

Foothill College Facilities Master Plan Update Committee Notes, December 13, 2016

Attendance: Brenda Davis Visas†, Andrew LaManque†, Lisa Ly†, Dawn Girardelli†, Kai Chang†, Judy Baker†, Neil Chang†, Laureen Balducci†, Kurt Hueg†, Leonardo Camargo†, Teresa Ong†, Bret Watson; Lan Truong†, Nazy Galoyan†, Paul Starer†, Erin Ortiz†, Justin Schultz†, Moaty Fayek†, Tracee Cunningham†, Kimberly Lane†, Kevin Harral

1. Review Facilities Master Plan (FMP) Process 2015-16 and Fall 2016

Foothill College formed a FMP committee which met with consultants (Gensler Architects) throughout last year. <https://www.foothill.edu/finance/facilities/fmp.php> The FMP committee consisted of faculty, administrators, and students. The committee and Gensler made recommendations in conjunction with De Anza College and the District. The FMP sets the prioritization of future facilities for Foothill College.

On May 4, 2016 the FMP was presented to PaRC as an informational item.

https://www.foothill.edu/president/parc/minutes/parc2015-16/05.04.16/20160504_FH_FMP_PaRC.pdf

A combined District Facilities Master Plan that included Foothill De Anza, and the District was presented to the Board of Trustees in August 2016 at a Board Study Session.

[http://www.boarddocs.com/ca/fhda/Board.nsf/files/AD49BP21AD3B/\\$file/Foothill-DeAnza_FMP2016_FinalDraft_20160819.pdf](http://www.boarddocs.com/ca/fhda/Board.nsf/files/AD49BP21AD3B/$file/Foothill-DeAnza_FMP2016_FinalDraft_20160819.pdf)

At their regular meeting that evening the Board accepted the document but recommended in update be made in August 2017. The plan includes a recommendation to study 1 of 3 options for relocating student services from the lower to the upper campus. The Board (see Board Minutes – **Attachment I**) had a number of questions about this recommendation, given that student services had been on the upper campus and an argument had been made to move to a new building on the lower campus just a few years earlier.

At the November 2, 2016 meeting of PaRC the Counsel did not approve the plan but instead asked that the Facilities Master Plan Committee update the plan with a focus on 4 areas. The PaRC meetings are below:

“(10) FACILITIES MASTER PLAN – UPDATE

PaRC was informed that the Facilities Master Plan (FMP) went to the Board in August 2016, after going to PaRC for a 1st Read (but not a 2nd Read). Upon further consideration of the FMP as it currently stands, PaRC recommends the Facilities Master Plan review committee reconvene and take another look at the FMP, with particular focus on the following areas:

- Plan for 1900 admin building, regarding student services, administration relocation, etc.
- What can be done to naturally establish a sense of student community on campus?
- How can facilities/technology be used to create a sense of community for online students?
- ADA Accessibility – How can we make campus more wheelchair friendly.
- Any additional information regarding Sunnyvale Center build out? Can we include something about Workforce moving in to Sunnyvale Center?”

https://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/fhda_fmp_draft_09162016.pdf

https://www.foothill.edu/president/parc/minutes/parc2016-17/11.16.16/PaRC_Minutes_11.02.16.pdf

Based on the direction from PaRC an email was sent to facilities committee members from last year as well as a broader group of student and disabled services staff. See email in **Attachment II** below.

2. Discussion of the Facilities Master Plan Update

At the meeting on December 8, 2016 Andrew used a summary of the planning principals and projects (**Attachment III**) to walk the Facilities Master Plan Update Committee through what was in the proposed plan. The facilities master plan committee met several times over the 2015-16 year. They began by developing principals to guide the work based on the goals in the Educational Master Plan and other plans such as the Equity Plan and the Technology plan. The Facilities Master Plan Update Committee thought the principals were reflective of our goals but that a re-examination of the recommended projects could be included in the Master Plan Update presented to PaRC in February. The projects cover a wide range of topics from signage, repurposing of open spaces, enhancing corridors, and renovations that are important for Foothill’s future. However the group was asked to think about additional projects that might be included in the areas listed by PaRC, especially.

There was a lengthy discussion on the history of why student services moved to the lower campus. Prior to the student services building many student services related offices were housed in the administration building, but programmatic needs out grew the space. At the time there was support for having most student services in one building. Many agreed though that the design of the building has not facilitated the “one stop” approach to services many thought would be possible in one building. Having services on 3 floors reduced the benefit to being in one building. **Several staff members gave suggestions on how the building might be changed, such as adding an additional floor between one and two, installing an internal stair case, and adding exit points.** Several student services

representatives indicated that they preferred to be on the upper campus but understood that moving back presented its own problems in terms of space and cost. All agreed that the best option for the future was to make enhancements to the existing building.

During the discussion in 2015-16 “Lower campus” received criticism from students and staff/faculty because there was a feeling of being disconnected from main campus. It can be difficult to find the student services in those areas, for example, there is no sign on the main campus that points to Counseling. Sometimes students have to navigate across campus between certain program offices when they need signatures, meet with advisors, attend meetings, etc. The long ramp down, the multiple sets of stairs, only a few elevators, and the distance from other student services such as DRC were named as some inconveniences / short comings, though the group present on December 8 thought that at least some of these concerns could be mitigated.

3. Discuss follow-up meeting in January (01/18/17)

It was discussed and generally agreed that the approach to take now is to look at the overall/broader picture, identify specific changes and tie them all together to achieve the larger impact of improving student connectivity and bringing changes to the FMP. Some of the suggestions included (some already included in the plan):

- better signage around campus
- re-landscaping the walkway from the student services building to the main campus – perhaps a walkway with switch backs (while maintaining the 20 ft wide fire lane), murals painted on the cement walls, etc
- promoting the use of existing open spaces for student activities
 - Additional benches/tables/seating near the student services building (like what was done in the Library quad)
 - Renovation / reconfiguring Cesar Chavez plaza and or Bookstore plaza to be more inviting as hang out spaces – permanent stage, more benches, tables, etc.
- Renovating the PE/pool/gymnasium areas
- Consider opportunities for students if the District Police Office moves or if ETS moves out of 5800
- Online learning program suggestions (assuming additional staffing):

A. Ensure that all small and large meeting rooms and selected classrooms are set up, maintained, and upgraded to support effective use of video-teleconferencing in terms of functionality. For example, employees need to be able to conduct a Zoom meeting with minimal technical expertise, effort or preparation in meeting rooms. This can be accomplished by:

- optimal and flexible arrangement of equipment in the room (so that facilitator is not required to face away from others in the room),
 - placing an extra monitor in the back of the room,
 - installation of voice-activated microphones through-out the room to augment the microphone on the computer (or at a minimum, install microphones or a polycom device that can record participants' speaking through-out the room), and
 - addition of baffles in rooms that echo.
- B. Designate several classrooms (classrooms with one computer workstation for the instructor and classrooms with workstations for each student) for faculty to design and use for pilot-testing innovative pedagogical strategies** that leverage technology such as audience response systems (student polling), 3D printing, virtualization, tablets, projection by students from their own mobile devices, digital document sharing, shared desktops, etc.
- C. Relocate the Foothill Online Learning program to provide an inviting and functional "lab" space for faculty** to consult with staff and other faculty while using computers equipped with software and equipment suitable for development of rich multimedia. That space needs to be adjacent to FOL staff offices so that faculty have ready access to support and assistance.
- D. Designate and equip a room(s) where faculty can schedule human-proctored testing** as well as "remote" proctored testing (computers with video camera) for students who are enrolled in online courses.

The meeting closed with confirming the next meeting, Wednesday January 18, 2017 @ 9am in the President's Conference Room, and encouraging participants to think of further suggestions for the FMP. A draft of the Update with suggestions will be discussed at the next meeting.

Attachment I

Minutes of the Study Session, Budget Hearing, and Regular Meeting of the Board of Trustees

Monday, August 29, 2016

SS2. Foothill-De Anza Community College District - Facilities Master Plan (FMP)

Deborah Shepley of Gensler, Foothill College President Thuy Nguyen, De Anza College President Brian Murphy, and Vice Chancellor McElroy presented highlights of the Facilities Master Plan. Vice Chancellor McElroy commented that there was great participation from the facilities committees at the district and both campuses and that the plan is a snapshot in time, a living document that will change as needs change.

Ms. Shepley provided information regarding the Facilities Master Plan planning process, planning principles, and sustainability section. She advised that a sustainability workshop was held in March that included a cross section of employees from Central Services and the colleges who reviewed prior goals and achievements, examined key performance indicators, and determined new goals.

With regard to the sustainability key performance indicators, trustee Swenson inquired why water usage increased in 2012-2013. Executive Director Kitchen explained that new buildings came on line during that time period and there was also likely an attempt during to save landscaping that was suffering due to drought conditions.

President Nguyen shared the Foothill College recommendations, which include plans to move all Student Services functions to a connected corridor in the center of the upper campus near the Campus Center and Library, improve access and circulation, and build phase two of the Foothill College Sunnyvale Center.

Trustees Bechtel and Swenson questioned the wisdom of moving Student Services as Admissions and Records was originally placed near the campus entrance to provide students with easy access. Foothill College student trustee Courtney Cooper commented that leaving the Disability Resource Center and Veterans Resource Center out of the plan sends an implicit message about who is normal and presents a hardship to students with disabilities who must travel across campus to see a counselor. She stated that the current location of the Disability Resource Center is not very accessible, particularly with the roof replacement fencing in place. Foothill College Vice President of Finance and Administrative Services Bernata Slater explained that the plan would move all counselors to a common area, a change made in response to concerns student trustee Cooper voiced at the Planning and Resource Council (PaRC) meeting in which the document was discussed. Trustee Laura Casas recommended that the concept of moving Student Services be studied further. Vice President Slater pointed out that the plan reflects feedback received but also calls for further study.

Concerning circulation recommendations, trustee Bechtel noted that there are only two or three places assigned for bike parking. Vice President Slater explained that the plan does not include that level of detail and there are currently seven or eight bike parking areas.

President Murphy dedicated the Facilities Master Plan to Associate Vice President of College Operations Donna Jones-Dulin, who is retiring after a long career with the district, and spoke about the need to repurpose facilities on campus to integrate Student Services and provide flexible space for learning communities. He advised that recommendations include moving Student Services to the current arts quad, developing a new arts complex that would bring together the arts and sciences, and redesigning the campus entry to open buildings to the community.

With regard to the Flint Center, President Murphy advised that the college is out of room to build and the facility serves no instructional purpose. He reported that he shared the Facilities Master Plan at a recent meeting of Cupertino leaders and heard no objections but added that there would be time to engage in discussion with the community over the next several years about the college's intentions.

Vice President Cheu advised that the Facilities Master Plan was approved through the De Anza College shared governance process with a great deal of input, and De Anza College Academic Senate President Randy Bryant confirmed that the College Council discussed and approved the plan. Foothill College Academic Senate President Carolyn Holcroft indicated that the Facilities Master Plan was presented to PaRC as an information item with the understanding that it would be brought back for further discussion.

Trustee Bechtel objected to including the removal of the Flint Center in a plan that the Board is being asked to approve, citing figures in the plan that imply the college is overbuilt and stating that much more discussion with the community needs to occur before any action is taken. Chancellor Miner explained that the Facilities Master Plan recommendations give the district a direction to explore but do not lock in any decisions or commit the district to expenditures. President Murphy added that the Flint Center would require extensive renovation and is not economically sustainable.

Trustee Swenson agreed that a strong argument can be made that the Flint Center has outlived its day but questioned what would be done with that space when the college's current square footage exceeds what the state says is needed. Vice President Cheu explained that the state's space allocation formula looks at space availability during the entire day and does not take into account the college's high impact times between 10:00 a.m. and 2:00 p.m. when there is no extra space available.

Trustee Bechtel suggested that page 154 of the plan be amended to eliminate the location of the new arts complex. Trustee Cheng stated that she is comfortable with the plan as it is and understands that it will continue to be modified.

President Barram suggested that the motion to approve the plan be carefully worded to ensure flexibility and clarify that the Board is not approving all of the recommendations. Chancellor Miner recommended that the Board accept the plan with direction to staff to explore options and provide an update at the next study session. Trustee Bechtel suggested that approval be continued to a future meeting.

Vice Chancellor McElroy shared the recommendations for Central Services, which include completing the new district office building and moving the Police Department, offices currently located in the Annex

Building, and certain Educational Technology Services personnel to repurposed buildings on the Foothill College campus should the Foothill College recommendations remain in place after further study.

FACILITIES

20. Foothill-De Anza Community College District - 2016 Facilities Master Plan (FMP)

In light of concerns raised during the study session, President Barram recommended that the Board act to **“accept the 2016 Facilities Master Plan as a current vision of potential future facilities needs and direct staff to provide a progress report in August 2017 regarding additional study and consultation with internal and external stakeholders.”** She explained that she wants to be certain that if a member of the public were to look at the Board’s action in a few years, it would be clear that the Board is not committed to everything in the plan.

Trustee Bechtel commented that the revised language would not allay her concerns regarding the plan’s Flint Center recommendation, and trustee Casas suggested that the Board specifically exclude the Flint Center. Trustee Cheng reminded the Board that De Anza College has had extensive discussion regarding the recommendations, and Academic Senate President Bryant commented that it is his understanding that the Flint Center is not sustainable in its current state and will either require a lot of money for renovation or will need to be replaced.

Action: Accepted the 2016 Facilities Master Plan as a current vision of potential future facilities needs and directed staff to provide a progress report in August 2017 regarding additional study and consultation with internal and external stakeholders.

Motion by Bruce Swenson, second by Pearl Cheng

Advisory vote opposed: Courtney Cooper

Final Resolution: Motion carries

Aye: Joan Barram, Pearl Cheng, Bruce Swenson

No: Betsy Bechtel, Laura Casas

Absent: Elias Kamal

Attachment II

Email to FMP Committee from Andrew LaManque, November 14, 2016

Facilities Master Plan Update - Meeting Dec 8 at 3pm

Hi all, during the second read of the FMP on November 2, PaRC did not approve the FMP plan but instead asked the FMP committee to take another look at the recommendations with the goal of bringing an updated document back to PaRC in February. We have scheduled a series of meetings beginning December 8 at 3pm. I hope you can join.

PaRC asked that we reconsider the recommendation to build a new student services building and renovate the existing building and instead revisit the project recommendations connected to goals already highlighted in the plan. These questions were raised at PaRC.

- What can be done to naturally establish sense of student community on campus?
- How can facilities/technology be used to create sense of community for online students?
- ADA accessibility, how can we make campus more wheelchair friendly?
- Any additional information regarding Sunnyvale Center build out? Can we include something about Workforce moving in to SV?

While the Board accepted the plan they did ask for an update next year.

Board of Trustees August 29, 2016

Action: Accepted the 2016 Facilities Master Plan as a current vision of potential future facilities needs and directed staff to provide a progress report in August 2017 regarding additional study and consultation with internal and external stakeholders.

Thank you for your service - see you in a few weeks.

Attachment III

Facilities Planning Principles

- 1) Equity
 - a) **Promote Student Success**
 - i) Reduce barriers and facilitate equitable access to programs and support services
 - ii) Develop indoor and outdoor spaces to encourage collaboration and support student engagement
 - iii) Develop campus as a welcoming and nurturing environment
- 2) Community
 - a) **Improve Campus Connectivity**
 - i) Provide safe and universally accessible connections
 - ii) Enhance physical connections (pedestrian, bike, vehicular, transit) with the community and other campuses
 - iii) Utilize technology to enhance and create more dynamic learning environments, tools, and equity for students, faculty, and staff
 - b) **Enhance Community Engagement**
 - i) Develop programming and improve facilities to enhance a sense of community
 - ii) Improve campus environment to welcome the community
 - c) **Improve Security and Safety**
 - i) Develop and implement district wide standards for security equipment and protocol
 - ii) Improve safety and security throughout campus, including lighting, ...
- 3) Resources
 - a) **Right-size Facilities to Address Program Needs**
 - i) Align the projected inventory with state guidelines
 - ii) Position Foothill College to maximize State and local funding
 - b) **Support Stewardship of Resources**
 - i) Engage campus community in sustainability awareness
 - ii) Involve students in all aspects of sustainability
 - iii) Monitor/measure energy consumption
 - iv) Promote physical activity and other health-related programs
 - v) Prioritize well-being, health and comfort in design of facilities
 - c) **Improve Efficiency of Facilities**
 - i) Improve facilities to support program needs
 - ii) Replace temporary and inefficient facilities
 - iii) Improve functional zoning and operational efficiencies
 - iv) Develop flexible, multipurpose facilities to adapt over time

Facilities Recommendations

- A. New Facilities
 1. Provide a theatrical scene shop to support the performing arts program
 2. Re-purpose Parking Lot 1A to accommodate shop
 3. Build Phase II parking garage and second building at the Foothill College Sunnyvale Center
 4. New or renovated 1900 Building:
Construct new Building 1900 (Relocate all student support services to center of upper campus)
-- Re-purpose Buildings 8100-8300 to support first student services and administrative functions
OR
Renovate Building 1900 -- Relocate select student support services to center of upper campus
- B. Renovation and Repurposing
 5. Buildings original to the college founding require continual upgrades to meet the highest standards of HVAC, technology, security, access, and safety. Additional study will be required to identify the criteria and extent of renovations necessary.
 6. Upgrades to roofing replacement, domestic water piping and storm drain system, building automated system (BAS), HVAC systems, golf range turf, soccer turf, as needed.
 7. Exterior painting of Buildings 2000, 4000, 4400, 4500, 4600, 4700, 4800, and 6000
 8. Technology upgrade as identified in Foothill College Technology Plan 2016
- C. Safety and Security
 9. Safety and security upgrades

D. Circulation

10. Improve pedestrian and bike access/pathways
11. Develop safe bike/pedestrian crossings
12. Clarify vehicle and pedestrian separation
13. Continued ADA compliance
14. Link all areas of campus
15. Maintain access for emergency and service vehicles
16. Demolish Temporary Village and add parking spaces in Lot 5

E. Other

17. Develop indoor and outdoor spaces to encourage collaboration and support student engagement
18. Improve signage and wayfinding

Projects

A. **New Facilities**

1. Shop - Build expansion space to support theatre program needs
2. Foothill College Sunnyvale Center - Build Phase II parking garage and second building at the Foothill College Sunnyvale Center
3. Buildings 1900 & 8100 – 8300 - Shift non-student-focused spaces to lower campus; Relocate core student support services to center of upper camp
4. Building 5800 - Following the relocation of ETS, re-purpose building to support college programs and services

B. **Site Enhancements**

5. Upper and Lower Campus Connection – Improve Visibility and usage of existing connection between upper and lower campus
6. Lot 1 To Campus – Improve pedestrian connection from Lot 1, across road to lower campus
7. Campus Core and New District Office Connection – Develop an accessible connection between the campus core and the new district office building (scheduled to break ground Fall 2016)
8. Upper and Lower Campus Connection – Improve Visibility and usage of existing connection between upper and lower campus
9. Lot 5 To Campus – Demolish temporary village, to provide additional parking and connection to upper campus
10. Improve Lot 2 and 3 Pedestrian Crossings

C. **Open Space**

11. Create identifiable outdoor courts
12. Develop flexible areas for collaboration
13. Frame views, where appropriate, due to building siting and adjacencies
14. Provide seating and shade
15. Utilize raised planters with drought-tolerant, native, and/or climate appropriate species

D. **Campus Connectivity**

16. Improve pedestrian and bike access/pathways, particularly between D130 and the east corner of Lot 2
17. Create additional bike parking throughout campus
18. Develop safe bike/pedestrian crossing
19. Clarify vehicle and pedestrian separation
20. Link all areas of campus
21. Maintain access for emergency and service vehicles
22. Improve signage and wayfinding

E. **Other**

23. *The Carriage House (D100) is recommended to be demolished and in its place a new District Police Building is recommended.*
24. *Renovation and Repurposing project identification of additional detail and project scoping / programming.*