Number	05.9725.000
Meeting Location	Foothill College, District Conference Room, FH 5971	Meeting Date and/or Time	10.13.2015 1:00-2:30 PM
<input type="checkbox"/> Via Telephone			
Meeting Subject	Facilities MP Committee - Meeting 01	Meeting Number	01
		File	1MN
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Present	Kimberly Messina/FH (Interim President) Bernata Slater/FH (VP Admin + Finance) Kurt Hueg/FH (VP Instruction + Institutional Research) Judy Baker/FH (Dean Online Learning) Art Heinrich/FHDA (Bond Program) Brenda Davis Visas/FH (Facilities + Special Projects) David Ulate/FHDA (Exec. Dir. Institutional Research + Planning) Jose Nava/FH (Instructor Business) Dolores Davison/FH (Instructor History) Neil Chang/FH (Mobility Assistant) Crystal Lee/FH (Student Representative) Kai Chang/FH (Assessment Specialist) Deborah Shepley/Gensler (Director Higher Education) Kristi Loui/Gensler (Planner)
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Distribution	Those present
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Prepared by	DS/KL	Date Issued	10.22.2015
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Gensler will rely on these notes as the approved record of matters discussed and conclusions reached during this meeting unless written notice to the contrary is received by Gensler within seven calendar days of the issue date of these meeting notes.

Discussion	Action / Decisions Pending / Follow up
<p>INTRODUCTION</p> <ul style="list-style-type: none">• Overview of the history and purpose of the Facilities Master Plan<ul style="list-style-type: none">- Create an overall framework for development- Identify phasing and priorities for implementation- Develop facilities master plan to link to updated Educational Master Plan	
<p>PROCESS/TIMELINE</p> <ul style="list-style-type: none">• Over view of 5 Step Planning Process<ol style="list-style-type: none">1. Prepare2. Collect/Analyze (Qualitative + Quantitative)3. Explore (Preliminary Options)4. Recommend/Share (Develop and share with campus community)5. Document/Approve (Final documentation and board approval)• Project Timeline<ul style="list-style-type: none">- Monthly meetings, every second Tuesday- December 8 meeting date conflicts with finals - reschedule- Add Planning + Resource Council (PARC)- Board of Trustees Approval – May or June 2016	FH – confirm date for December meeting

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San Francisco CA 94105
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<p>MEASURES OF SUCCESS</p> <ul style="list-style-type: none"> • The group discussed what would make the FMP a success and the following was recorded: <ul style="list-style-type: none"> • FMP to be detailed, thorough and comprehensive • Vision tied to Educational Master Plan • Process <ul style="list-style-type: none"> - Inclusive - Collaborative - Efficient/Productive/Good use of time - Recorded/Accuracy/Well-documented - Good communications (website) • Product to incorporate: <ul style="list-style-type: none"> - Cost-savings - Sustainability - Data-driven decisions - Links with Educational Plan - Innovative/forward thinking - Understanding of how/when space is used - Flexibility (adaptable for the unknown/unanticipated) - Integrated Technology - Improved accessibility (physically) - Improved alternative transit (bus, bikes) - Improved wayfinding - Security (hardware, software, cctv) - Lighting <p>HEAT MAP</p> <ul style="list-style-type: none"> • Using stickers on a campus map, the group mapped their 'Favorite' and 'Least Favorite' places on campus • Favorite (Green) <ul style="list-style-type: none"> - Bridge from Lot 1 - Parking at Smithwick - best - Athletic Field (used by many in the community) - Pool <ul style="list-style-type: none"> o Beautiful o Views - PSEC <ul style="list-style-type: none"> o Blends well o Modern - Bamboo Garden - Campus Center <ul style="list-style-type: none"> o Beautiful o Library o Graduation - Soccer Fields 	

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<ul style="list-style-type: none"> • Least Favorite (Orange) <ul style="list-style-type: none"> - District Facilities <ul style="list-style-type: none"> ○ All portables ○ "junk yard" - Building 8000 <ul style="list-style-type: none"> ○ Access difficult from Lot A ○ No water ○ no interior bathrooms ○ architectural style "bunker-like" ○ location ○ Student services should be at heart of campus - No bike ingress/egress to campus - Entry roundabout <ul style="list-style-type: none"> ○ Too small ○ Not safe - Intersection at base of PSEC hill - Maintenance yard north of 3000 buildings - Student Center <ul style="list-style-type: none"> ○ No student lounge ○ No place to study/hang out ○ Student Government has commandeered space - storage <p>PLANNING ISSUES</p> <ul style="list-style-type: none"> • A sense of ownership • Sacred cows • Scheduling • Parking • Student accessibility to specific facilities • Safety + Security • Signage/accessibility • Swing Space • Overgrown landscape covers freeway signage • Cafeteria <ul style="list-style-type: none"> - Too crowded - Too small - Poor circulation - Food service • Classroom access (centralized key) • Bike racks not close enough to classrooms • Campus egress: red light not visible from a distance • Fire Access/ramp to student records/admissions <p>PLANNING IDEAS</p> <ul style="list-style-type: none"> • Integrated Technology • Sustainable Landscape • Upgrades to HVAC 	

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<ul style="list-style-type: none">• Flexibility• Reconfiguration/flexibility of classroom layouts (tied to evolving technology + pedagogy)• Pedestrian/bike paths around campus• Common waiting area/reception for campus• Designated area for proctored computer testing• Energy tracking management• Sustainability program/plan• More visible signage• More space for instructors + students to meet outside of classrooms <p>NEXT STEPS</p> <ul style="list-style-type: none">• MEETING #02 – Tuesday November 10 (President’s Conference Room, FH1901-Administration Building)<ul style="list-style-type: none">- Analysis of Existing Conditions	