

Meeting Notes

Gensler

Project	Foothill College Facilities Master Plan	Project Number	05.9725.000
Meeting Location <input type="checkbox"/> Via Telephone	Foothill College, Conference Room, FH 5971	Meeting Date and/or Time	12.08.2015 1:00-2:30 PM
Meeting Subject	Facilities MP Committee - Meeting 03	Meeting Number	01
		File	1MN
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Present	Kimberlee Messina/FH (Interim President) - NOT PRESENT Bernata Slater/FH (VP Admin + Finance) Kurt Hueg/FH (VP Instruction + Institutional Research) Judy Baker/FH (Dean Online Learning) Art Heinrich/FHDA (Bond Program) - NOT PRESENT Brenda Davis Visas/FH (Facilities + Special Projects) David Ulate/FHDA (Exec. Dir. Institutional Research + Planning) - NOT PRESENT Jose Nava/FH (Instructor Business) Dolores Davison/FH (Instructor History) - NOT PRESENT Neil Chang/FH (Mobility Assistant) Crystal Lee/FH (Student Representative) - NOT PRESENT Kai Chang/FH (Assessment Specialist) - NOT PRESENT Denise Swett/FH (VP Student Services) Dawn Giradelli/FH (Dean Middlefield Campus) Andrew Lamanque/FH (Assoc. VP Instruction + Institutional Research) Steven Kitchen/FHDA (District Exec. Dir. Facilities + Operations) Daphne Small/FH (Dir. Student Activities) - NOT PRESENT Deborah Shepley/Gensler (Director Higher Education) Kristi Loui/Gensler (Planner)
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Distribution	Those present		
Prepared by	Deborah Shepley Kristi Loui	Date Issued	12.09.2015

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
PROJECT STATUS <ul style="list-style-type: none">• Step 2 – Linking and Framing (ongoing)• District Facilities Master Plan<ul style="list-style-type: none">- The district level master plan will start up in January- It will include a district-wide framework for the Foothill & De Anza Colleges FMPs- A FHDA CCD Sustainability Workshop will be scheduled in early 2016 ANALYSIS OF EXISTING CONDITIONS <p>Updates and revisions based on last meeting's discussions:</p> <ul style="list-style-type: none">• Transit Access<ul style="list-style-type: none">- Via VTA Local Routes 40 + 52	

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Discussion <ul style="list-style-type: none"> - (3) stops on campus loop road - (1) stop adjacent campus on El Monte Rd, west of I-280 • Bike Access <ul style="list-style-type: none"> - Main Bike Access: Regional Bikeway along El Monte Road, turns into campus west of the stadium - Minor Bike Access: Local Bikeway via Robleda Rd + Elena Rd, few take this route as it is hilly • Campus Access <ul style="list-style-type: none"> - (1) Main Entrance at roundabout via El Monte Road - (1) Minor entrance at Moody Road - One-way loop road, counterclockwise - (3) bus zones with nearby signalized intersections - All pedestrian crossing have flashing systems - Problematic pedestrian crossings at Parking Lots 2+3 - Additional limited access road south of Building 2200-2300 to 8000 plaza • Campus Parking <ul style="list-style-type: none"> - Clarified locations of parking access, visitor parking and staff parking • Campus Access <ul style="list-style-type: none"> - Problematic access from Lot 7 to campus center. - Need to identify clear route, especially with planned NDO • Pedestrian Access <ul style="list-style-type: none"> - Clarified locations of: <ul style="list-style-type: none"> ○ Stairs ○ Steep slopes ○ Accessible ramps ○ Elevators ○ Major Paths ○ Minor Paths - Additional minor path from western edge of lot 3 through TTW Garden, around athletic fields to south of lot 6. Suggestion to convert to multi-use path for golf cart and bike access. - Problematic pedestrian crossing and access around and across loop road from lot 1D • Existing Facilities <ul style="list-style-type: none"> - Clarified locations of Foothill College and District functions • Building Zoning <ul style="list-style-type: none"> - Revised graphics for mixed use buildings 		Action / Decisions Pending / Follow up <p>Planning team to research solutions to problematic crossings, e.g. differentiated paving, timed signalized crossing</p> <p>Planning team to review parking ratio of spaces to students (taking into consideration the sizeable online student population)</p>	
MEASURES OF SUCCESS <ul style="list-style-type: none"> - Review and highlight of 2 measures: <ul style="list-style-type: none"> ○ Data-driven Decisions ○ Links with Educational Plan 			
ANALYSIS OF PLANNING DATA (data driven decisions) <p>The space inventory and educational planning data provide the basis for facilities planning.</p> <ul style="list-style-type: none"> • Room Use Categories 			

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<ul style="list-style-type: none"> - As defined by the California Community Colleges Chancellor's Office - Capacity/Load Categories: <ul style="list-style-type: none"> o Lecture (100s) Interdisciplinary Instruction: classrooms, lecture, support spaces o Lab (200s) Specialized Instruction: labs and support spaces o Office (200s): all office spaces o Library (400s): includes tutorial and study spaces o Instructional Media (530s) - Other (520, 540-800s): not included in capacity/load calculations <ul style="list-style-type: none"> o PE, Assembly, Food Service, Lounge, Bookstore, Meeting Rooms, Data Processing, Physical Plant, Health Services • Space Utilization – Capacity Load Ratios <ul style="list-style-type: none"> - Can be used to describe space at different levels: <ul style="list-style-type: none"> o Campus o Building o Room - 100% capacity/load: the number of seats is the same as the number of students - Over 100% capacity/load: the number of seats is greater than the number of students - Under 100% capacity/load: the number of seats is less than the number of students • Space Utilization <ul style="list-style-type: none"> - 2015: <ul style="list-style-type: none"> o Based on the current facilities, as entered in FUSION o Lecture, lab, office, library and instructional media are all at capacity or over, meaning no new space is required o This is not surprising as many rooms on campus are not fully utilized on afternoons, evenings and weekends - 2020 + 2025 Projected: <ul style="list-style-type: none"> o Based on the Chancellor's model of growth o Capacity/load ratios trend downwards, assuming facilities remain the same and student population grows o Projections point to possible future need of additional lab and library facilities • Master Plan Space Program <ul style="list-style-type: none"> - Explanation of the methodology to calculate the master plan space program: - Note that units are in Assignable Square Feet (ASF) versus Gross Square Feet (GSF) - Current Inventory (2015) <ul style="list-style-type: none"> o Based on the current facilities, as entered in FUSION - Adjusted Inventory <ul style="list-style-type: none"> o The current inventory will be adjusted for current and planned projects, including demolition and re-purposing of facilities - Master Plan Space Program 			

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<ul style="list-style-type: none"> ○ Will utilize enrollment and program forecasting provided by district research office - Difference <ul style="list-style-type: none"> ○ Will show where the college is over or under in space allocations <p>LINKAGES (links with educational plan)</p> <p>In order to create strong links between the Educational Master Plan and the Facilities Master Plan the following was discussed.</p> <ul style="list-style-type: none"> • Educational Master Plan (2015) <ul style="list-style-type: none"> - Provides the basis for this FMP - Defines the college's mission to empower and support students' achievements - Core values with potential links to the Facilities Master Plan : <ul style="list-style-type: none"> ○ Openness ○ Transparency ○ Sustainability - Goals with potential links to the Facilities Master Plan: <ul style="list-style-type: none"> ○ Promote student success ○ Reduce barriers and facilitate ease of access ○ Enhanced online instruction + student services (recognizing where there are space needs) ○ Strengthen a sense of community ○ Engage students with the college and community ○ Expand practices and initiatives that support environmental stewardship • Facilities Master Plans <ul style="list-style-type: none"> - Foothill-De Anza Community College District Master Plan (1999) was the first educational and facilities master plan and has guided the district well for more than a decade - Foothill College Facilities Master Plan Update (2014) focused on Foothill College <ul style="list-style-type: none"> ○ Showcased completed projects since 1999 ○ Recommended two new projects, neither of which have been completed: <ul style="list-style-type: none"> ▪ Shop (1000's): lack of funding in Measure C. Still valid and may be part of next bond ▪ Plant Services / Print Shop: This project is to be reconsidered - print shop is much less utilized now and moving forward. Plant services have been relocated. • A discussion of links to the community: <ul style="list-style-type: none"> - Good relationship with town of Los Altos - Town uses facilities for some events - College hosts weekend events, theatre events - College faculty/staff make presentations within community organizations - Potential to form community partnerships through workforce group - Making the college easier to access/use would be better for the community 			

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<ul style="list-style-type: none"> - Issues that detract from college's ease of use: <ul style="list-style-type: none"> o Lack of food services on weekends o Broken vending machines o Liberal distribution of parking tickets o Lack of universal access for all ages and physical capacities o Lack of clear, visible, and cohesive signage <p>CAMPUS ZONING REVIEW</p> <ul style="list-style-type: none"> • A discussion highlighting current facilities needs/issues: <ul style="list-style-type: none"> - Building 8100-8300 <ul style="list-style-type: none"> o No internal connectivity o Not all student services functions are located here - Foster Youth <ul style="list-style-type: none"> o Currently located at Campus Center o Should be co-located with Vet Center @ 5400 <p>NEXT STEPS</p> <ul style="list-style-type: none"> • MEETING #03 – Tuesday January 12, 2016 1:00-2:30 PM @ District Conference Room, FH5971 <ul style="list-style-type: none"> - Facilities Space Program - Preliminary Options • SUSTAINABILITY WORKSHOP – TBD <ul style="list-style-type: none"> - To be coordinated by Steve Kitchen, District Facilities - Invite will include existing college sustainability committee members - Utilities are under the district's purview - Initiatives, goals, and projects planned and completed are at the college level 	<p>Planning team to explore options for synergy through proximity and adjacency</p>