

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	01.12.2016 1:00-2:30 PM
Meeting Subject	Facilities MP Committee - Meeting 04	Meeting Number	04
		File	1MN
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Present	Kimberlee 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) - NOT PRESENT Brenda Davis Visas/FH (Facilities + Special Projects) David Ulate/FHDA (Exec. Dir. Institutional Research + Planning) - NOT PRESENT Jose Nava/FH (Instructor Business) - NOT PRESENT Dolores Davison/FH (Instructor History) Neil Chang/FH (Mobility Assistant) Crystal Lee/FH (Student Representative) - NOT PRESENT Kai Chang/FH (Assessment Specialist) Denise Swett/FH (VP Student Services) Dawn Giradelli/FH (Dean Middlefield Campus) - NOT PRESENT Andrew Lamanque/FH (Assoc. VP Instruction + Institutional Research) - NOT PRESENT 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
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Prepared by	Deborah Shepley Kristi Loui	Date Issued	01.14.2016
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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
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PROJECT STATUS

Step 2: **Analyze** is complete, now in Step 3: **Explore**

- Project Timeline
 - District Sustainability Workshop – to be scheduled in March
 - o Fridays preferred (3/4, 3/11 or 3/18)
 - o De Anza campus location is most likely
 - o Potential to bus students to meeting
 - o 3 hour workshop - 9a-12n or 11a-2p (include lunch?)
 - o Conflicts:
 - 3/20-3/25 Finals Week
 - 3/27-4/3 Spring Break
 - No March Committee meeting

Steve Kitchen to coordinate District Sustainability Workshop

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<ul style="list-style-type: none"> - Add April 12th Committee meeting (review FMP draft document) <p>MASTER PLAN SPACE PROGRAM</p> <p>The Planning Team presented the Master Plan Space Program, which was calculated using educational planning data, space inventory information and state guidelines. The following was presented and discussed:</p> <ul style="list-style-type: none"> • Room Use Categories – used for reporting space to the CA Community College Chancellors Office (CCCCO) • Space Utilization – Capacity Load Ratios <ul style="list-style-type: none"> - State funding eligibility if Capacity/Load is below 100% • Space Utilization <ul style="list-style-type: none"> - 2015: <ul style="list-style-type: none"> o Most categories exceed or meet 100% Capacity/Load - 2020 + 2025 Projected: <ul style="list-style-type: none"> o Projection trends indicate that no additional space is needed in any category • Master Plan Space Program <ul style="list-style-type: none"> - Current Inventory (2015) <ul style="list-style-type: none"> o Based on current Space Inventory reported in FUSION (statewide database) o District Facilities are separate and not included in the square footage totals for Foothill College o Temporary Buildings are currently not included in the Foothill College Space Inventory; they are included in the District totals - Adjusted Inventory <ul style="list-style-type: none"> o TBD, will include adjustments based on proposed demolition and/or re-purposing of existing facilities o Removal of temporary village and construction of NDO will not affect the space program, as they are all coded as District in FUSION - Master Plan Space Program <ul style="list-style-type: none"> o Using enrollment and WSCH data received from the college, the projection of master plan space needs in 2025 is determined o Calculations for interdisciplinary lecture space are the same for all disciplines o Calculations for lab space varies per discipline and then aggregated for the master plan space program - Difference <ul style="list-style-type: none"> o Existing Inventory – Master Plan Space Program = Difference o Lecture and lab differences essentially negate each other <ul style="list-style-type: none"> ▪ Confirm that facilities are coded correctly in FUSION o Office difference is positive, indicating no need for more office <ul style="list-style-type: none"> ▪ Typically office capacity loads are very high (over capacity) at community colleges ▪ Calculation is based on Full Time Equivalent Faculty and is meant to accommodate all offices, including FT, PT, staff, administration and all of student services. 		<p>Planning team to review and ensure that Library (currently being renovated) is calculated correctly in current and projected inventories</p>	

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<ul style="list-style-type: none"> ▪ Foothill has many Part Time Equivalent Faculty ▪ Committee Comments: <ul style="list-style-type: none"> • Faculty Lounge often empty • Too much 'silo-ing' on campus • Different rules within each department ○ Note: <u>Allocation</u> of space + <u>scheduling</u> considerations are not included in the Master Plan Space Program assessment <p>FACILITIES PLANNING PRINCIPLES</p> <p>Planning team presented a draft set of facilities planning principles based on and building from several sources:</p> <ul style="list-style-type: none"> - Measures of Success <ul style="list-style-type: none"> ○ Defined in the first few Committee Meetings of this FMP process - Previous Facilities Master Plans <ul style="list-style-type: none"> ○ 1999 FH-DA Community College District FMP ○ 2014 Foothill College Facilities Master Plan Update - Educational Master Plan (2015) <ul style="list-style-type: none"> ○ Foundation for the new FMP ○ Mission Statement • Facilities Planning Principles – <u>Draft</u> (see presentation and below) <ul style="list-style-type: none"> - Principles to drive ideas for campus development - Should provide a framework / guide to consider / prioritize future projects / ideas: - Promote Student Success <ul style="list-style-type: none"> ○ <u>Reduce barriers</u> and facilitate access to programs and support services ○ Develop indoor and outdoor spaces to encourage collaboration and support student <u>engagement</u> ○ Develop campus as a welcoming and <u>nurturing</u> environment - Improve Campus Connectivity <ul style="list-style-type: none"> ○ Provide safe and universally accessible <u>connections</u> ○ Enhance physical connections (pedestrian, bike, vehicular, transit) with the community and other campuses - Improve Efficiency of Facilities <ul style="list-style-type: none"> ○ Improve facilities to support program needs ○ Replace temporary and inefficient facilities ○ Improve functional zoning and operational efficiencies ○ Develop <u>flexible</u>, multi-purpose facilities to adapt over time - Right-Size Facilities to Address Program Needs <ul style="list-style-type: none"> ○ Align the projected inventory with state guidelines ○ Position Foothill College to maximize state and local funding - Enhance Community Engagement <ul style="list-style-type: none"> ○ Develop programming and improve facilities to enhance a sense of community ○ Develop campus to <u>welcome</u> the community 		<p>Planning team reviewed notes and photos from 12/8/2015 meeting. Confirmed that no student rep was present</p> <p>Planning Team to send Draft Planning Principles to Bernata/Brenda to distribute to Committee and solicit comments</p>	

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<ul style="list-style-type: none"> - Support Stewardship of Resources <ul style="list-style-type: none"> o Develop site and facilities to promote <u>awareness</u> o Promote physical activity and other health-related programs o Prioritize well-being, health and comfort in design of facilities o Utilize drought-tolerant, native plantings o Facilitate storm water management by installing pervious paving where applicable o Facilitate use of campus waste receptacles by standardizing design throughout campus - Improve Security and Safety <ul style="list-style-type: none"> o Develop and implement district-wide standards for security equipment and protocol o Provide sufficient lighting for safety throughout campus, including all pathways and parking areas <p>Committee Comments The group was pleased with the draft and suggested the following additions:</p> <ul style="list-style-type: none"> o Add Alternative Transit <ul style="list-style-type: none"> ▪ Bicycles ▪ Pedestrian o In addition to collaborative space, develop space for individualized student needs <ul style="list-style-type: none"> ▪ Targeted, focused attention ▪ Supports student success ▪ Flexible space <p>PRELIMINARY CONCEPTS</p> <ul style="list-style-type: none"> • The planning team presented initial Facilities Planning ideas, based on educational planning data, committee discussion, and previous facilities master plans: • Facilities <ul style="list-style-type: none"> - Temporary Village <ul style="list-style-type: none"> o Eliminate temporary buildings o Add parking o Re-distribute college programs to permanent locations - New District Office <ul style="list-style-type: none"> o Needs to open before temporary village is removed o Will decrease parking in Lot 7 o Should consider safe pedestrian access from NDO to Central Campus - New Shop Building <ul style="list-style-type: none"> o Previously submitted to state as an IPP o Would eliminate most parking south of Building 1000 • Zoning <ul style="list-style-type: none"> - Redistribute student services? <ul style="list-style-type: none"> o Re-distribute programs in temp. village to campus o Building 5400 and 8100-8300? o Student Center (Buildings 200-2100 + 2200-2300)? 		<p>Planning team to re-calculate parking counts based on add'l parking at temporary village, removal of parking at NDO, and construction of Shop</p>	

Meeting Notes continued

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<ul style="list-style-type: none"> ○ Elevators, stairs, bathroom located outside of building ○ Feels very removed from the Central campus <ul style="list-style-type: none"> ▪ Improve connection to central campus ○ Could Admin move to the 1st floor and free up space in the Central Campus? ○ Potential for Lohman Theatre lobby to provide food services during the day to attract more students to this area. - Wayfinding + Signage <ul style="list-style-type: none"> ○ Needs to be re-thought for entire campus ○ Existing signage well-designed, beautiful, but not very visible ○ Original signage and wayfinding plan was designed for a smaller campus, which did not include many buildings outside of the central area. ○ Visible Signage needed, especially, from Central campus to Lower Campus ○ Consider dynamic kiosks ○ Many students stop in to the Library to ask where things are on campus. Lacking now because the Library is under construction, but seems to work well. - Bike network <ul style="list-style-type: none"> ○ Need to link bike path from El Monte to either end of campus bike loop <ul style="list-style-type: none"> ▪ Currently, would have to go through main entry to connect – safety issue - Accessibility Issues <ul style="list-style-type: none"> ○ Building 8100 ○ Biology outdoor labs ○ Potential ramp to PE ○ Suggestion for a shuttle bus from parking to campus • Facilities Master Plan to include/aggregate recommendations/concepts from previous master plans, IPP's, and studies, for example: <ul style="list-style-type: none"> - Foothill College Site Design Concepts (2009) <ul style="list-style-type: none"> ○ New bike paths ○ New multi-use paths ○ New bike parking ○ Implement central campus landscape concepts 		<p>Planning team to review latest accessibility plan</p>	
NEXT STEPS			
<ul style="list-style-type: none"> • MEETING #05 – Tuesday February 9, 2016 1:00-2:30 PM @ District Conference Room, FH5971 - Master Plan Options - New Educational Center (Opening Fall 2016) 			

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Discussion <ul style="list-style-type: none">○ Plans○ Zoning● SUSTAINABILITY WORKSHOP – TBD March<ul style="list-style-type: none">- Steve Kitchen will coordinate this event- FH to gather list of invitees in addition to FMP Committee- Invite students-		Action / Decisions Pending / Follow up <p>College to coordinate with Steve Kitchen regarding data and invite list</p>	