



Shasta College

ADMINISTRATIVE SERVICES COUNCIL

November 8, 2016
2:00 p.m.
Board Room
MINUTES

CALL TO ORDER

Chair Morris Rodrigue called the meeting to order at 2:00 p.m.

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

APPROVAL OF MINUTES- 10/11/16. Wyse/Benson. Discussion- none. Motion carried with one abstention; Estrada absent from the 10/11 meeting.

REPORTS –None

DISCUSSION/ACTION

Facilities Master Plan

Morris shared that he conducted two facility planning presentations last Thursday. Both presentations were well attended, with good questions and good feedback. The three proposed versions of the campus facility plans were well received. Joe said he presented to the Counselors a week ago and it also went well. Morris said he presented to BAIT a couple of weeks ago and the majority, about 90% of the BAIT division was present. No complaints were expressed about making one side of campus Student Services resources. At the last meeting there was discussion on how to prioritize projects, and the group went through a possible rubric, and then that rubric was shared with the Facility Planning Committee. Morris is planning on having a meeting in the near future, separate from the normal Facilities Planning meeting to also discuss the projects timeline.

ACBO Workshop Handout – These are ideas for planning considerations, and might help guide the project process.

- **Programmatic Need (Remove)**

- **Timing**

This is tied to Swing Space, and it will be based on what and when projects are prioritized

- **Swing Space**

Morris said there is a lot to consider during the swing phases. Various potential scenarios were discussed. Joe said he has toyed with the idea of putting up a separate small structure for Veterans on campus. Morris said the Veteran’s Center in Tehama might be one of the first

projects to start on if the Bond passes. George said the remodel of the Financial Aid Office was a significant improvement for Veterans on the main campus. Science labs are considered to be the trickiest in coordinating Swing Space. Swing Space is really determined by timing and how each project is approached.

- **Maximize Functional Space**

This would involve the elimination of non-functional space.

- **Eliminate Non-functional Space (Remove)**

- **Improve Efficiently/Utilization of Facilities**

This addresses sustainability and how well we use the space and design the footprint. Such as, one classroom or facility could be used for many different programs. One example is if a particular department is growing in FTS, or shifting to online classes, then classroom space would be affected. One possibility would be to configure classrooms to 30x30 offices, and it would be an easy conversion when using dividers that drop down from the ceiling.

- **Right-Size Facilities to Address Program Needs**

Joe said we need to mention students, and part of the designs should include a student community area. This could be about functionality for all end users; our staff and our students, and refers to designing a facility to match the program needs.

- **Maximize Funding Opportunities**

Morris said he will take this one to the Facilities Planning Committee to gather feedback.

Joe said he would like peaked roofs on new and remodeled construction. This is so water won't puddle on the roofs. He said Foothill High School even put peaked roofs over the heating and air equipment, making the equipment last longer because it's not exposed to the elements. Morris said we need to consider visual impact and aesthetics, and potential ways we might look at remodels: resurfacing, designing, and tying aesthetically and efficiently into the remodels.

Morris said in looking at a new 1000 building he has tried to come up with what would transfer over to the 2100 building to make it work. Michael Sloan, Dean of BAIT is already having conversations about what could land in the 2700 building. Joe said there are many details and legalities to all of this, but the 1300 building is a still a maybe, but if we don't end up needing the 1300 building for instruction purposes we could consider remodeling and leasing it long term to the SC Foundation, and in turn the Foundation could lease out part of the building to other off-campus users. This would be a way of collecting revenue and off-setting expenses. Joe said another idea is to consider three stories for the new 2700 building. The top floor could house Innovation, Industries, and an Incubator Environment -working with community partnership. It could be a real innovation place for industry. With other possibilities we might want to consider removing the 1300 building in the end, unless the space is needed. Morris said this is just one of the many key factors in determining what will transition to the new 2700 building.

George said the farm needs a planting wet-lab, maybe a small building at the farm, with an open wet-lab that sits on a concrete slab and with a drain. This might also be an area that potentially could be leased out, and generate revenue. Morris said it is difficult to set-up a timeline for projects until we know if the Bond passes. In the meantime, George said he will check into PG&E and see what they allow for a solar field on one meter.

Area Plans

The committee reviewed the planning process. Morris said for the last few years the ASC has met once in January and ranked the initiatives. After a brief discussion it was decided that two meetings might work best in January. Sherry will check the January calendar and schedule two meetings for ranking of initiatives.

OTHER- None

ADJOURNMENT- 2:50 PM

Respectfully Submitted,
Sherry Nicholas
Executive Assistant