

Meeting Notes

Project	Cerritos College	Project Number	05.2127.000
Meeting Location	Board Room, Cerritos College	Meeting Date and/or Time	9/21/2018 8:00 AM
<input type="checkbox"/> Via Telephone	11110 Alondra Blvd, Norwalk, CA 90650		
Meeting Subject	Facilities Master Plan Subcommittee Meeting #1	File	1MN
Present	Linda Kaufman / Administrative Assistant, Business Services Lyn Laughon / Document Services Technician, IT/Publications Tim Kyllingstad / Senior Accessibility Compliance Specialist Mark Olague / English Instructor Patrick O'Donnell / Director of IT Dr. Kristi Blackburn / Dean of Institutional Effectiveness, Research & Planning Felipe Lopez / Vice President of Business Services, Assistant Superintendent David Moore / Director Physical Plant & Construction Services Dr. April Giffin / Faculty Senate President Phil Herrera / Student Representative Deborah Bluffington / Administrative Clerk II, Fine Arts & Communication Deb Shepley / Gensler Heidi Hampton / Gensler		
Distribution	Linda Kaufman, Felipe Lopez		
Prepared by	Heidi Hampton	This is page	1 of 4

Items to be Discussed	Responsible Party
<p><i>Date Issued: 10/9/2018</i></p> <p>INTRODUCTION (by Felipe Lopez): The Gensler team has been selected to prepare the Facilities Master Plan (FMP):</p> <ul style="list-style-type: none"> The purpose of the meeting was to kick off the project, review the proposed process, define measure of success, identify participants, discuss the timeline and schedule future FMP Subcommittee meetings. <p>PROCESS: The Planning Team, led by Deborah Shepley, explained that the purpose of the FMP is to take a high level look at the development & growth of campus over the next 10-20 years. The Chancellor's office also requires an updated EMP & FMP. The 5-step Planning Process that will be used to develop the FMP was summarized:</p> <p>Step 1 - Prepare:</p> <ul style="list-style-type: none"> Organize Schedule Vision <p>Step 2 - Analyze:</p> <ul style="list-style-type: none"> Collect Assess Document 	<p>Information</p> <p>Information</p>

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<p>Step 3 - Frame:</p> <ul style="list-style-type: none"> o Link o Forecast o Quantify <p>Step 4 - Explore:</p> <ul style="list-style-type: none"> o Develop o Evaluate o Strategize <p>Step 5 - Recommend:</p> <ul style="list-style-type: none"> o Share o Document o Approve <p>The planning process is designed to maximize campus and community input; multiple meetings will be scheduled throughout the process to provide opportunities for dialogue and discussion.</p> <p>The team will use an integrated approach, where the Educational Planning Data will be used to inform the facilities planning. It was noted that the Educational Master Plan (EMP) was recently updated and will be used to inform the Facilities Master Plan (FMP), which was last updated in 2011.</p> <p>LEVELS OF PARTICIPATION: The group discussed the levels of participation for the FMP and the groups involved in each category:</p> <ul style="list-style-type: none"> • LEADERSHIP TEAM, will be the Executive Council (EC), and will be involved throughout the process. • WORKING GROUP, will be the FMP Subcommittee, and will serve as the steering committee for this planning process. This team will be a consistent working group that meets on a regular basis to drive the process. The group represents all areas of the college and provides 2-way communication during the process. This group will include those in attendance at this meeting. • CONSULT, will include groups that will be consulted with during the planning process. Groups will include: <ul style="list-style-type: none"> o Shared Governance Committees o Facilities Planning Committee • INFORM, will include groups of people that will be informed during the process. Groups will include: <ul style="list-style-type: none"> o Campus Community o Students o Foundation 	<p>Information</p>

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<ul style="list-style-type: none"> o Board of Trustees o Chamber, Local Businesses & Industry o Community/City <p>MEASURES OF SUCCESS: The group discussed 'measures of success' for the Facilities Master Plan.</p> <p>During early discussions with Cerritos, the following measures were discussed:</p> <ul style="list-style-type: none"> o <u>OVERALL</u> - The main goal is that the FMP should be aligned with Cerritos College's Academic Goals, Mission and Vision. Measures supporting this fall into two categories: o <u>PROCESS</u> - the process used to develop the FMP should be: <ul style="list-style-type: none"> o Inclusive o Transparent o Integrated o Flexible o Innovative o <u>PRODUCT</u> - the resulting product of the FMP should be used as: <ul style="list-style-type: none"> o A Decision Making Tool o Evidence for Accreditation o Understanding Size & Scope o Answers Questions (like what to do with the Corner Property) <p>The FMP Subcommittee suggested adding the following:</p> <ul style="list-style-type: none"> o Effectively references student input/survey information collected o Prioritizes student gathering spaces o Clearly includes all constituency groups o Addresses sustainability 	<p>Information</p>
<p>CAMPUS VISIONING The design team, led by Heidi Hampton, presented the status of some activities associated with the 'Step 1 PREPARE' phase of the planning process.</p> <p>The in-person Campus Visioning Session occurred on Thursday 9/20 between 11:00 am - 6:00 pm in front of the LRC. Anyone on campus was free to stop by and share with the design team their experience on campus using interactive displays. Hundreds of people participated, including students, faculty, staff, managers and alumni. The design team shared photos of the interactive boards and will work towards summarizing the results for review by the group.</p> <p>For those who could not attend the in-person Campus Visioning session, an online 'Campus Experience Survey' is set to launch soon and will remain open for two weeks in order to collect a larger pool of input. The departments listed within one of the survey questions may need to be</p>	<p>Information</p>

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<p>elaborated upon and broken down further. The design team will work with the College to determine the desired level of detail to include for the list of departments.</p> <p>STEP 2 - ANALYZE: The group reviewed the next phase, Step 2 ANALYZE, which will include:</p> <ul style="list-style-type: none"> • Educational planning <ul style="list-style-type: none"> ○ Analyze internal & external data ○ Meet with divisions to discuss program forecasts/needs ○ Understand implications for facilities planning • Physical Planning <ul style="list-style-type: none"> ○ Analyze existing conditions, including: <ul style="list-style-type: none"> ▪ Circulation Patterns ▪ Functional Zoning ▪ Facilities conditions ▪ Room Utilization <p>PROJECT TIMELINE The group reviewed the draft timeline.</p> <ul style="list-style-type: none"> • Target completion and approval of the plan is May 2019 • The group discussed meeting as the FMP Subcommittee one time per month and agreed to the following dates/times, which will be scheduled by the College. Meetings in 2019 will be scheduled at a future date when the subcommittee members' academic calendars are available for review. <ul style="list-style-type: none"> ○ Fri 10/19 from 10:00 am - 12:00 pm ○ Wed 11/14 from 8:00 - 10:00 am ○ Tues 12/18 from 10:00 am - 12:00 pm • The 3-4 hour sustainability workshop will be scheduled to occur in the first two weeks in November at the Student Center's stage. A curated/exhibit style is preferred so that a variety of groups/participants can drop-in at different timeslots. Tuesday or Thursday morning are the best times for maximum student participation and offering food will encourage attendance. Gensler will work with the College to schedule. <p>NEXT STEPS:</p> <ul style="list-style-type: none"> ○ Meetings will be scheduled through the end of the fall semester <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> ○ 2018-09-21 FMP Subcommittee Meeting Presentation.pdf 	<p>Gensler to coordinate with CC to update</p> <p>Information</p> <p>Gensler to coordinate day and time with CC</p> <p>CC to send out calendar invites</p>