



Shasta College

ADMINISTRATIVE SERVICES COUNCIL

October 11, 2016
2:00 p.m. ~ Board Room
MINUTES

CALL TO ORDER

Chair Morris Rodrigue called the meeting to order at 2:05 p.m.

Membership					
x	Morris Rodrigue	x	Joe Wyse	x	Laura Cyphers Benson
x	James Crandall		George Estrada		

APPROVAL OF COUNCIL MINUTES –September 9, 2016. **Benson/Wyse. Discussion- none. Motion carried unanimously.**

REPORTS- None

DISCUSSION/ACTION

Preliminary Facilities Master Plan (handout)

The committee reviewed several versions of the proposed facility plans (Handouts)

Morris said one of the proposed plans is to remove buildings, 2200, 5000, and the crime lab that located at the north end of the campus. There are also proposed major remodels to a number of the main campus buildings. One proposed suggestion is to put all Student Services programs in the 100 building, making it a one stop shop. The 2100 building could become the administration building which would include a large board room and offices for all the Vice Presidents. The majority of instructional programs would be moved to the other side of campus.

There is a newly proposed 1000 building that would absorb classrooms and office space the 2100 and 2200 buildings. There are also proposed CTE buildings in two locations. One might be a two story building.

Joe asked if there would be a remodel of the 300 building. Morris said they have already shifted some of the walls, and considers it a minor remodel.

Potential areas for new dormitories are near the P. E. Department and the north lot, and also in the area on or near the farm. One positive aspect of locating a dormitory near the farm is that it could house farm dorm students and it would also be less impact on land versus using other areas of campus. Joe said if the farm foreman house is to be torn down; it should be noted on the proposed mapping.

The idea of a bigger gymnasium has also been considered but would likely require a potential outside funding source.. This might be accomplished by expanding into the area behind the current location. On the baseball field they are considering adding a small facility for bathrooms and a coaches meeting room. Also, all campus sidewalks will have to be refurbished due to slope and repair.

Morris said the next step is for him to meet with the deans to discuss the newly proposed 1000 building, and to decide what type of programs would be the best fit for this building. Once this is done, the other items and building priorities can be ranked, as well looking at some of the smaller projects around

campus. Also being considered is future building sites at the Tehama campus, a Student Services and Veterans Support Center.

Morris has scheduled a couple of forums for Nov. 3rd to be held on the main campus, and is hoping for ample participation and feedback on a lot of the issues that come with a facilities renovation. Morris said if the bond (Measure H) passes we need these conversations, and if it doesn't pass we still need to have the conversations to do Phase 2 of the Facilities Master Plan.

Rubric for Facilities Ranking (Handout)

Morris said he expanded the rubric and incorporated the comments from the last meeting. The idea is to be able to use the rubric to assist us in prioritizing when we have multiple projects. The rubric will also demonstrate that decisions were not made randomly, but tied to a well thought out plan, and shows the ranking for each project.

Potential categories and descriptions were reviewed. Laura asked how the FCI is calculated. Morris said it is based on a formula that comes from the Chancellor's office. Morris went on to explain the components of each building and how the FCI is computed. Areas of the rubric were discussed such as:

- Description of each area
- Community support component. This may not be easy to gage on a rubric-possibly change to community need although it may be hard to define. If the bond passes then it appears to be all community supported.
- Number of students affected
- Institutional efficiencies
- How to rank alignment and funding together
- The domino effect, how one projects may roll into the next project
- How to rank project alignment
- Enrollment needs (how is this demonstrated- demands, trends, waitlists, no space, or state "data supports demand.")
- Enrollment demands and the effect on total space inventory
- Enrollment demands and trends
- Impact of remodel on total space inventory percentages
- Unique space versus shared space
- Facility condition- is it more feasible to fix or to remove

It was decided that perhaps all aspects cannot be covered in a rubric. James asked who would be using the rubric. Morris said it could go to various groups, but most likely the facilities planning group. The most important aspect of the rubric is it will assist in the planning, and demonstrate how projects are prioritized. Morris explained that all areas of campus (HR, Administration, Physical Plant, and Technology) have an effect on student learning, directly or indirectly.

Adjournment- 2:50 p.m.

Notes taken by:
Sherry Nicholas
Executive Assistant