

## **Institutional Strategic Planning Council (ISPC)**

February 20, 2013

1:00-3:00 (ST 107)

### **Attendees:**

- **Attendees:** Dominique Hitchcock, Greg Aycock, Deborah Tompsett-Makin, Melissa Bader, Celia Brockenbrough, Ruth Leal, Shaunna Winn, Sharon Crasnow, Ruth Jones, David Bobbitt, Gail Zwart
- **Absentees:** Andy Aldasoro, Mark DeAsis, Diane Dieckmeyer, Mark Lewis, Jason Rey, Jim Thomas
- **Guests:** Paul Parnell, Natalie Aceves, Dimitrios Synodinos, Tricia Hodawanus, Koji Uesugi

### **Welcome:** - Dr. Gail Zwart

- Welcome to a new semester.

### **Approval of Minutes:** - Dr. Gail Zwart

**Motion by Ruth Jones, second by Celia Brockenbrough to approve the minutes for the December 5, 2012 meeting. Motion approved with one abstention.**

### **I. Information Items:**

#### **A. Procedure for Review of Mission Statement - Dr. Greg Aycock**

- The committee for Standard I.A.3 noticed a procedure gap that needs to be corrected regarding the mission statement. We need to create a regular process for review and revision of the mission statement.
- Suggestion to have two procedures: one for review of the statement with no changes needing to be made and another for review and revision of the statement.
- Timeline to review Mission Statement would coincide with revision of the college Strategic Plan and Process document, every five years.
- Review and revision will be addressed earlier than the five year time period if one of the standing strategic planning committees were to request it.
- Annual evaluations done by the standing committees will include review of the Mission Statement.
- Greg will write the new procedure and present it at the next ISPC meeting.

### **II. Action Items**

#### **A. Prioritization Lists - Dr. Gail Zwart**

- APC
  - Briefly reviewed priority lists.
  - Discussion on equipment lists, how the priority was determined and how the purchases will be made.

**Motion by Sharon Crasnow, second by Shaunna Sutter to approve the APC Prioritization Lists for staff/equipment and forward the recommendations to the Vice President and President. Motion unanimously approved.**

- SSV Planning Council
  - Briefly reviewed priority lists.
  - Discussion on prioritization process and received by the Student Services Planning Council.

**Motion by Melissa Bader, second by Sharon Crasnow to approve the SSV Planning Council Prioritization List for staff/equipment and forward the recommendations to the Vice President and President. Motion unanimously approved.**

- BFPC
  - Prioritization process is very similar to the other councils.
  - Request by faculty member to Dr. Parnell asking him to consider moving staff position #9 (Learning Resource Center Director) higher on the prioritized list.

**Motion by Sharon Crasnow, second by Shaunna Winn to approve the BFPC Prioritization List for staff/equipment and forward the recommendations to the Vice President and President. Motion unanimously approved.**

**B. Function Maps – Dr. Gail Zwart**

- Putting together the draft function map has been a long process and is the result of a collaborative effort by the three colleges and the district.
- The Function Map shows how the three colleges and the district manage the distribution of responsibility by function. It is based on the Policy and Procedures for the Evaluation of Institutions by the ACCJC.
- The map indicates the level of responsibility connected to the college and the district as “primary” and “secondary”.

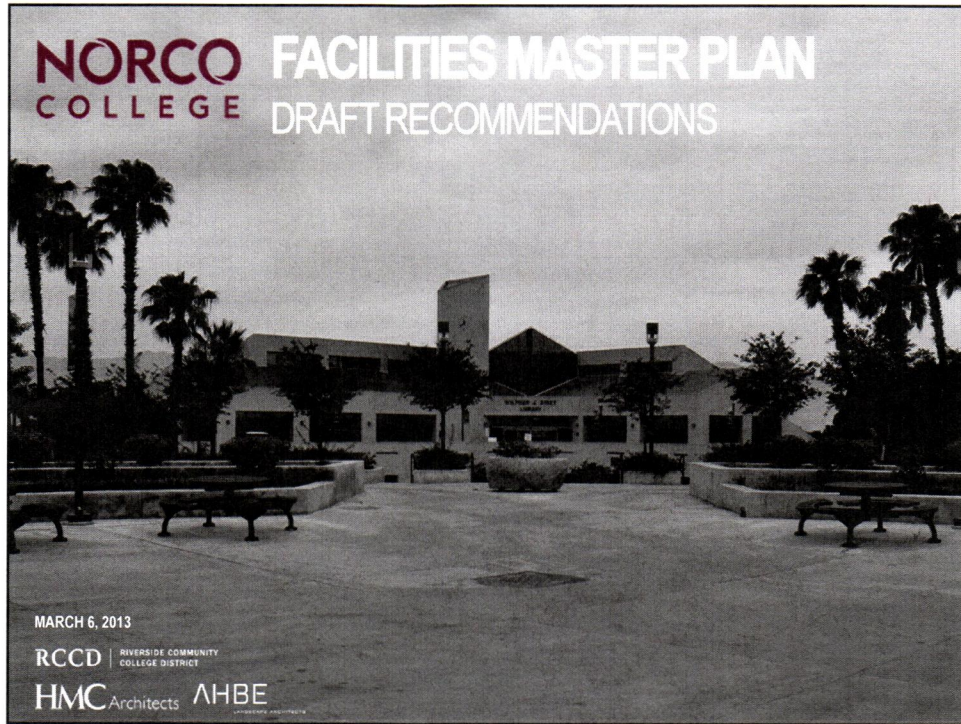
**Motion by Deborah Tompsett-Makin, second by Greg Aycock to approve the Function Map. Motion unanimously approved.**

**III. Open Hearing**

- Suggestion that the college have one day per month without any meetings.
- Would also like to see the week before finals be a “dead week” when there are no meetings scheduled.
- Comments from Dr. Parnell:

- Meetings requesting input for the Facilities Master Plan will be scheduled during the early part of March.
- Two brown bag lunches, with the president, have been scheduled. Next Thursday is a book discussion with Dr. Zwart on the Power of Habit. The second brown bag will be a campus walk by Lake Norconian.
- Read 2 Succeed is bringing the author of Farewell to Manzanar to speak at college.
- The exercise room will be opened for staff in the next 2-3 weeks.
- Trading Post will be here in April.

**Adjourned** – 2:30



## AGENDA

- Project Status
- Planning Data Analysis
- Facilities Planning Principles
- Development Concepts
- Draft Recommendations
- Next Steps



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	2012				2013											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE					
<b>1   DISCOVER</b>	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31					
Collect and review relevant planning information Collect educational planning data VICE PRESIDENT MEETING (Aug 15) - Review Process and Timeline																
<b>2   ANALYZE</b>																
ON-SITE MEETINGS + INTERVIEWS (Sep 12) Analyze existing site and facilities Analyze educational planning data for FMP DISTRICT STRATEGIC PLANNING MEETING (Sep 14) BFPC MEETING (Sep 18) - Review project scope and process - Review "Measures of Success" ON-SITE MEETINGS + INTERVIEWS (Sep 18) COTW MEETING (Sep 25) - Present FMP overview and process ON-SITE MEETINGS + INTERVIEWS (Sep 26)																
<b>3   FRAME</b>																
Develop analyses and identify key issues BFPC MEETING (Oct 15) - Review and validate analysis of existing conditions - Identify key issues Develop space program for facilities																
<b>4   EXPLORE</b>																
Develop Planning Options BOT COMMITTEE REPORT DUE (Nov 9) BFPC MEETING (Nov 15) - Review space program for facilities - Review and validate landscape/environmental analysis - Identify areas of opportunity - Draft Facilities Planning Principles Develop options further COTW MEETING (Nov 27) - Review process, analyses and areas of opportunity BOT COMMITTEE MEETING (Dec 4) - Review FMP process and timeline - Present MAC FMP BFPC MEETING (Dec 6) - Review and evaluate options - Select "Preferred Option" Develop Preferred Option																
<b>5   RECOMMEND</b>																
Develop Facilities Master Plan recommendations Develop Capital Outlay (CO) planning strategies BFPC MEETING (Feb 12) - Review recommendations - Prepare Draft FMP Report College review of draft FMP Report Finalize FMP Report COTW MEETING (Mar 26) DSPC MEETING (April) BOT APPROVAL (May)																

**NORCO COLLEGE 2012 FACILITIES MASTER PLAN? Measures of Success!** HMC Architects SEPTEMBER 18, 2012

**INTROS, PROCESS, + TIMELINE**  
MASTER PLAN CREATE KICK OFF + BLUING + FACULTY PLANNING COMMITTEE

**REVIEW OF INITIAL FINDINGS**  
MISSION STATEMENT, VISION STATEMENT, + CORE COMMITMENTS


**KEY INDICATORS OF SUCCESS**

- CAMPUS SHINES AND REPRESENTS OF THE FUTURE
- THE COLLEGE REALLY USES THE MASTER PLAN
- COMMUNITY ARE VALUED + HEARD
- IMPLEMENTATION IS EASY TO FOLLOW
- MANAGE INTENDED USE OF SPACE
- CLARITY OF COMMUNITY COLLEGE IDENTITY
- CLARITY OF CAMPUS IDENTITY
- IF THE GOOD IT'LL CHAMPION ITSELF

**NEXT STEPS**  
We'll start looking at the Data + developing Facilities Planning Principles. This'll inform a Framework to guide the process.

**PROCESS**      **CHANGE**      **FUTURE**

## PLANNING DATA ANALYSIS



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## PLANNING DATA ANALYSIS

Master Plan Horizons

	Headcount (Fall)	WSCH (Fall)	Recommended Parking @ 1:5	Notes
Baseline (2011)	9,636	91,132	1,927	
Horizon 1	12,000	113,489	2,400	2 <sup>nd</sup> entrance req'd
Horizon 2	15,000	141,861	3,000	2 <sup>nd</sup> entrance req'd

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## PLANNING DATA ANALYSIS

### Space Inventory Report ROOM USE CATEGORIES

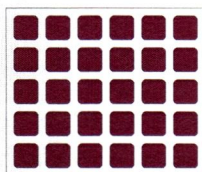
Space Type	Room Use Numbers	Description
Lecture	100s	Classrooms + support spaces
Lab	200s	Labs + support spaces
Office	300s	Offices + support spaces; All offices, including administrative and student services
Library	400s	Library, study and tutorial + support spaces
Instr. Media	530s	AV/TV; Technology + support spaces
Other	520, 540 to 800s	PE, Assembly, Food Service, Lounge, Bookstore, Meeting Rooms, Data Processing, Physical Plant, Health Service

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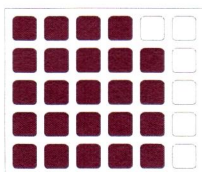
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## PLANNING DATA ANALYSIS

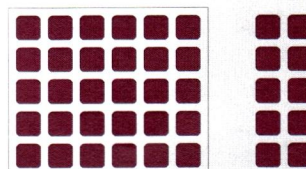
### Space Utilization - Capacity Load Ratios



# of seats = # of students  
100% capacity/load



# of seats > # of students  
Over 100% capacity/load



# of seats < # of students  
Under 100% capacity/load

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## PLANNING DATA ANALYSIS

Space Type	Current Inventory
Lecture + Lab	65,939
Office	25,878
Library	11,017
Instr. Media	1,642
Other	42,896
<b>TOTAL ASF</b>	<b>147,372</b>

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## PLANNING DATA ANALYSIS

Space Type	Current Inventory	Adjusted Inventory **
Lecture + Lab	65,939	113,422
Office	25,878	30,848
Library	11,017	15,821
Instr. Media	1,642	4,256
Other	42,896	94,488
<b>TOTAL ASF</b>	<b>147,372</b>	<b>256,835</b>

**\*\* ADJUSTMENTS INCLUDE THE FOLLOWING:**

Temporary buildings have been removed from the inventory (Portables A+B, West End Quad (including the Fitness Center and Multi-Purpose Building), CACT, M1, M2, and Bookstore)  
 New space has been added for the following projects: Operations Center, Multimedia + Arts Center (MAC), and CHPK  
 Secondary space has been re-allocated based on shifts into the MAC

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## PLANNING DATA ANALYSIS

Space Type	Current Inventory	Adjusted Inventory **	Master Plan Space Program (15,000 HC)	Difference
Lecture + Lab	65,939	113,422	117,998	(4,576)
Office	25,878	30,848	37,830	(6,982)
Library	11,017	15,821	27,557	(11,736)
Instr. Media	1,642	4,256	10,715	(6,459)
Other	42,896	94,488	96,607	(4,119)
<b>TOTAL ASF</b>	<b>147,372</b>	<b>256,835</b>	<b>290,708</b>	<b>(33,873)</b>

**NEW BUILDING SPACE FOR FMP  
52,000 GSF**

**\*\* ADJUSTMENTS INCLUDE THE FOLLOWING:**

Temporary buildings have been removed from the inventory (Portables A+B, West End Quad (including the Fitness Center and Multi-Purpose Building), CACT, M1, M2, and Bookstore)  
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 Secondary space has been re-allocated based on shifts into the MAC

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## FACILITIES PLANNING PRINCIPLES

- Maximize functional space
- Eliminate non-functional space
- Improve efficiency/utilization of site and facilities
- Right-size the campus to address program needs
- Develop a collegial learning environment
- Develop a campus that supports student learning and success
- Incorporate district design guidelines for universal design (UD), sustainability, and crime prevention through environmental design (CPTED)
- Improve campus identity, connections, and circulation
- Simplify implementation

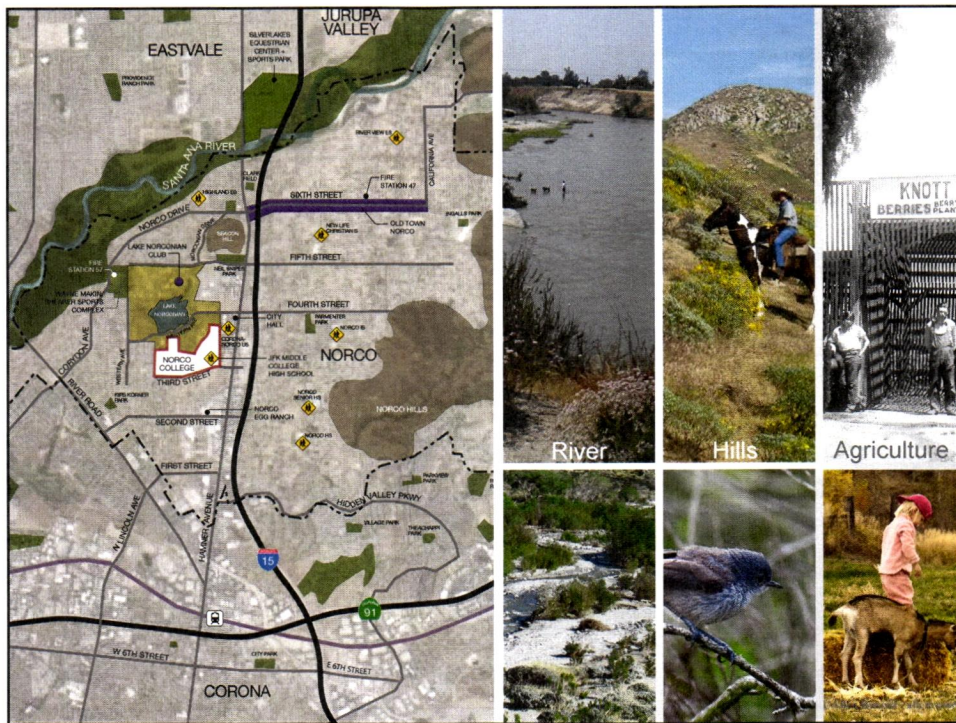
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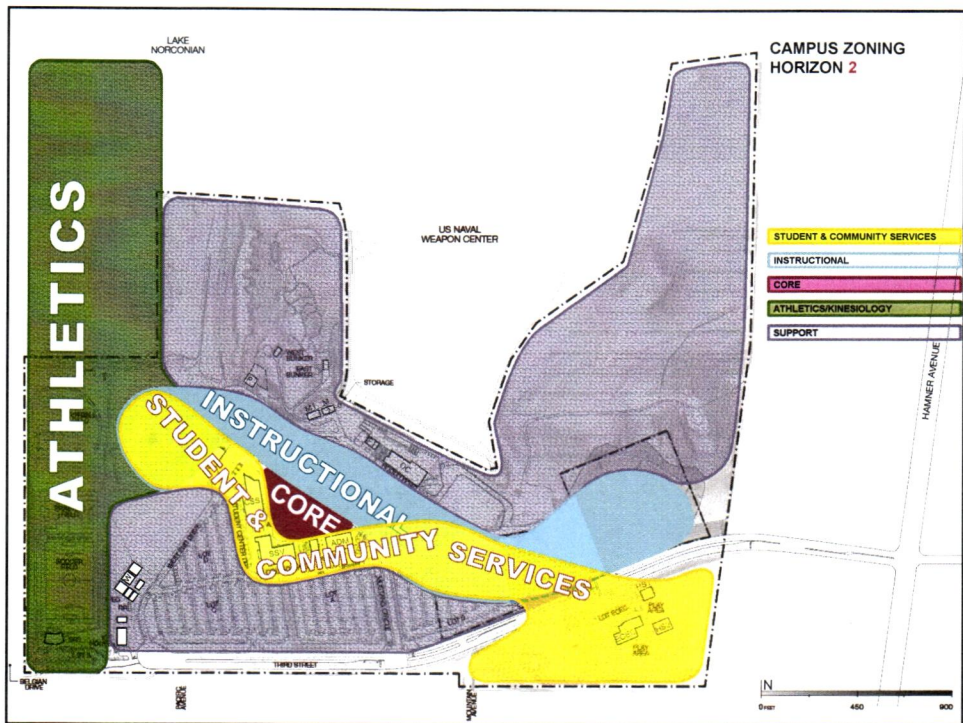
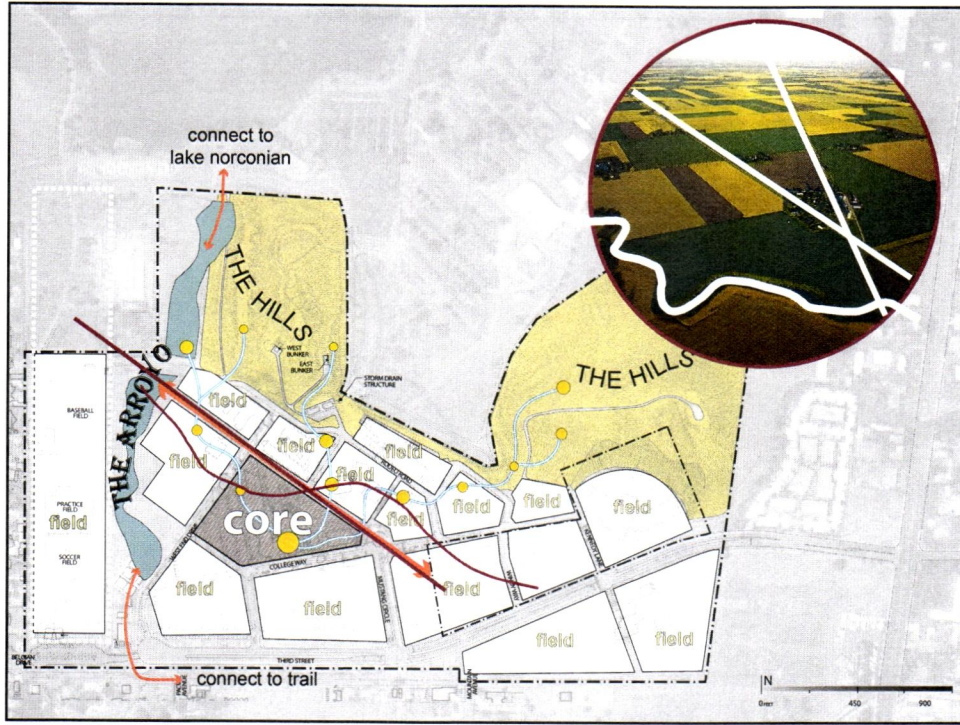
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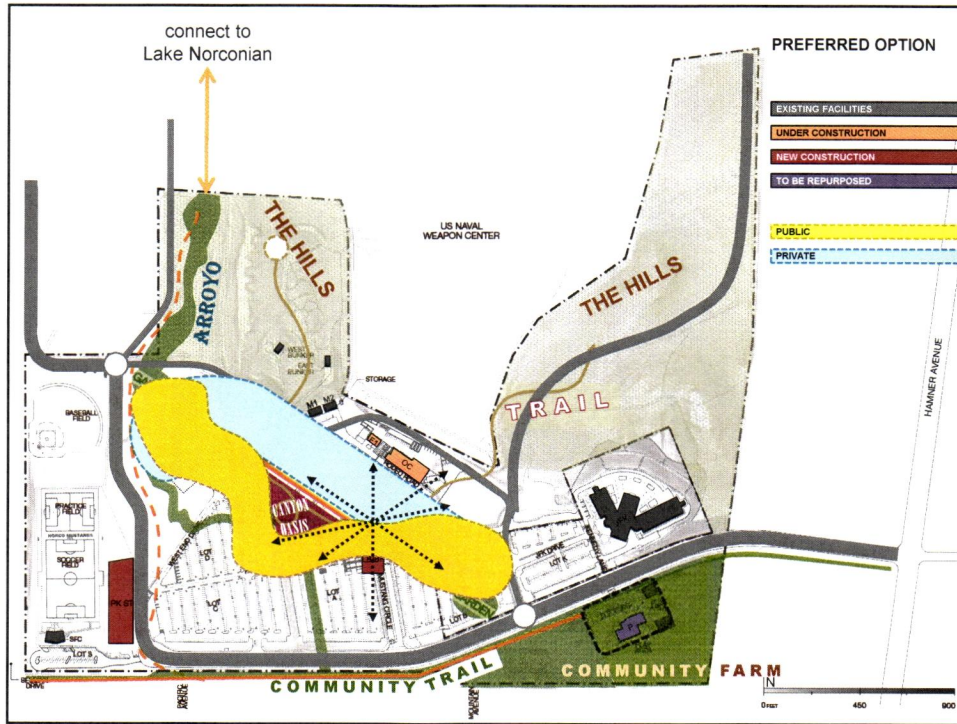
# DEVELOPMENT CONCEPTS

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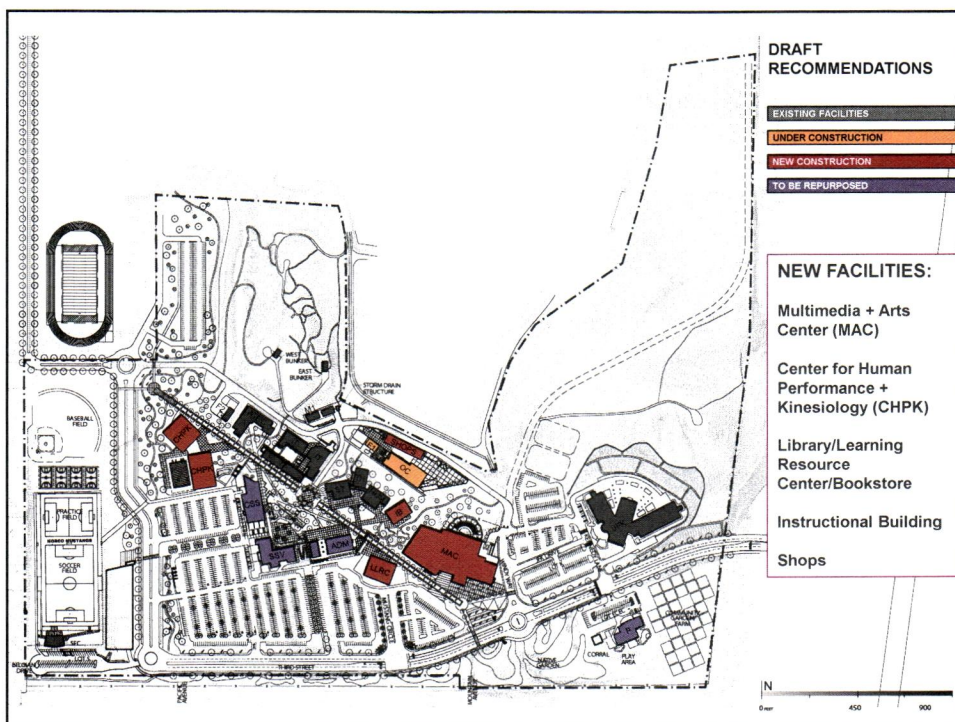
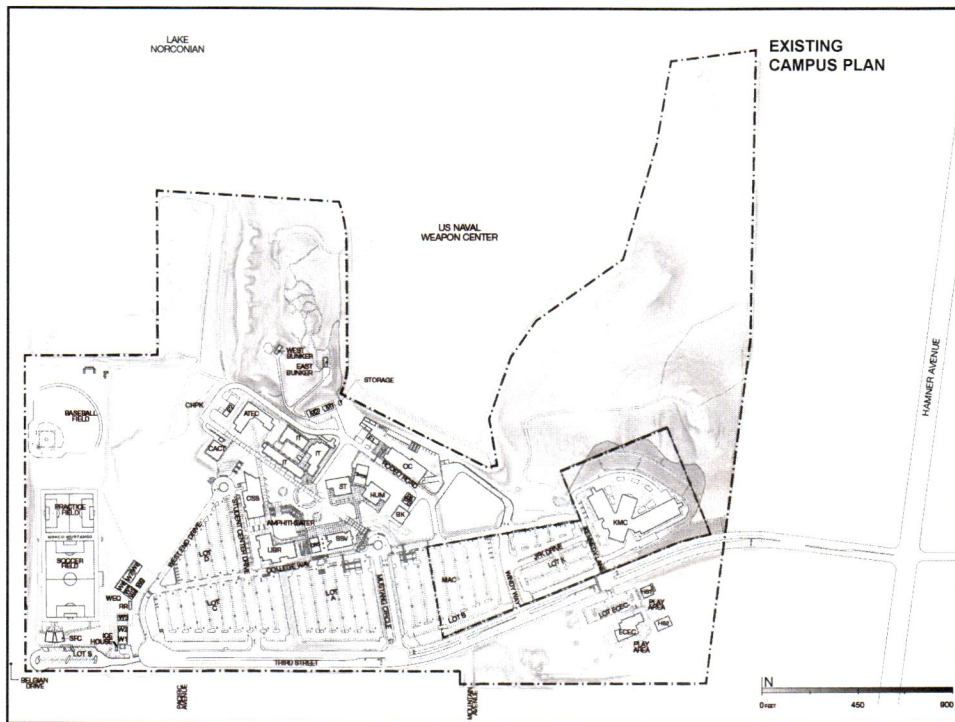


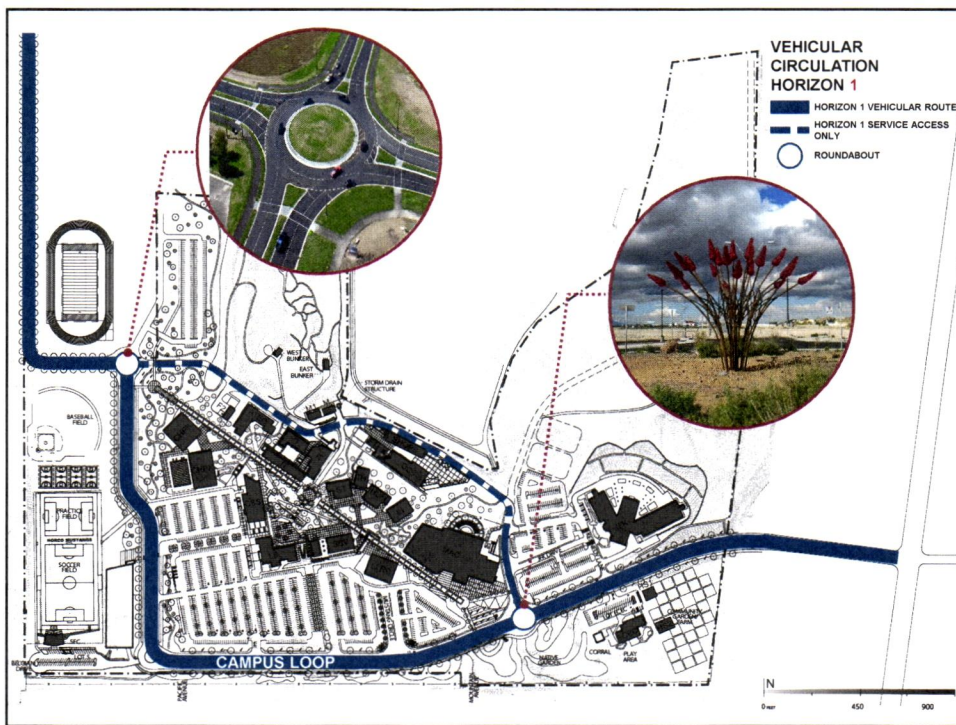
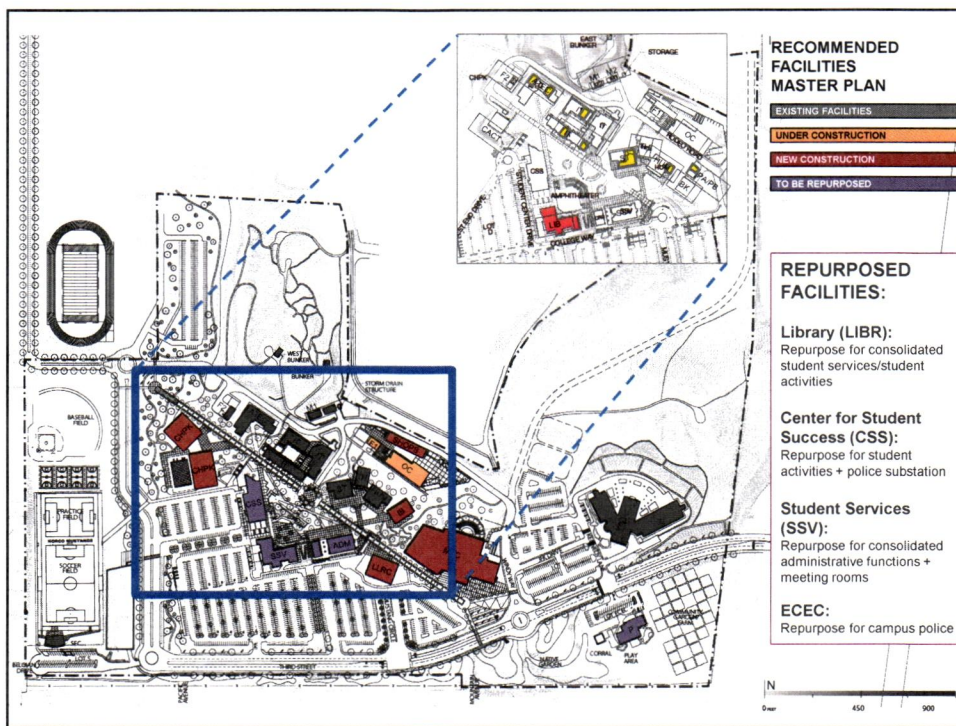


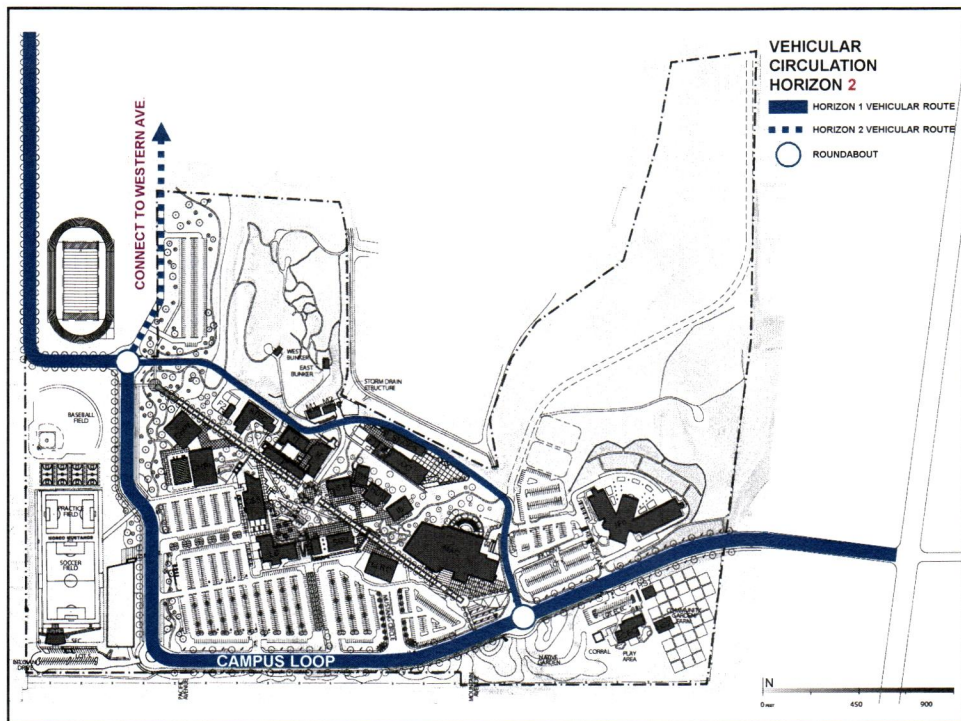
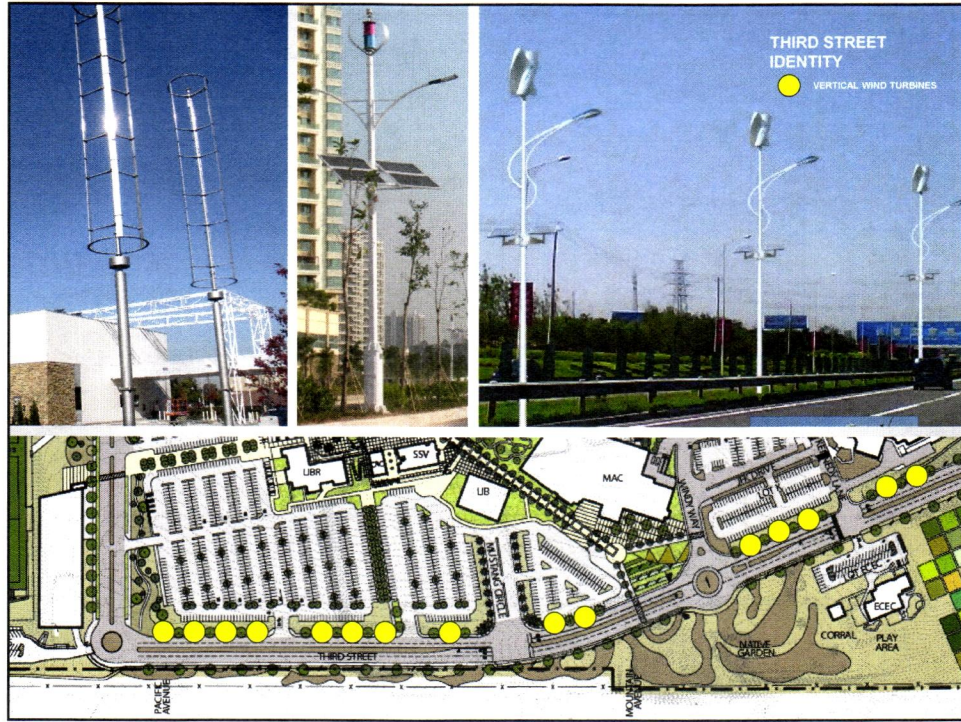
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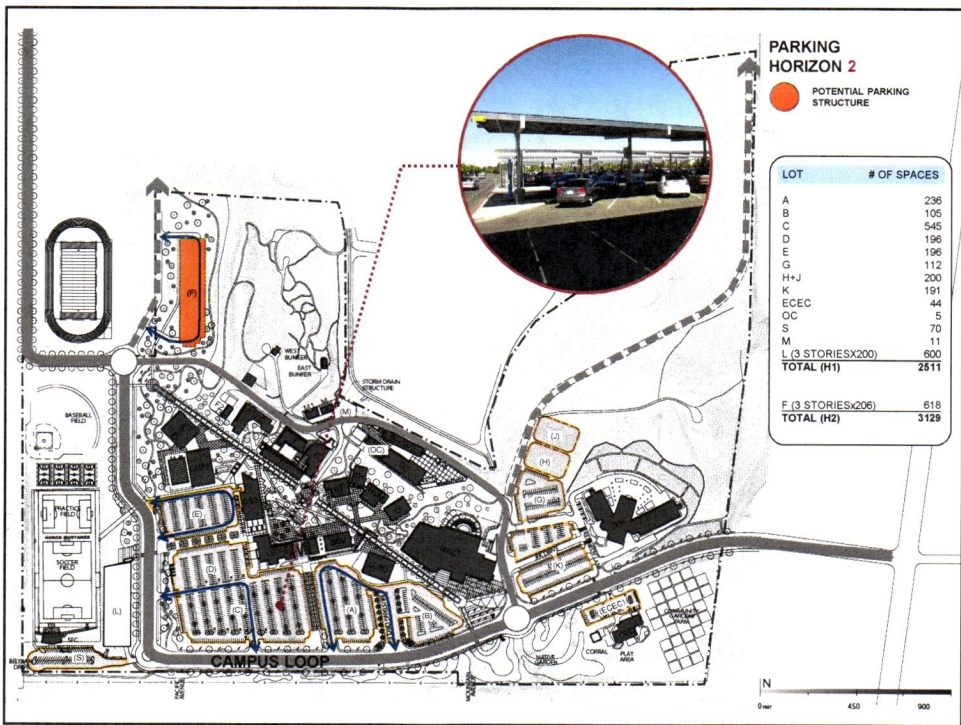
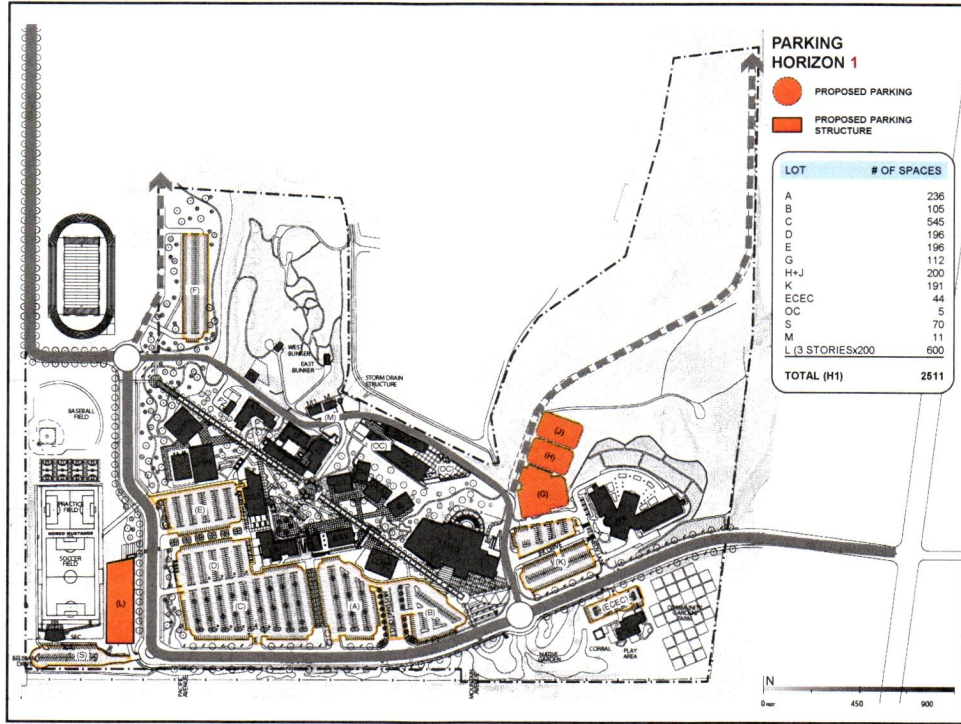
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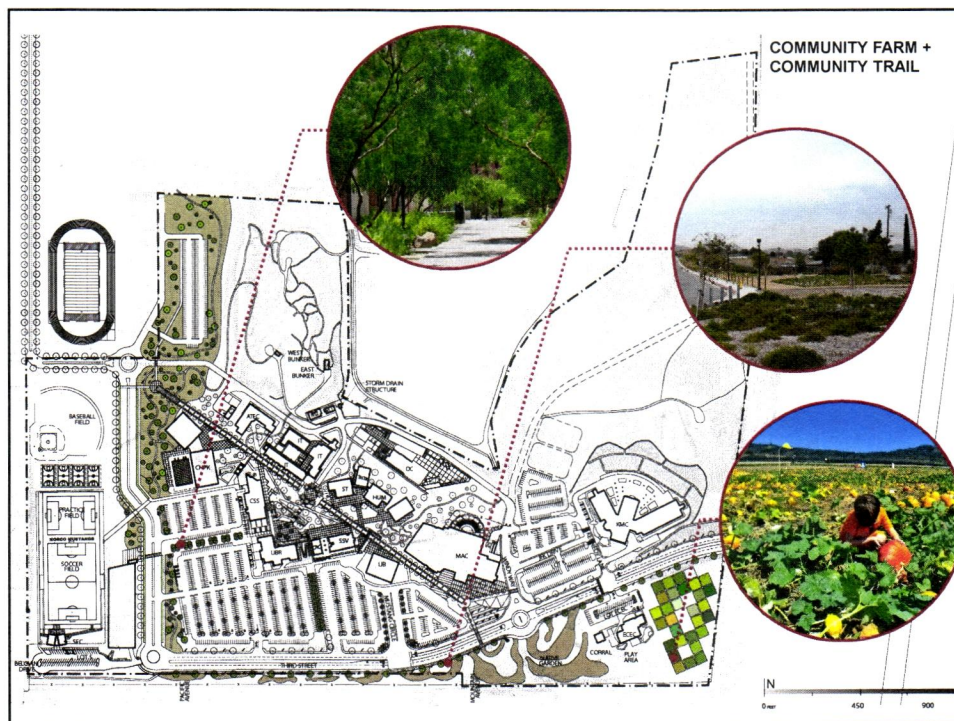
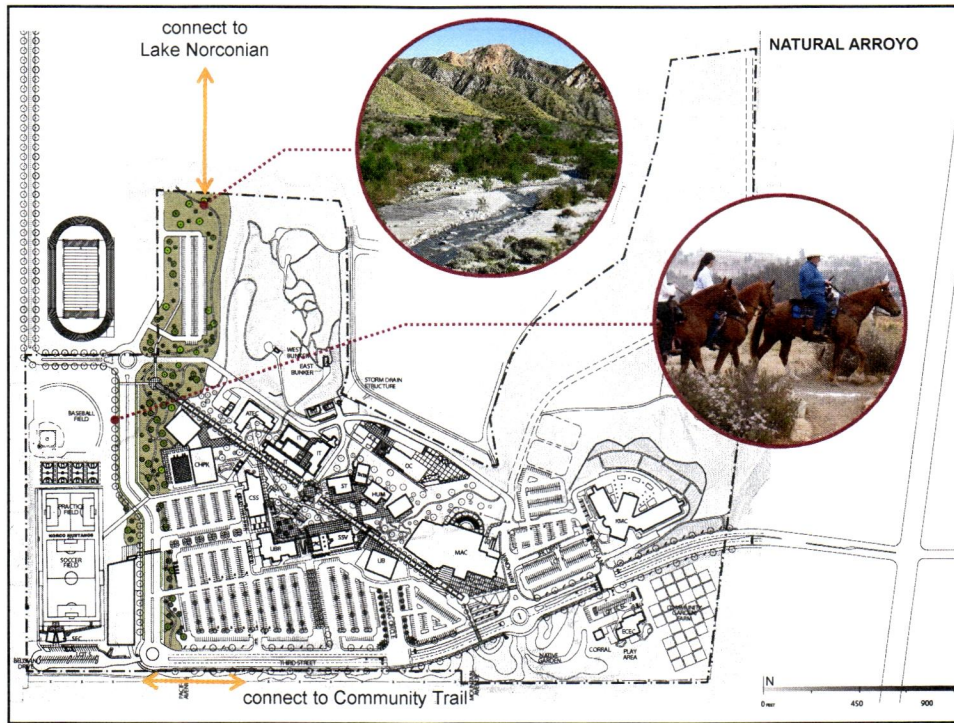


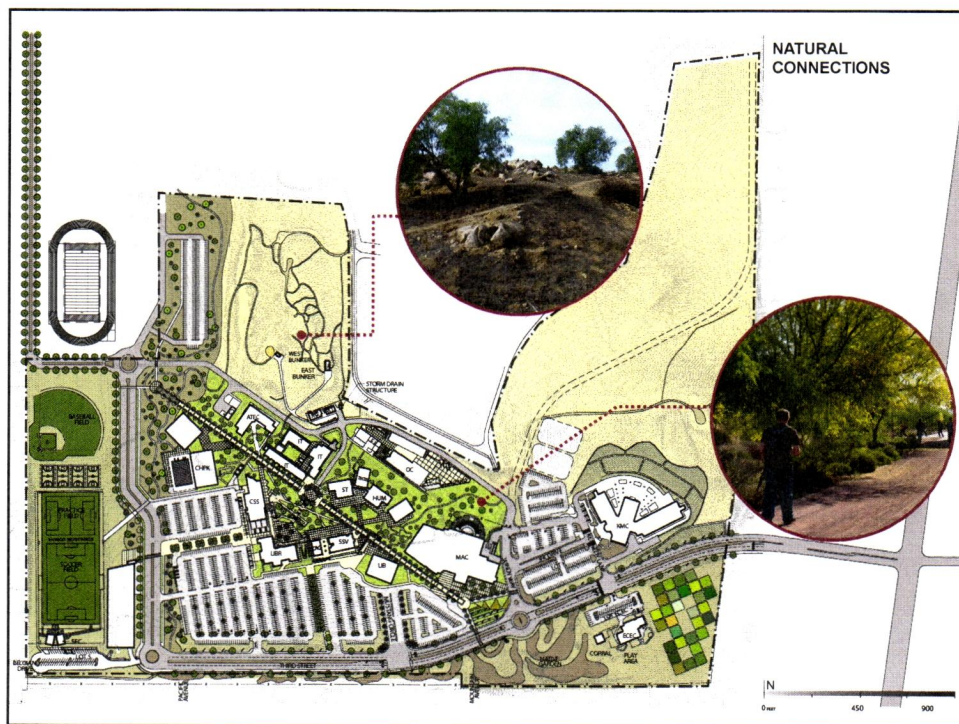
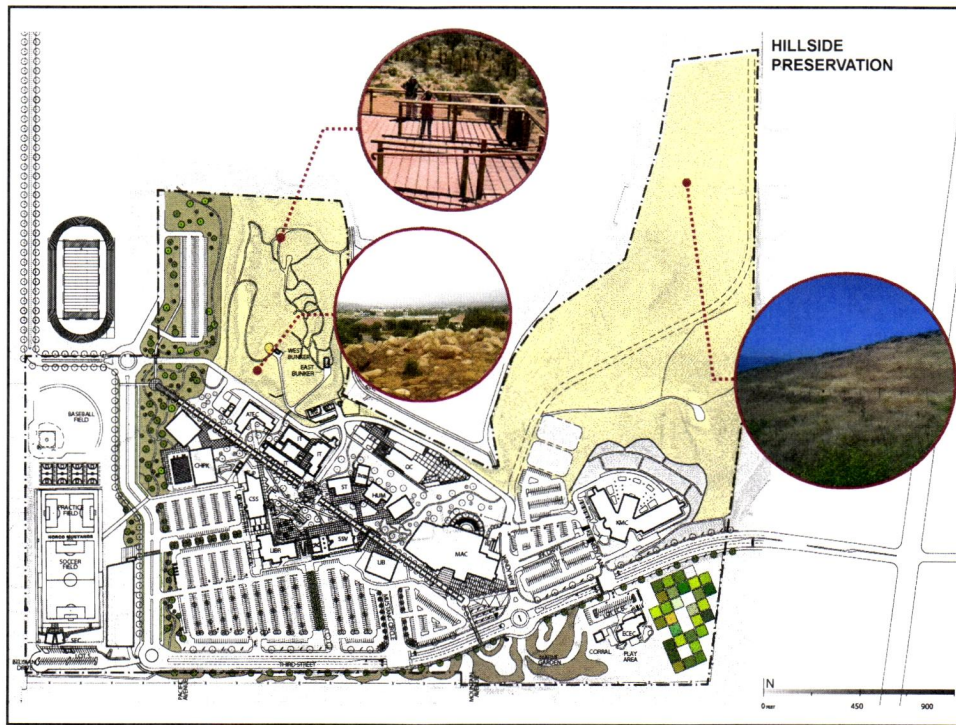


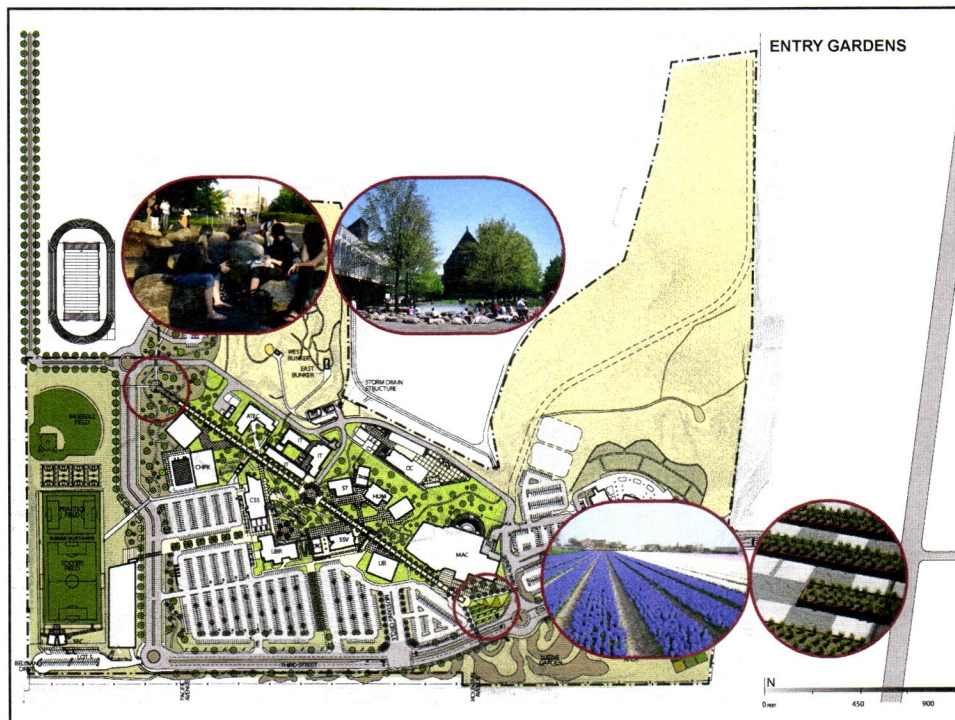
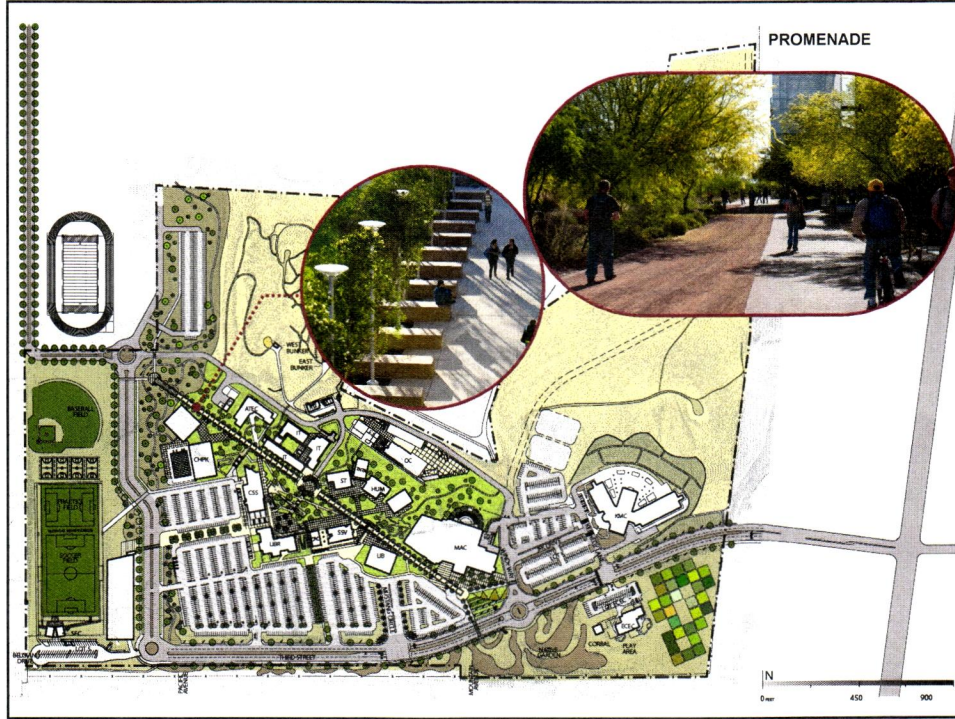


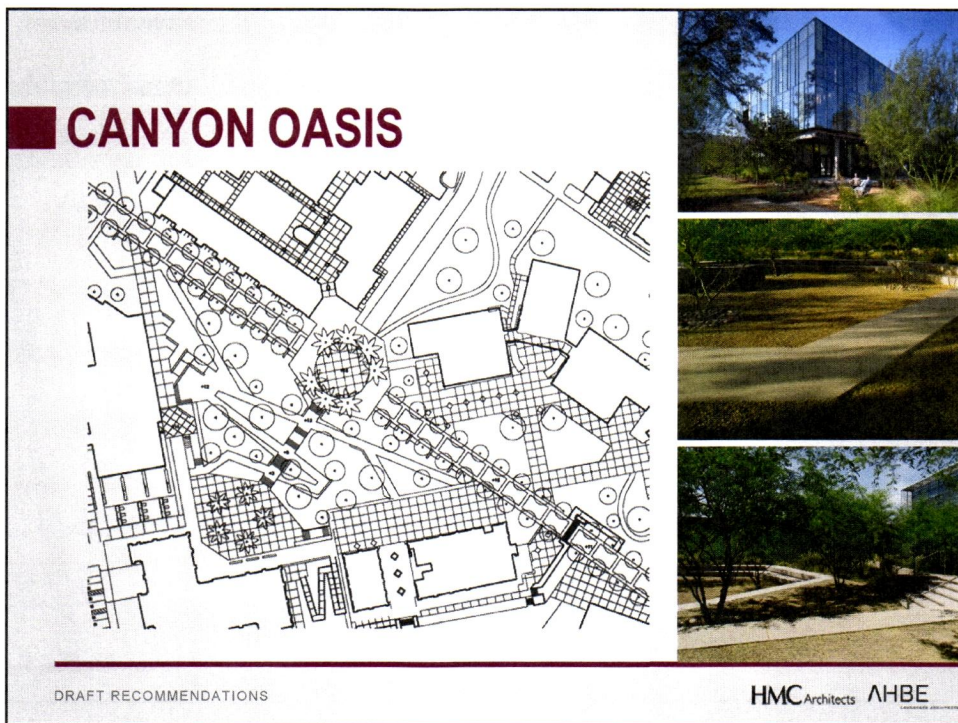
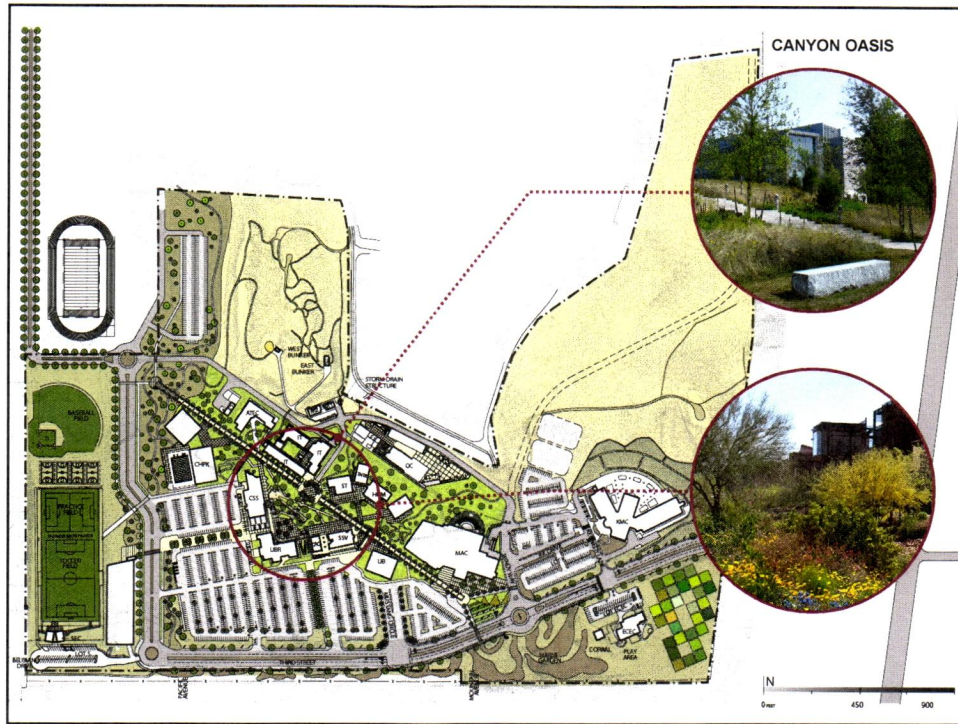


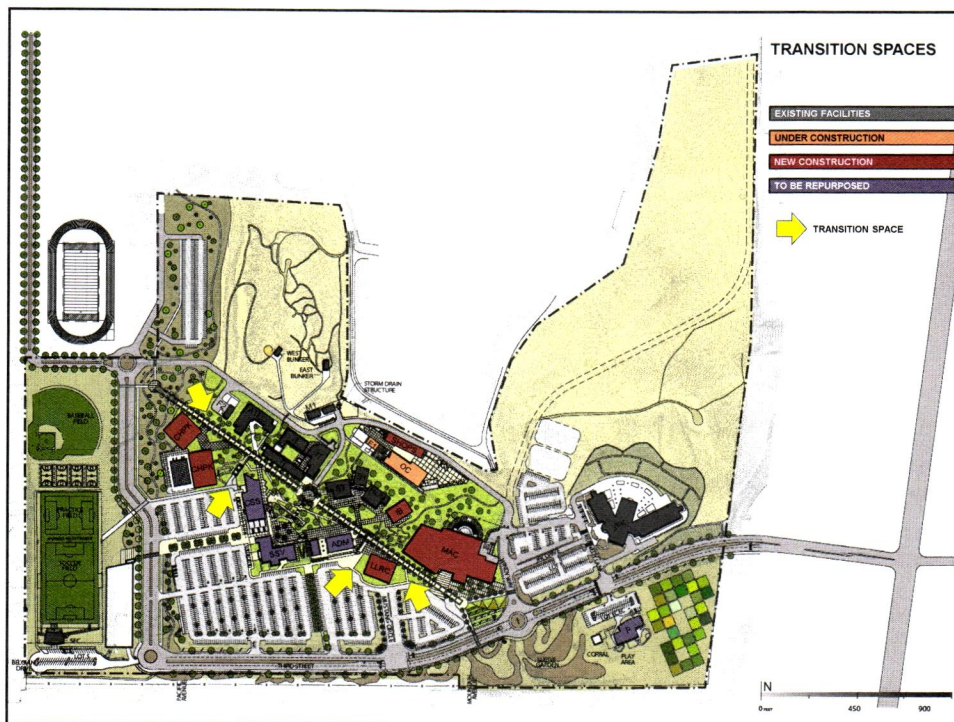
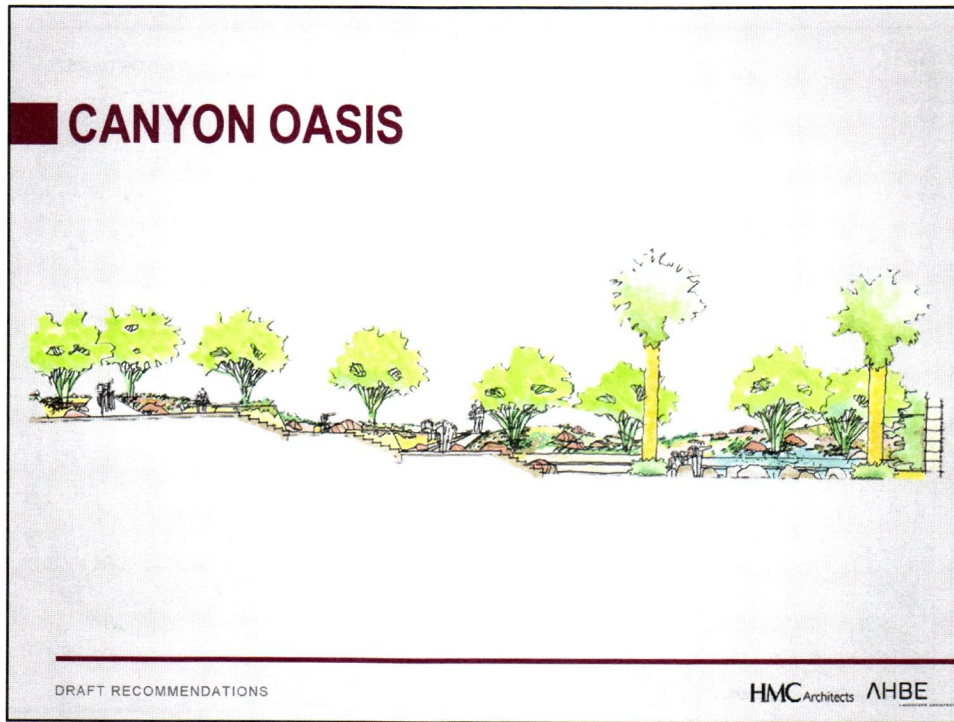


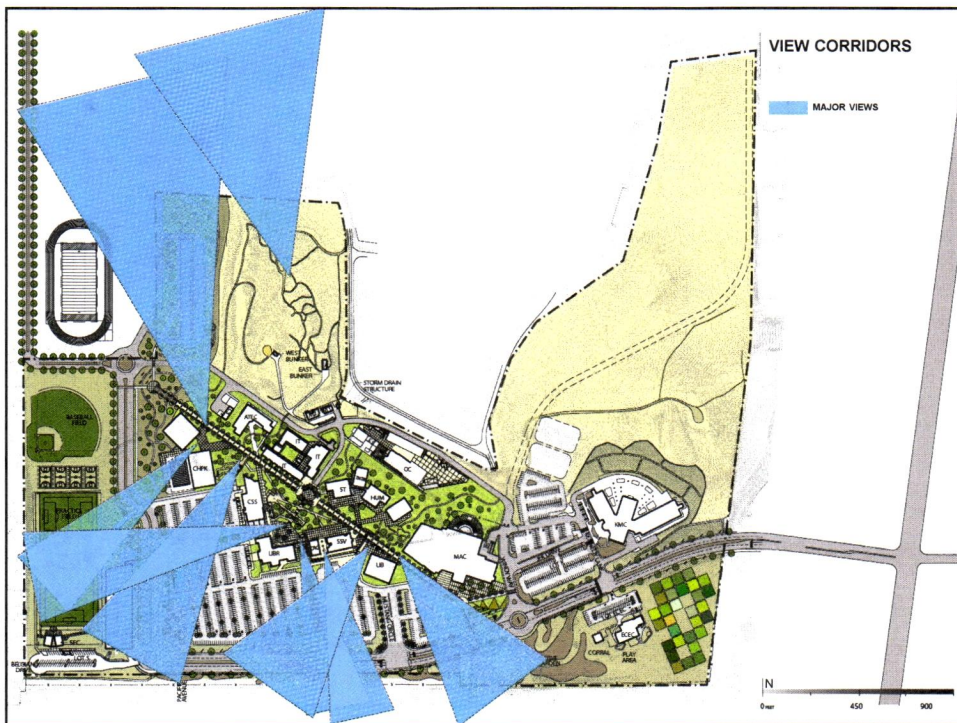
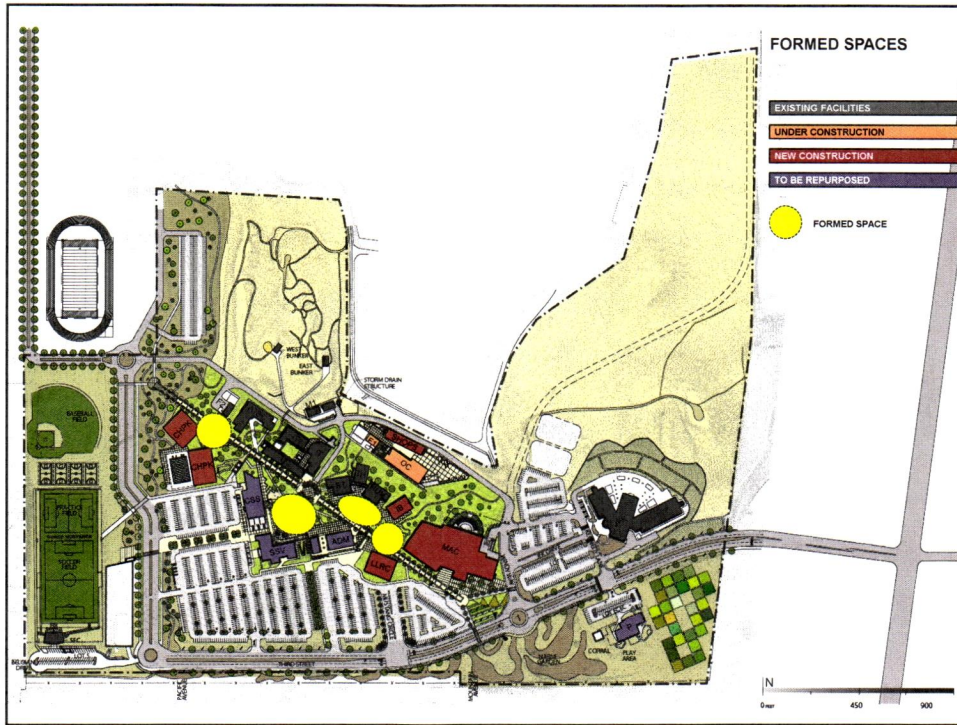


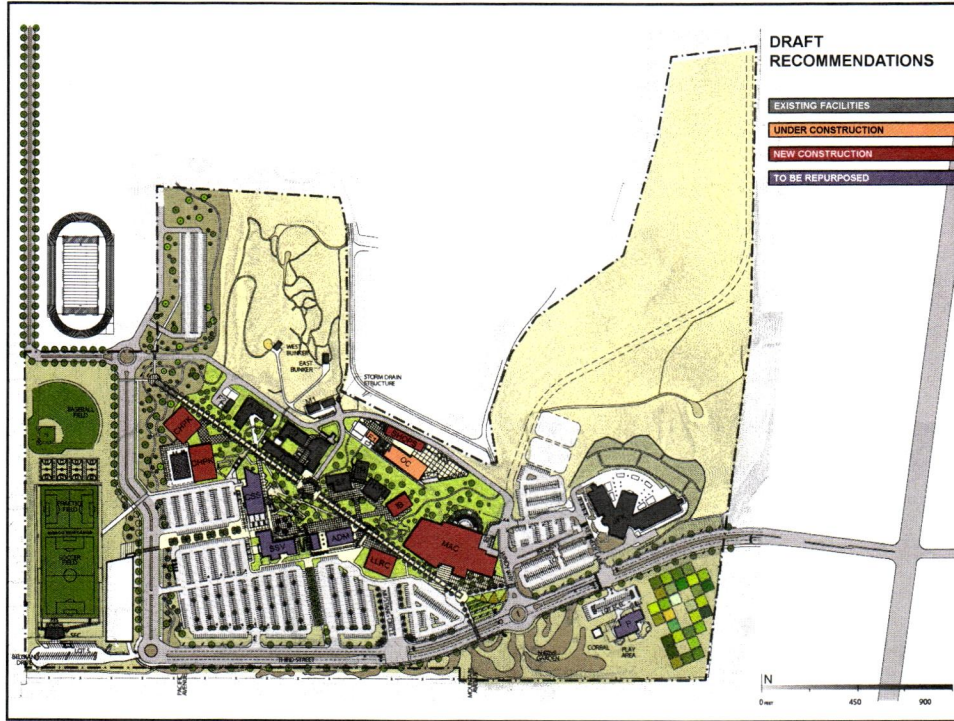












## NEXT STEPS

- Meetings
  - JFK/KMC
  - City of Norco
  - Navy
- Draft Master Plan Document
- COTW – March 26
- Board Approval - May



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