



# Shasta College

## ADMINISTRATIVE SERVICES COUNCIL

Sept. 9, 2016

9:00 a.m. ~ Board Room

### MINUTES

#### CALL TO ORDER

Chair Morris Rodrigue called the meeting to order at 9:03 a.m.

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

**APPROVAL OF COUNCIL MINUTES –February 5, 2016 and July 6, 2016.  
Estrada/Benson. Discussion-none. Motion carried unanimously.**

**REPORTS-** None

#### **DISCUSSION/ACTION-**

##### Facilities Master Plan (FMP)

Morris said the purpose of the meeting today was to keep the committee apprised of the progress with the FMP. The architect is working on a general mapping of ideas to bring forward. If and when the bond measure passes in November, we need to think about ranking the projects that could possibly be funded with bond monies. A process should be developed on ranking, possibly a rubric or some way to look at the projects. A decision making guide, such as a rubric will be evidence that we can point to showing that we had a thought process and that we followed that process. Morris shared a draft of a rubric he created, and asked for input from the members. Items in the draft rubric included; facility condition, criticality, improves efficiencies, safety, mandated, community supported, number of students impacted, project alignment, etc. All agreed the rubric should demonstrate how decisions are made, how projects fit together and the staging of work.

The following was also suggested for the rubric:

1. Dollar amount and addressing smaller projects first.
2. Considering long term impact enrollment
3. Land acquisitions before land prices go up
4. Capacity to complete projects in a timely manner
5. Add a column for details and explanation of project

Morris said the rubric will help align importance, but may not be in specific order. Laura said that it would be great for faculty and staff if we added something “like faculty and staff office efficiency”, addressing space and location/environment issues (institutional efficiencies). George said a lot of the ideas about designs came out of the open forum meetings with each division.

Joe suggested changing criticality to > improves safety and accessibility.

George said that we have taken care of most of the critical issues already. Joe said sustainability should also be a part of the rubric, addressing things such as “reduces carbon footprint”. This might allow something like a solar field to be ranked higher. Morris said this rubric should identify general order of project importance and the project completion alignment will impact the order.

Morris said once we have the list of projects, then different campus groups could go through the list using the same rubric. Once the initial projects are prioritized, a second rubric may be needed.

Morris said he will take the ideas generated from today’s meeting, organize them and bring a new draft back to the next meeting. This rubric will help us complete the plan even if the bond doesn’t pass in November.

**Adjournment- 9:25 a.m.**

Notes taken by:  
Sherry Nicholas  
Executive Assistant

**Next Meeting: TBD**