

**Norco College**  
**Institutional Strategic Planning Council**

March 6, 2013

1:00pm-3:00pm

ST 107

*Present: Gail Zwart, Deborah Tompsett-Makin, Melissa Bader, Andy Aldosoro, Shaunna Winn, David Bobbitt, Ruth Leal, Mark DeAsis, Greg Aycock, Sharon Crasnow, Debbie DiThomas, Dominique Hitchcock, Cecilia Brockenbrough, Jason Rey, Mark Lewis, Tricia Hodawanus (recorder)*

*Guests: Carol Farrar, Monica Green, Paul Parnell, Mika Klein, Jim Wurst*

**MINUTES**

**I. Approval of Minutes:** Review of February 20, 2013 meeting minutes

- Motion to approve by: Deborah Tompsett-Makin
- Seconded by: Sharon Crasnow
- 1 abstention
- Motion carried

**II. Facilities Master Plan 1<sup>st</sup> Reading –Mika Klein, HMC Architects**

- Mr. Bobbitt gave a background report on the Facilities Master Plan revision to this point
- Review of HMC draft recommendation PowerPoint (copy of presentation on file)
  - Planning Data Analysis (Parking/Second Entrance Requirements/Space Inventory)
  - Analysis shows this campus is actually “under built” (especially evident in our Library space)
  - Facilities planning principles review (Research suggests a major part of a student’s success can actually be linked to their first experience on campus)
  - Review of campus overlay and the overall feel of “Norco”
  - Draft recommendations review (New buildings for future: IB-Instructional & Library/Bookstore)
  - Secondary effects from the opening of the MAC building, could possibly free up Instructional space
  - Review of vehicular circulation (Round-a-bouts, traffic issues, etc.)
  - Discussion of vertical wind turbines (Need a formal wind study)
  - Parking review:
    - (Horizon 1 - 2511 total parking spaces/parking structure needed PS1 - near soccer field PS1)
    - (Horizon 2 - 3129 total parking spaces/parking structure needed PS2 behind ATEC)
  - Norco College Arroyo can lead to the pedestrian walkway can eventually extend to City property and include horse trails
  - Possibly have a section of land for a “community farm” and partner with High School Agriculture programs to sustain the plots. (can incorporate the harvest with the Trading Post, etc)
  - Propose making two “overlook” areas (one by lake and the other on the hill by Kennedy MCHS)
  - West end can be dedicated to Athletics: soccer, baseball, basketball, possible future stadium, etc.
  - Develop promenade with pockets of seating areas, shade, etc.
  - Review landscape suggestions (entry gardens, canyon oasis, arroyo)
  - This recommendation will take us to approximately 15,000 students (10-15 year plan)
  - HMC Architects will meet with KMC, City of Norco, Navy & CNUSD on March 14
  - HMC Architects will then present at Committee of the Whole on March 26
- Committee members are encouraged to send any final comments or suggestions to David Bobbitt this week or as soon as possible
- HMC will now begin finalizing the draft of the actual Master Plan document
- The March 26 COTF presentation will be considered a 2<sup>nd</sup> reading
- Once approved, the document will then move forward to the Board of Trustees for formal adoption

### III. Action Items:

1. Mission Statement Procedure Proposal-Dr. Greg Aycock
  - Cycle for review is every 5 years
    - Review by ISPC committee
    - If revision occurs, forward to COTW and then Board of Trustees
  - Review will also occur through the annual survey of strategic planning committees and should address the following question:
    - Does the purpose of this committee align well with the Norco College mission? Why or why not?
  - Motion to approve by: Sharon Crasnow
  - Seconded by: Shaunna Winn
  - Motion Amended: approve with the following suggested changes/additions:
    - Affirmation or revision to COTW every 5 years
    - On subsequent approval by COTW, goes to Board of Trustees. (Informational item only)
    - Add third bullet
  - Vote
  - 1 abstention
  - Motion carried

### IV. Open Dialog

- Melissa Bader and Jason Rey reported that summer basic skills FTES are needed for Mat 52/Eng 35. (Assistance for our current students not the incoming freshmen)
  - The committee discussed and suggested this topic be referred to APC
- Smoking circle location discussion:
  - An initial suggestion was made to add this topic to the next ISPC agenda. Committee members should speak to their constituents and be prepared to discuss at next meeting
  - Student Government has previously polled students about this topic
  - After committee discussion, it was determined that this topic should be discussed at BFPC first (Mr. Bobbitt will make a note of this)
- Shaunna Winn announced an upcoming Breast Cancer Walk on April 27 at “The Shops” in Chino Hills (donations will be accepted in the Student Activities office. Our goal is \$2000) They reported that they have never had a non-corporate entity involved, so Norco College is encouraged to participate.
- Dr. Parnell reminded the committee that the Norco College Trading Post opens April 27<sup>th</sup>, and encouraged all to visit

**Meeting adjourned at 2:42pm**

#### MISSION STATEMENT


Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

*(Board Approved August 2012)*



## AGENDA


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



DRAFT RECOMMENDATIONS

HMC Architects AHBE

	AUGUST		SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE																																				
	8	13	17	20	24	28	31	1	2	5	8	12	15	19	22	26	29	1	2	5	8	12	15	19	22	26	29	1	2	5	8	12	15	19	22	26	29	1	2	5	8	12	15	19	22	26	29	1	2	5	8	12	15	19	22	26	29	1	2	5	8	12	15	19	22	26
<b>1   DISCOVER</b>																																																																		
Collect and review relevant planning information																																																																		
Contact educational planning staff																																																																		
<b>MEAS PRESENTATION MEETING (Aug 15)</b>																																																																		
- Review Process and Timeline																																																																		
<b>2   ANALYZE</b>																																																																		
<b>ON-SITE MEETINGS + INTERVIEWS (Sep 12)</b>																																																																		
Analyze existing site and facilities																																																																		
Analyze educational planning data for PMP																																																																		
<b>DISTRICT STRATEGIC PLANNING MEETING (Sep 14)</b>																																																																		
<b>BPFC MEETING (Sep 16)</b>																																																																		
- Review project scope and process																																																																		
- Review "Measures of Success"																																																																		
<b>ON-SITE MEETINGS + INTERVIEWS (Sep 16)</b>																																																																		
<b>COTW MEETING (Sep 23)</b>																																																																		
- Present PMP overview and process																																																																		
<b>ON-SITE MEETINGS + INTERVIEWS (Sep 25)</b>																																																																		
<b>3   FRAME</b>																																																																		
Develop analyses and identify key issues																																																																		
<b>BPFC MEETING (Oct 09)</b>																																																																		
- Review and validate analysis of existing conditions																																																																		
- Identify key issues																																																																		
Develop energy program for facilities																																																																		
<b>4   EXPLORE</b>																																																																		
Develop Planning Options																																																																		
<b>BOY COMMITTEE REPORT DUE (Nov 09)</b>																																																																		
<b>BPFC MEETING (Nov 16)</b>																																																																		
- Review space program for facilities																																																																		
- Review and validate landscape/environmental analysis																																																																		
- Identify areas of opportunity																																																																		
- Draft Facilities Planning Priorities																																																																		
Develop Culture Survey																																																																		
<b>COTW MEETING (Nov 27)</b>																																																																		
- Review process, analyses and areas of opportunity																																																																		
<b>BOY COMMITTEE MEETING (Dec 04)</b>																																																																		
- Review PMP process and timeline																																																																		
- Present MAC PMP																																																																		
<b>BPFC MEETING (Dec 08)</b>																																																																		
- 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																																																																		
<b>BPFC MEETING (Feb 11)</b>																																																																		
- Review recommendations																																																																		
Prepare Draft PMP Report																																																																		
College review of draft PMP Report																																																																		
Finalize PMP Report																																																																		
<b>COTW MEETING (Mar 20)</b>																																																																		
<b>BPFC MEETING (Apr 01)</b>																																																																		
<b>BOY COMMITTEE MEETING</b>																																																																		



**NORCO 2012 FACILITIES MASTER PLAN**  
**Measures of Success!**  
 HMC Architects  
 September 10, 2012

**INTENT, PROCESS + TIMELINE**  
 MAJOR PLAN / REPORT DUE DATE

**REVIEW OF INTL. PRACTICE**  
 1. ANALYZE EXISTING FACILITIES + PROGRAM REQUIREMENTS + COLLEGE COMMITMENTS  
 2. ANALYZE SPACE + ENVIRONMENTAL DATA  
 3. ANALYZE STUDENT EXPERIENCE + COLLEGE CULTURE

**KEY MEASURES OF SUCCESS**

**Next Steps**  
 We'll start looking at the data and the program requirements for the college. We'll also be looking at the international practice and how we can apply that to the college's needs.

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

# PLANNING DATA ANALYSIS

DRAFT RECOMMENDATIONS

HMC Architects AHBE

# PLANNING DATA ANALYSIS

### Master Plan Horizons

	Headcount (Fall)	WSCH (Fall)	Recommended Parking @ 1:5	Notes
Baseline (2010)	9,536	91,732	1,927	
Horizon 1	112,800	113,200	2,270	2nd phase of 2011
Horizon 2	125,000	144,881	2,900	2nd phase of 2011

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# PLANNING DATA ANALYSIS

## Space Inventory Report ROOM USE CATEGORIES

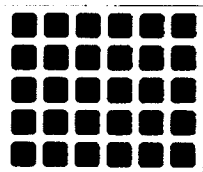
Space Type	Room Use Numbers	Description
Class	100s	Classrooms + support spaces
Lab	200s	Labs + support spaces
Office	300	Office, including administrative and support spaces
Library	400s	Library, study and tutorial + support spaces
Other	520, 540 to 800s	PE, Assembly, Food Service, Lounge, Bookstore, Meeting Rooms, Data Processing, Physical Plant, Health Service

DRAFT RECOMMENDATIONS

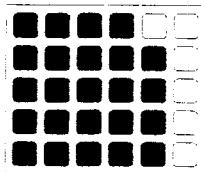
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# PLANNING DATA ANALYSIS

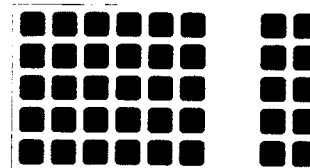
## Space Utilization - Capacity Load Ratios



# 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

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## PLANNING DATA ANALYSIS

Space Type	Current Inventory	Adjusted Inventory **

\*\* 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
Classrooms	11,917	15,821	22,227	10,406
Instructional Support	1,642	4,256	8,215	6,517
Office	49,586	54,488	56,807	7,150
<b>TOTAL ASSESS</b>	<b>63,145</b>	<b>74,565</b>	<b>87,250</b>	<b>12,685</b>

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

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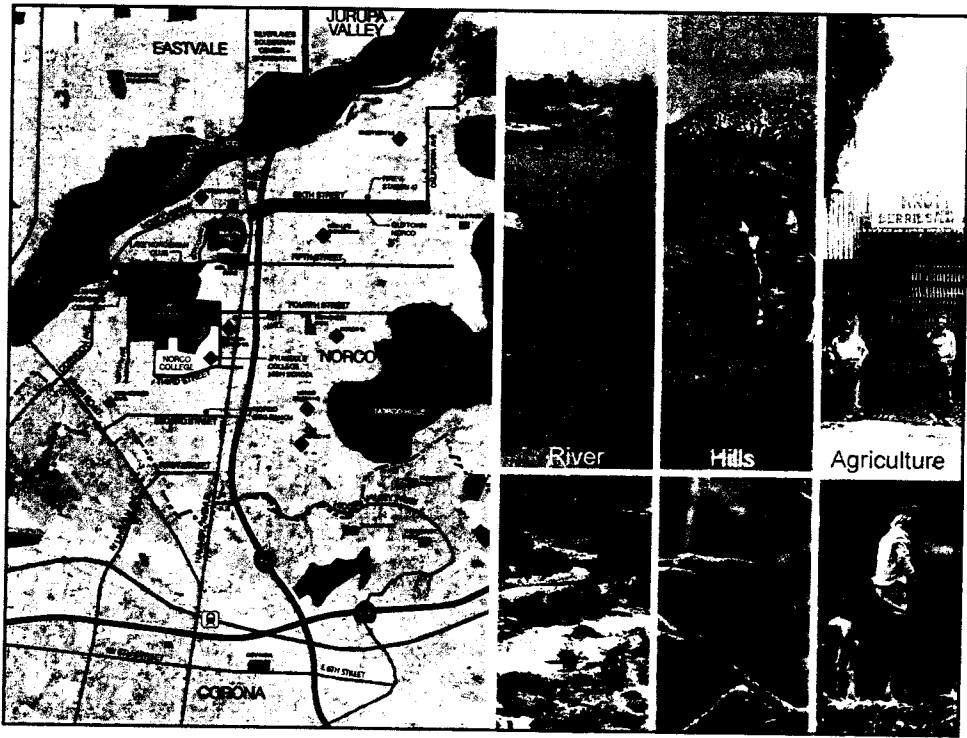
- ## FACILITIES PLANNING PRINCIPLES
- Maximize functional space
  - Eliminate non-functional space
  - Improve efficiency/utilization of site and facilities
  - Right-size the campus to address program needs
  - Develop a collegial learning environment
  - Develop a campus that supports student learning 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
- DRAFT RECOMMENDATIONS HMC Architects AHBE

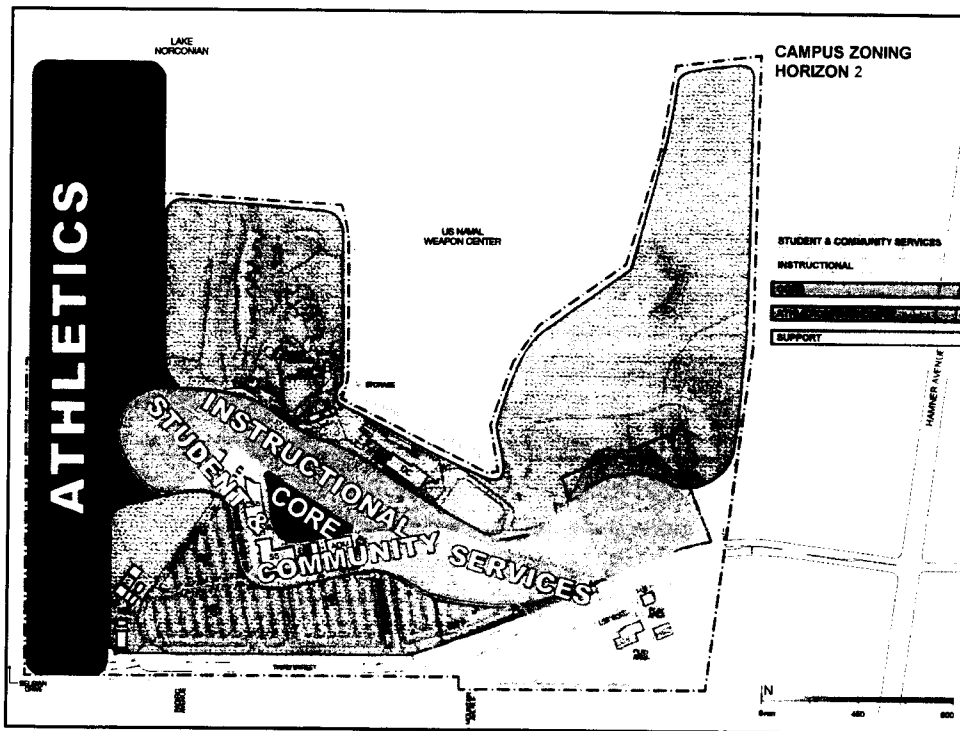
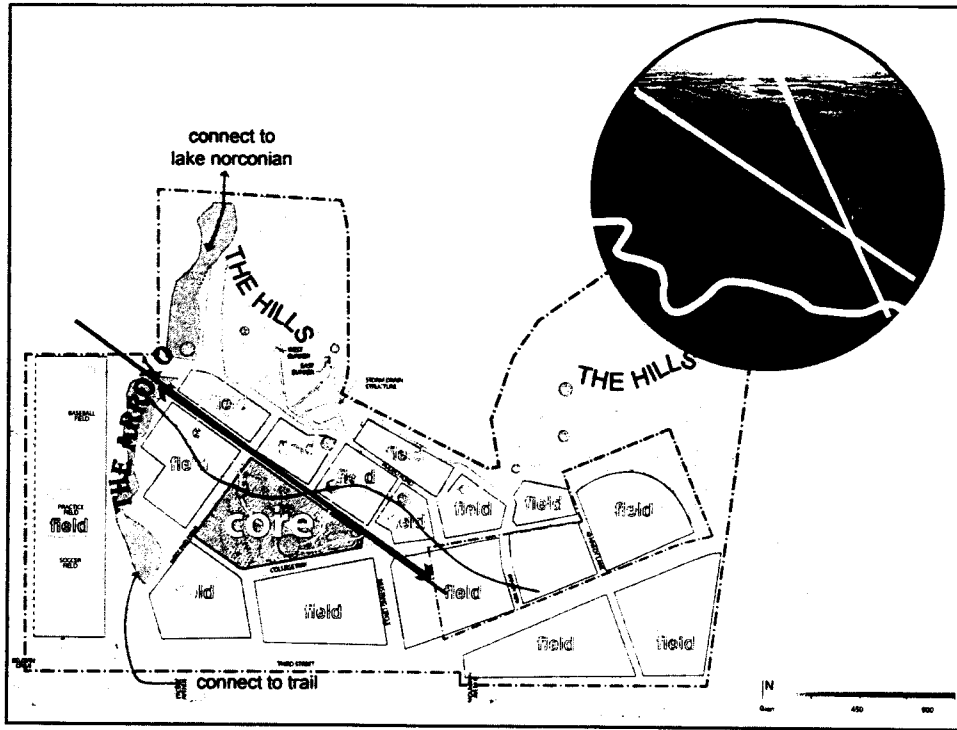


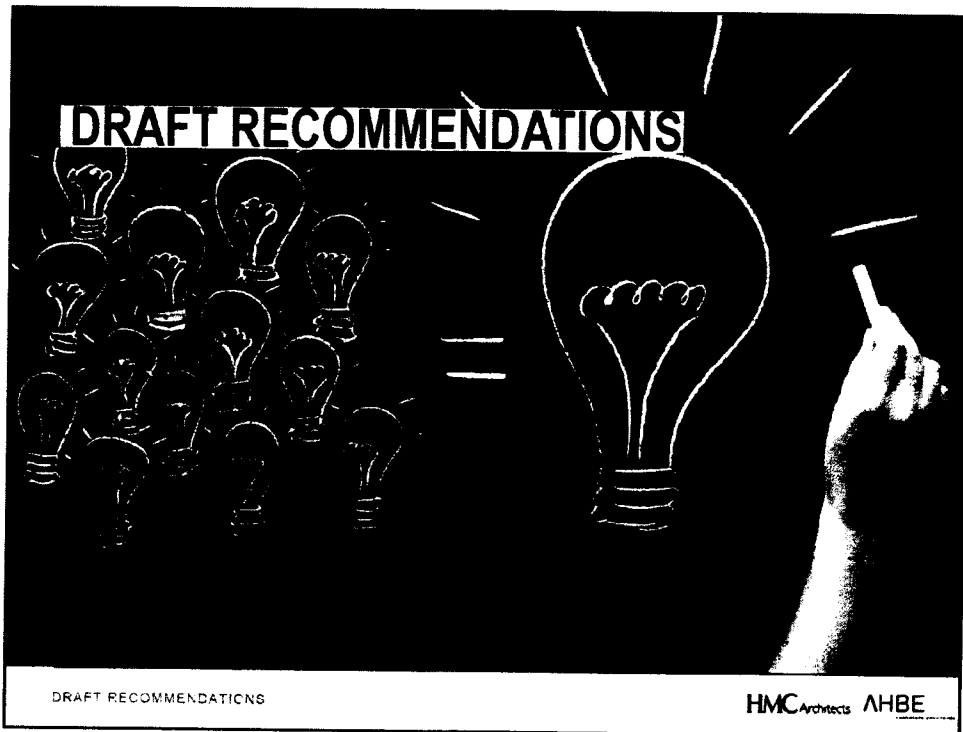
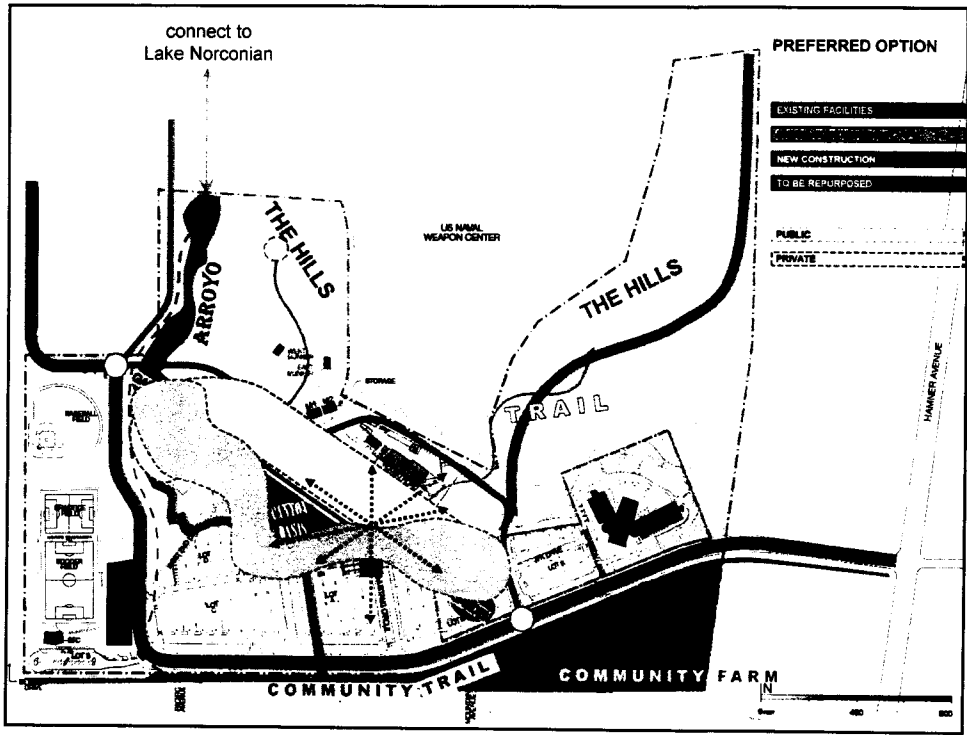
# DEVELOPMENT CONCEPTS

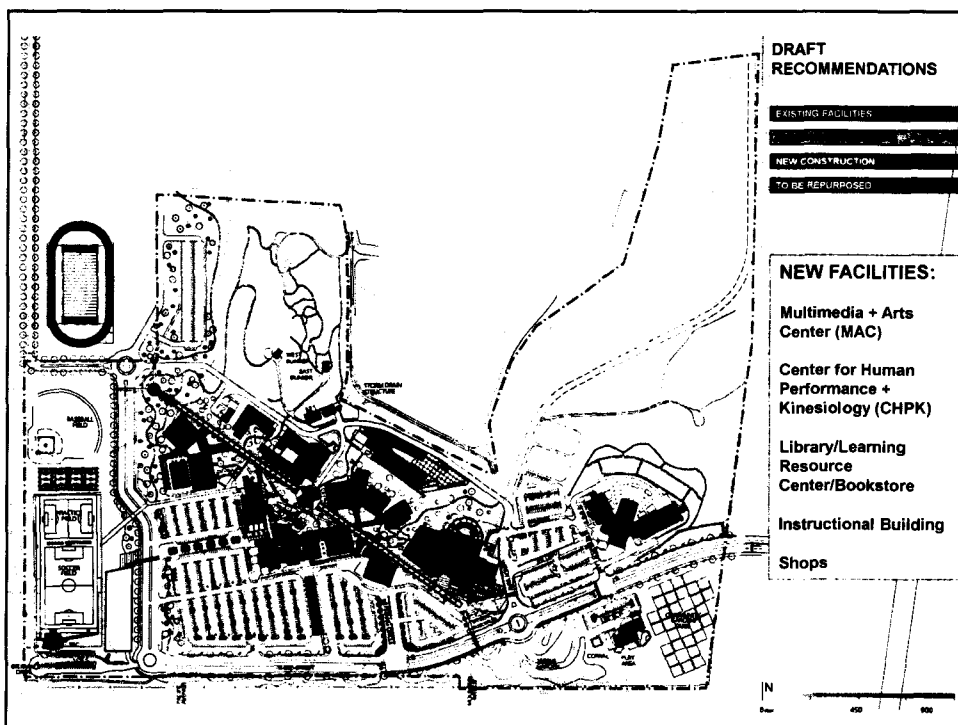
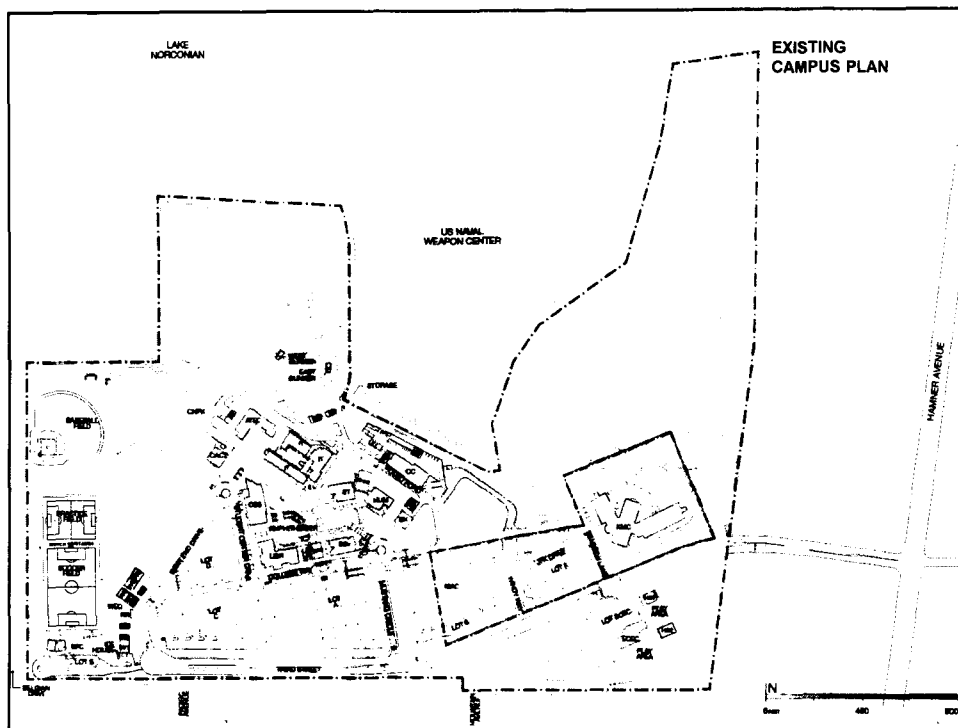
DRAFT RECOMMENDATIONS

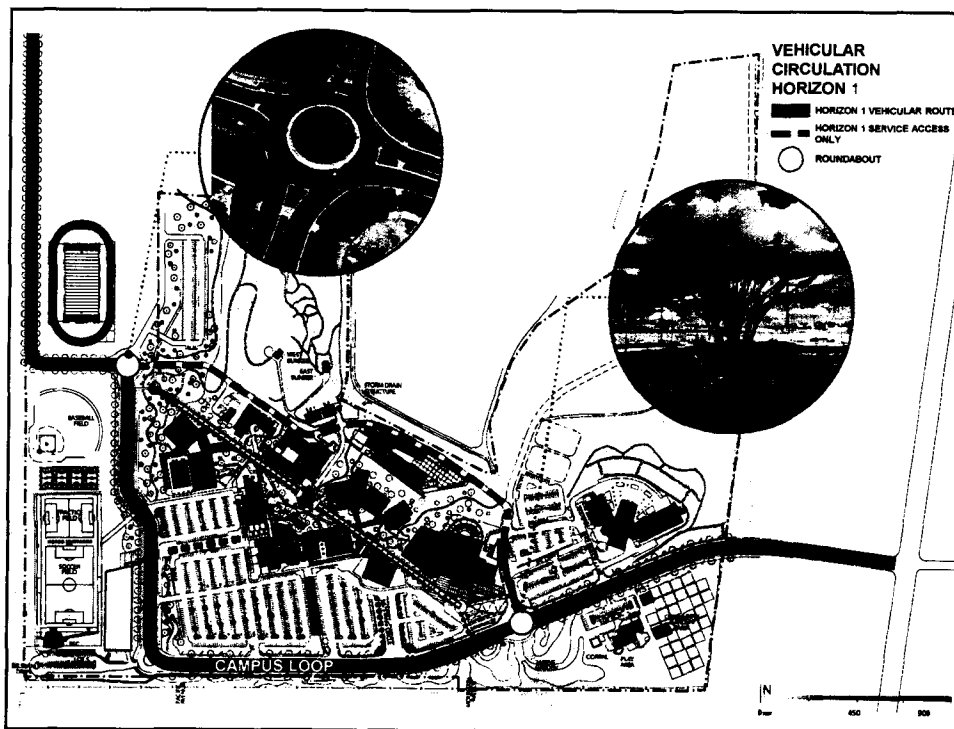
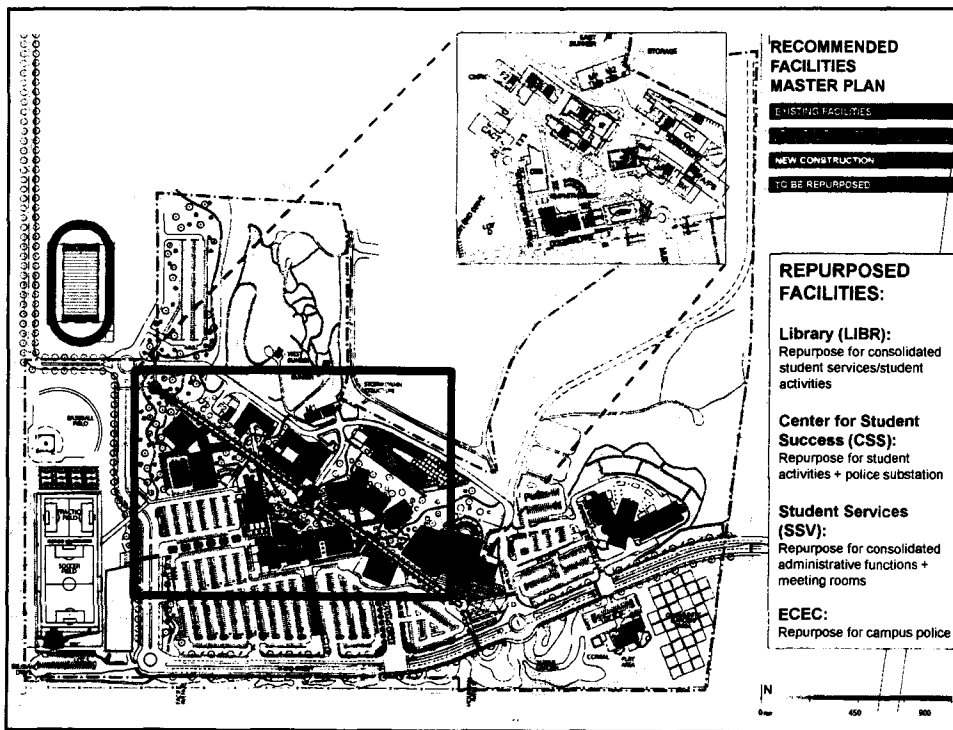
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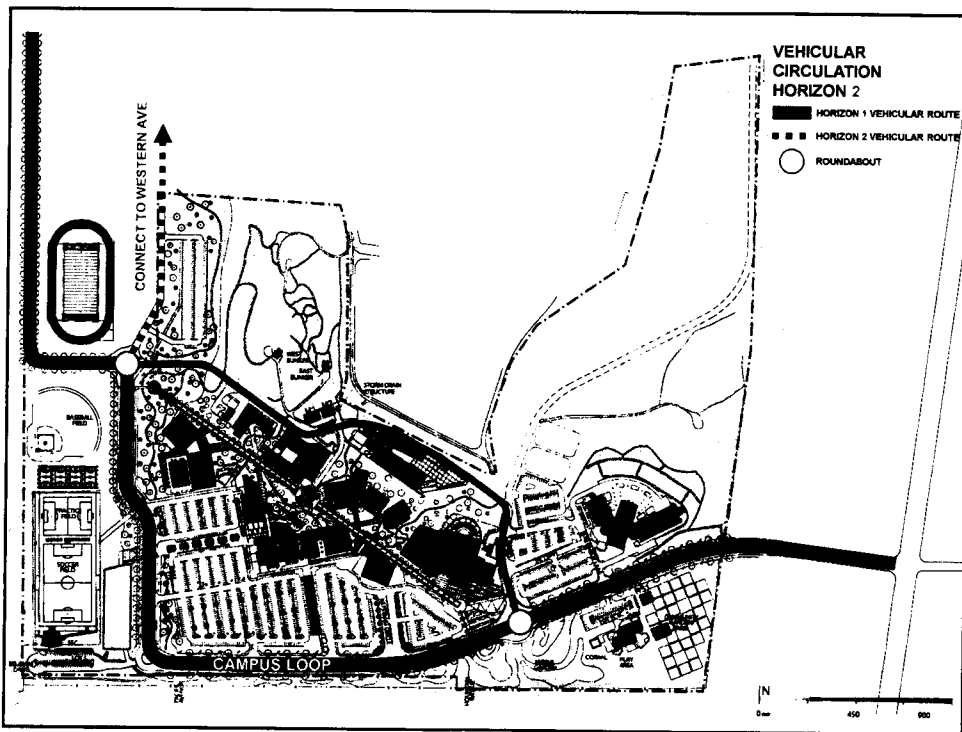
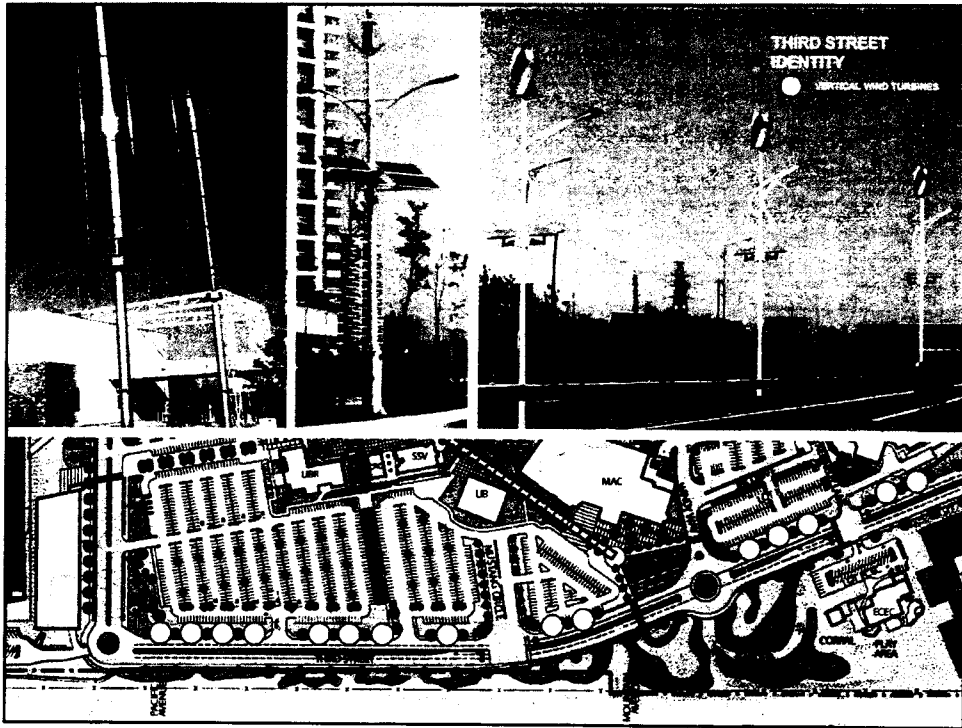


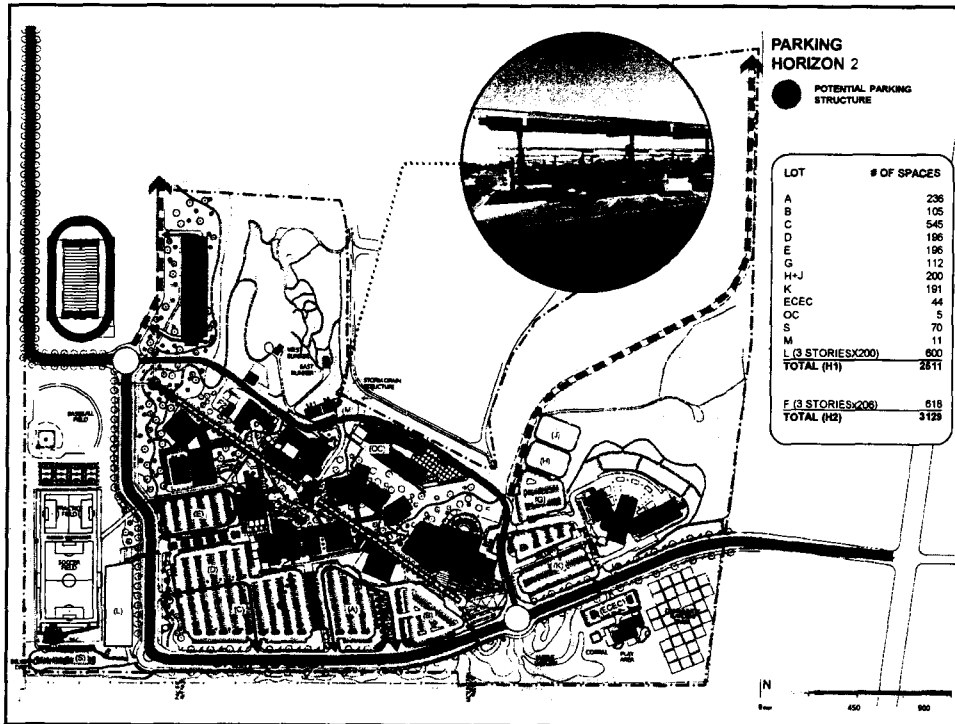
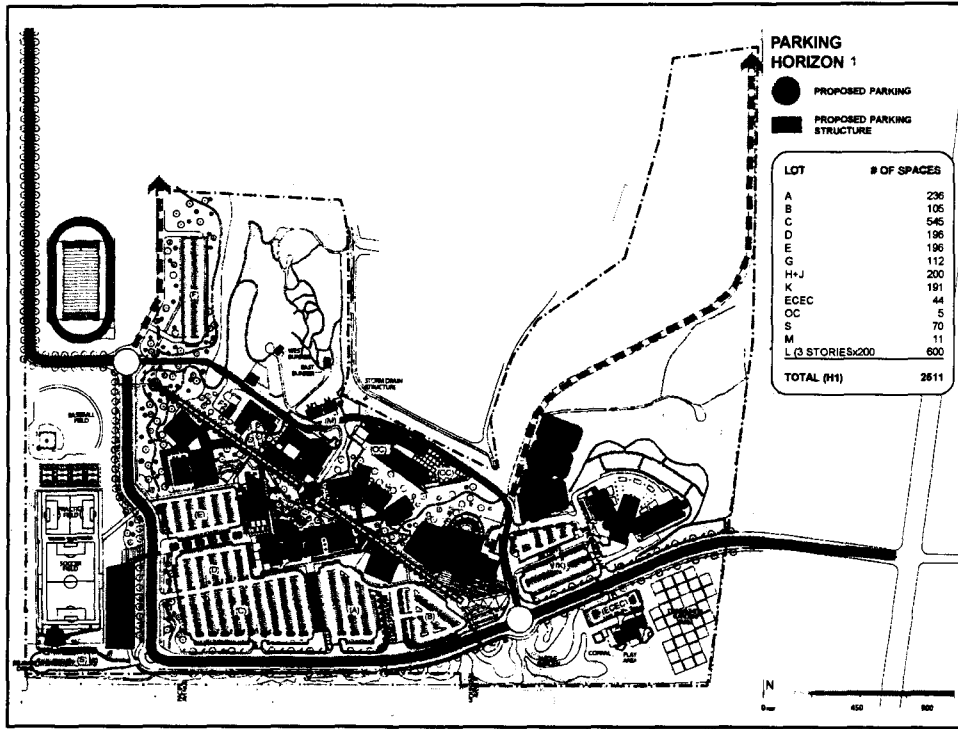


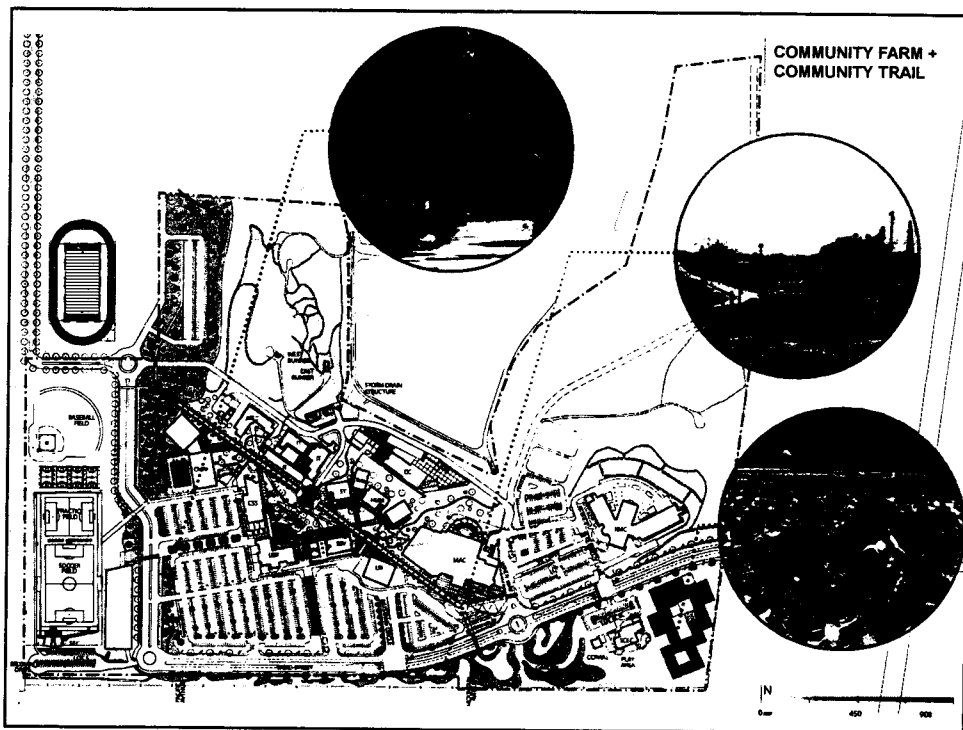
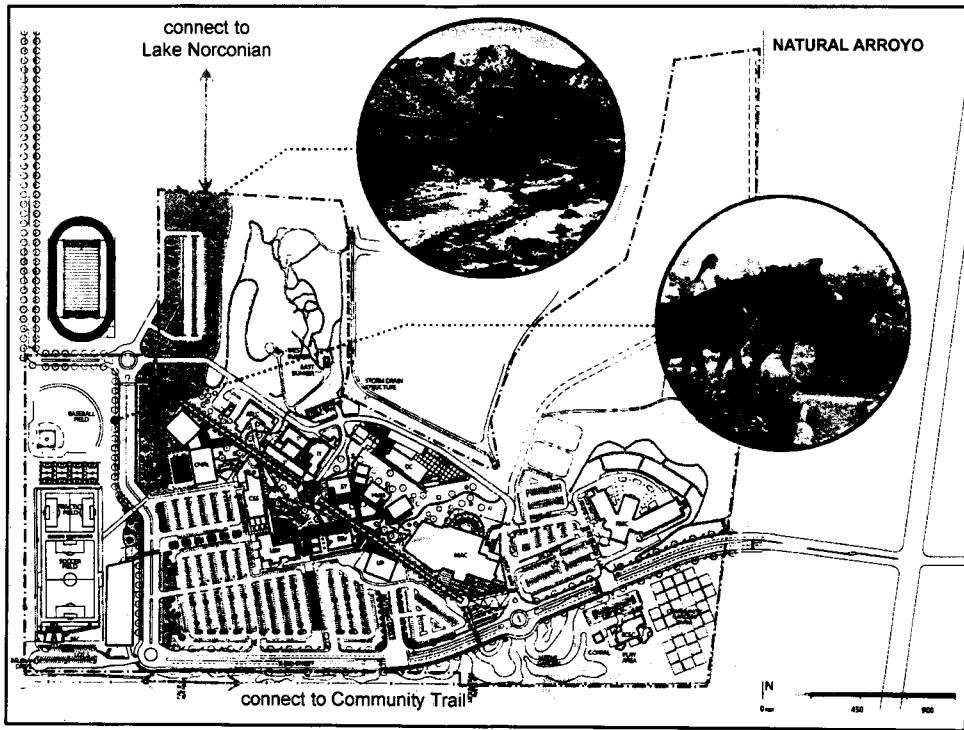




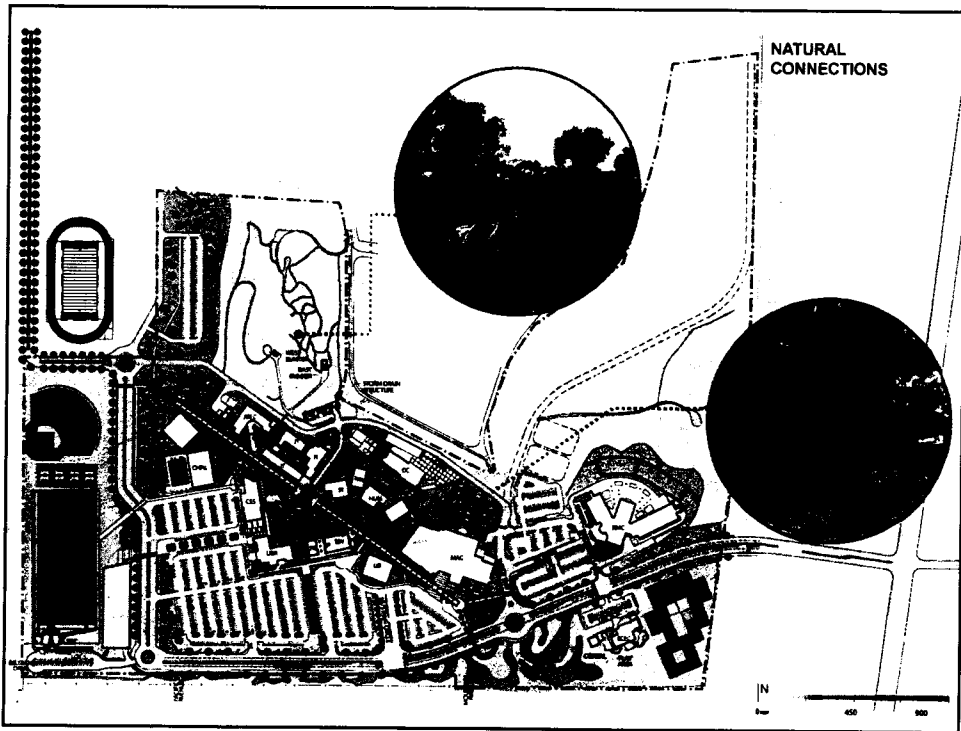
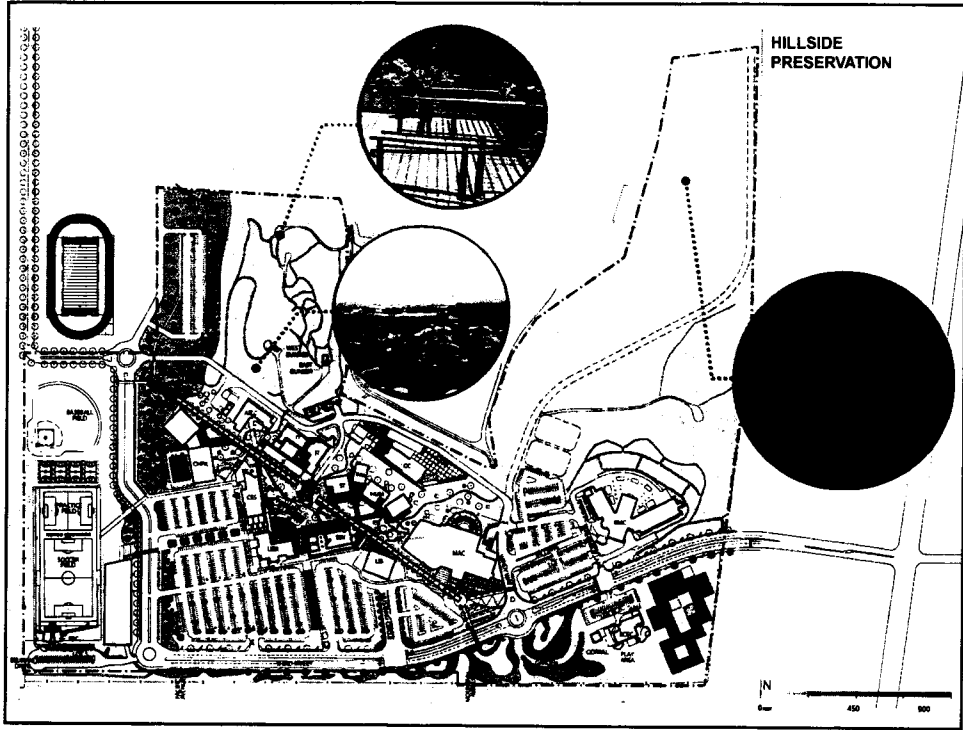


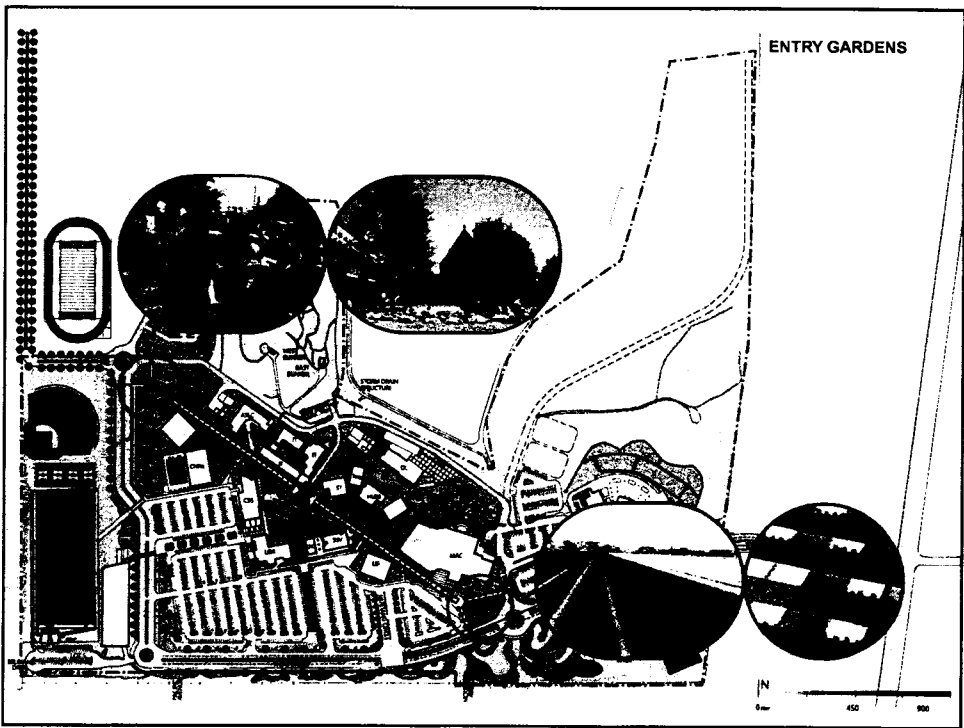
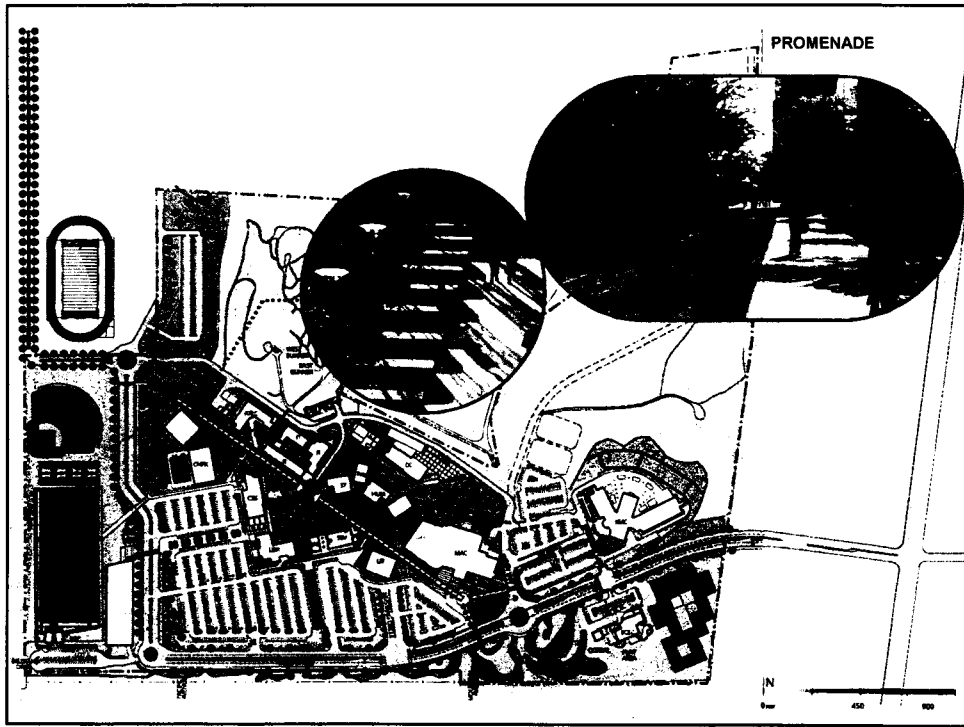


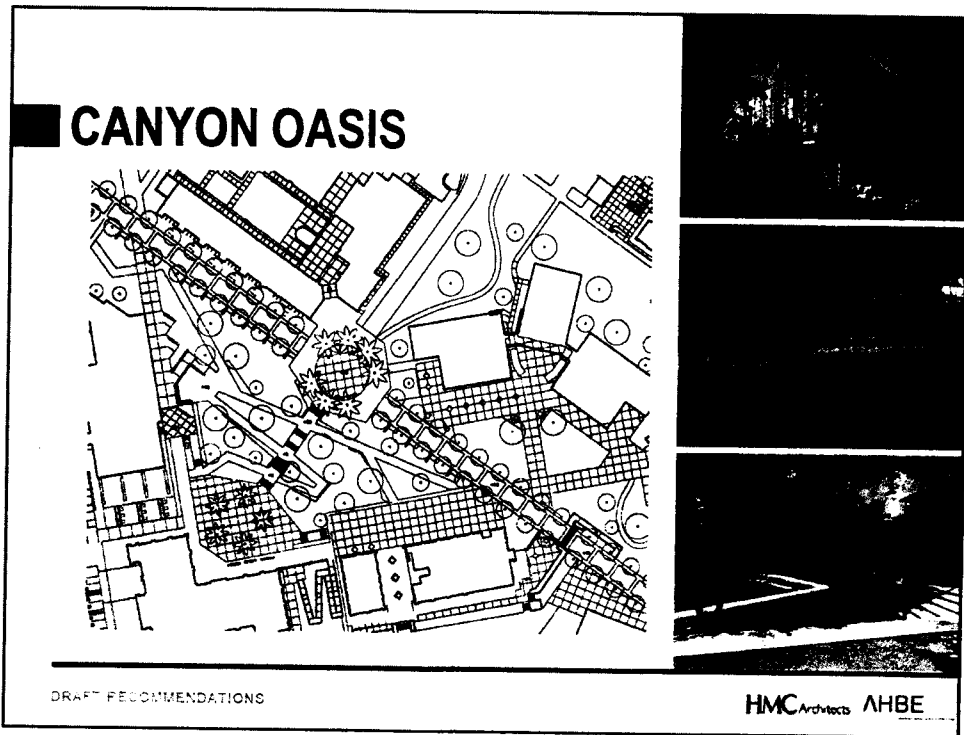
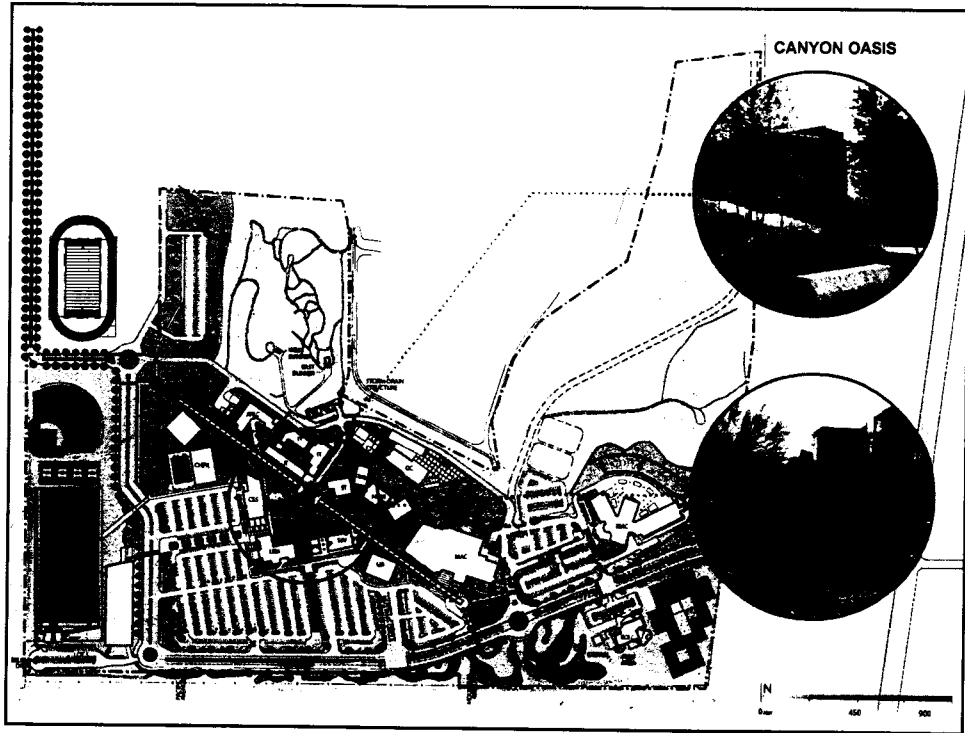


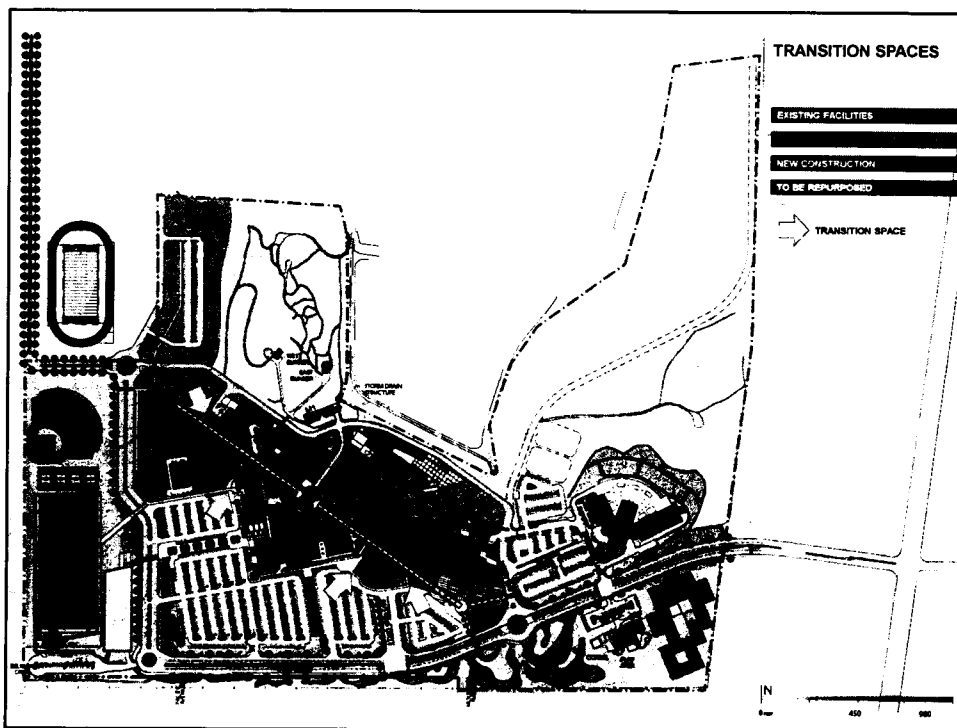
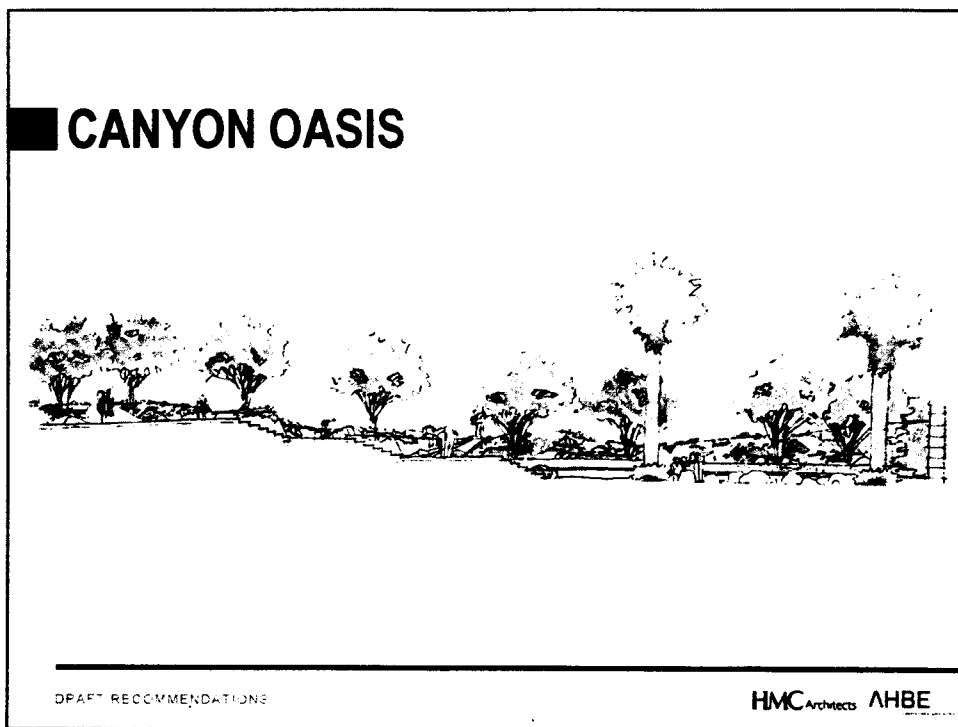


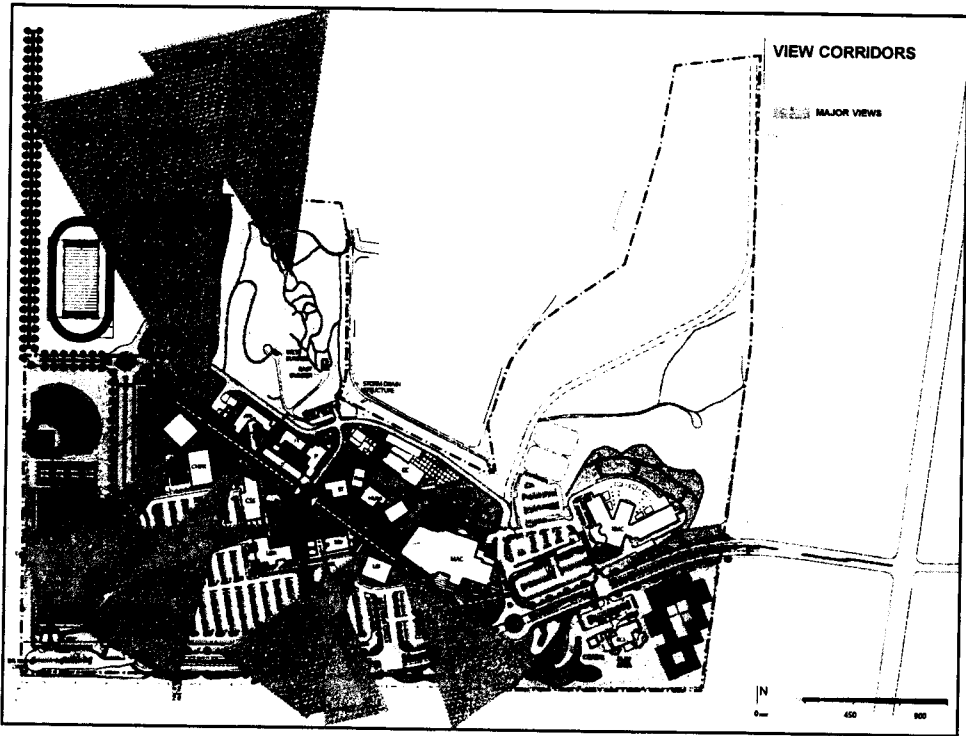
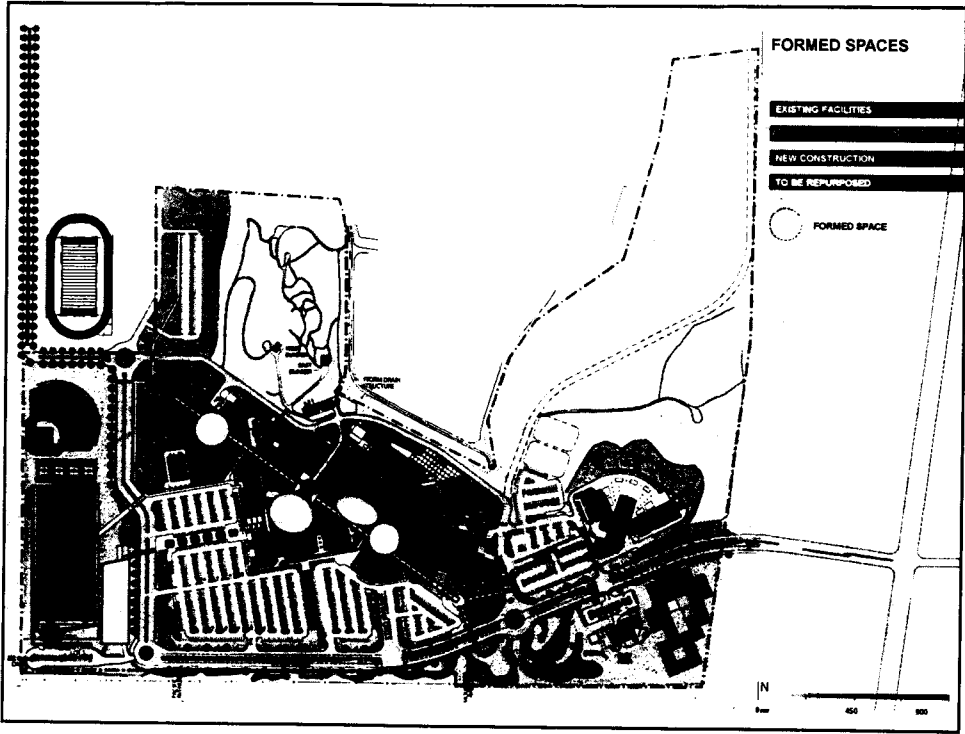


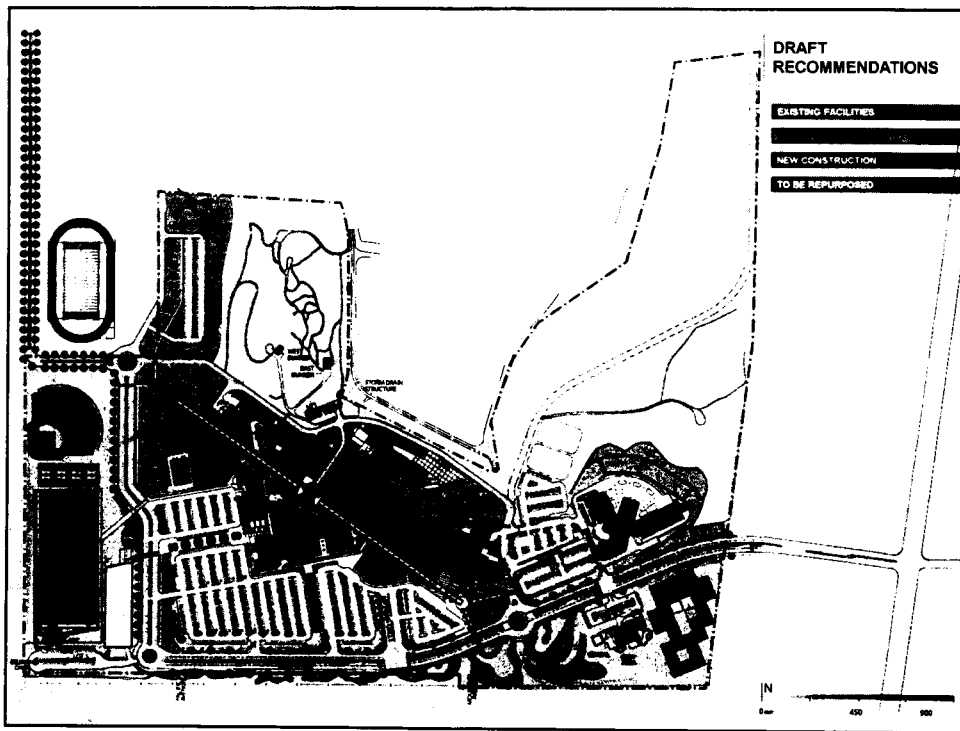













## NEXT STEPS

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



DRAFT RECOMMENDATIONS

HMC Architects AHBE

# Procedure for Review of Mission Statement

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- The cycle for formal review of the Norco College Mission Statement is every 5 years corresponding to the timeline for revision of the Norco College Strategic Plan. It will consist of:
  - ISPC-will be the main reviewing body for the mission statement.
- Review of the mission statement will also occur through the annual survey of strategic planning committees and should address the following question:
  - Does the purpose of this committee align well with the Norco College mission? Why or why not?
- Affirmation or revision will be presented to the COTW for approval, and then sent to the Board of Trustees as an informational item.