

**Master Plan Update for Facilities Council
October 9, 2018**

Summer work:

- LCC provided RBA with all of the information that we had gathered to date.
- LCC drafted a Master Plan schedule of meetings that was reviewed and approved by LCC Cabinet
- RBA reviewed LCC information and draft schedule and created a detailed proposal

Rowell Brokaw proposal:

- Proposal cost is \$254,512
- Task 1 Tool Development:
 - Campus base map
 - LTD Plans
 - Climate Action Plan integration
 - Facilities Conditions Assessment integration
 - Understand enrollment trends and growth plan including classroom vs online
 - Understand implications of learning plan
 - Determine funding opportunities
 - Seismic risk assessment
 - Space standards
 - Space utilization study
- Task 2: Vision Plan
- Task 3: Individual Division Meetings
- Task 4: Prioritizing Projects
- Task 5: Master Plan Options
- Task 6: Draft and Final Master Plan
 - Master plan outline:
 - Intro
 - Summary of findings
 - Summary of process
 - Guiding principles
 - 10-15 year master plan for facilities projects
 - Addenda
 - Vision plan
 - Space needs assessment – right sizing the campus
 - Summary of outreach activities
 - Record of workshops and meetings
 - Prioritized list of projects
 - Funding sources
 - Project cost models

Draft

Master Plan Schedule of Meetings and Timeline for 2018-2019

Meeting 1: Vision

Proposed Attendees:

- Consultant Team
- *Facilities:* Jennifer Hayward & Troy Hanson
- *Administration:* Brian Kelly, Marge Hamilton, Paul Jarrell, Andy McNamara, Jen Steele
- *Facilities Council:* Alen Bahret (as chair of Facilities Council), Susie Holmes (as Master Planning Subcommittee member), Mike Sims (as Master Planning Subcommittee member), Student Government Rep,
- Safety Guiding Principle Rep: Lisa Rupp
- Sustainability Guiding Principle Rep: Luis Maggiori
- Learning Plan Guiding Principle Rep: Christina Howard
- Access Guiding Principle Rep: Terrie Minner
- Equity Guiding Principle Rep: Greg Evans

Proposed Date: early October

Proposed Length: 2.5 hours

Proposed Agenda

- Introductions (10 min)
- Introduce concept of developing a "Vision" for the master plan (give examples from other colleges) (10 min)
- Review Master Plan Guiding Principles (15 min)
- Facilitated discussion on campus brand, big picture elements, building opportunities, pathways, gates, open spaces (60 min)
- Facilitated discussion on vision for master plan (45 min)
- Next steps (10 min)

Meetings 2-11: Individual Division Meetings

Proposed Attendees for each meeting:

- Consultant Team
- *Facilities:* Jennifer Hayward, Troy Hanson, Nic Smith
- Each meeting will also include the people listed in each row below.

Division/Area Rep(s)	Programs
Patrick O'Connor	Culinary and Hospitality Management and Advanced Tech
Grant Matthews & Greg Sheley	Health Careers, Health, PE and Athletics

Jennifer Falzerano, Anna Gates Tapia, and Grant Matthews	International Programs, English as a Second Language, and Academic Learning Skills, and ABSE
Chris Rehn	Arts, Business, and CIT
Paul Ruscher	Science and Math
Phil Martinez & Patrick Blaine	Social Science & Language, Literature, and Communications
Paul Jarrell and other deans in student services (Helen, Lida, Jerry, Dawn, Terrie, Sue...???), Deron Fort, Rick Stoddart	Student Services, High School Connections, COOP, Library
Branch Centers: Shara Tscheulin, someone from SBDC, someone from OSBDCN? Russ Pierson, Patrick O'Connor, KLCC Interim Manager	Extended Learning, SBDC, SAI, LCC at Cottage Grove, LCC at Florence, Aviation Academy, KLCC
CSLT (consultants to attend CSLT meeting to interview College Services Managers?)	Health Clinic, KLCC, SSS, Titan Store, Printing and Graphics, Mail Services, College Finance, IT, Food Services, CML, Public Safety, ISP
Administration Misc: Marge Hamilton, Dennis Carr, Craig Taylor, Jen Steele, Andy McNamara, Brett Rowlett, Greg Evans, Lynn Nakamura	President's office, HR, IRAP, Planning and Strategy, Marketing, Governmental Affairs, POD, Diversity

Proposed Date: October

Proposed Length: 1 hour/meeting

Proposed Agenda: Interview each dean or group utilizing the Online Facility Needs Survey as an interview template. (<https://www.lanec.edu/facilities/online-facility-needs-survey>)

Meeting 12: Prioritizing Projects

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith

Administration: Brian Kelly

Facilities Council: Alen Bahret (as chair of Facilities Council), Susie Holmes (as Master Planning Subcommittee member), Mike Sims (as Master Planning Subcommittee member), Student Government Rep

Proposed Date: November

Proposed Length: 2 hours

Proposed Agenda:

- a. Introductions (5 min)
- b. Consultant team to present a summary of all of the input and data (20 min)
- c. Consultant team to present the proposed list of projects (20 min)

- d. Facilitated exercise to prioritize projects (60 min)
- e. Next steps (15 min)

Meeting 13: Review of Prioritized Projects at Facilities Council Meeting

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith

Facilities Council: all members

Proposed Date: December 11

Proposed Length: 1.5 hours

Proposed Agenda:

- a. Introductions (10 min)
- b. Consultant team to present the draft prioritized list, criteria, vision, data collection, tools, analysis (30 min)
- c. Q&A and Input from Facilities Council (45 min)
- d. Next steps (5 min)

Meeting 14: Review of Prioritized Projects – All Campus

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith

All campus invited

Proposed Date: early January

Proposed Length: 1.5 hours

Proposed Agenda:

- a. Introductions (10 min)
- b. Consultant team to present the draft prioritized list, criteria, vision, data collection, tools, analysis (30 min)
- c. Q&A and Input from audience (45 min)
- d. Next steps (5 min)

Meeting 15: Alternates Workshop

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith

Administration: Brian Kelly,

Facilities Council: Alen Bahret (as chair of Facilities Council), Susie Holmes (as Master Planning Subcommittee member), Mike Sims (as Master Planning Subcommittee member), Student Government Rep

Proposed Date: early February

Proposed Length: 1.5 hours

Proposed Agenda:

- a. Introductions (5 min)
- b. Consultant team to present alternate solutions to implementing prioritized projects (30 min)
- c. Q&A and Input from review team (45 min)
- d. Next steps (10 min)

Meeting 16: Alternates Presentation to Facilities Council

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith

Facilities Council: all members

Proposed Date: March 12

Proposed Length: 2 hours

Proposed Agenda:

- a. Introductions (5 min)
- b. Consultant team to present alternate solutions to implementing prioritized projects (30 min)
- c. Q&A and Input from review team (45 min)
- d. Facilitated exercise to select preferred alternate (30 min)
- e. Next steps (10 min)

Meeting 17: Community Conversation – Draft Master Plan

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith

All campus invited

Schedule meeting for specific attendance by:

- *Administration:* Brian Kelly, Marge Hamilton, Paul Jarrell, Andy McNamara, Jen Steele
- *Facilities Council:* Alen Bahret (as chair of Facilities Council), Susie Holmes (as Master Planning Subcommittee member), Mike Sims (as Master Planning Subcommittee member), Student Government Rep,
- Safety Guiding Principle Rep: Lisa Rupp
- Sustainability Guiding Principle Rep: Luis Maggiori
- Learning Plan Guiding Principle Rep: Christina Howard
- Access Guiding Principle Rep: Terrie Minner

- Equity Guiding Principle Rep: Greg Evans

Proposed Date: Early April

Proposed Length: 1.5 hours

Proposed Agenda:

- Introductions (10 min)
- Consultant team to present the draft master plan (30 min)
- Q&A and Input from audience (45 min)
- Next steps (5 min)

Meeting 18: Draft Master Plan Presentation to the Board of Education

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith
Board of Education

Proposed Date: May meeting

Proposed Length: 30 min

Proposed Agenda:

- Consultant team to present the draft master plan (15 min)
- Q&A and Input from BOE (15 min)

Meeting 19: Final Master Plan Presentation to the Board of Education

Proposed Attendees:

Consultant Team

Facilities: Jennifer Hayward, Troy Hanson, Nic Smith
Board of Education

Proposed Date: June meeting

Proposed Length: 30 min

Proposed Agenda:

- Consultant team to present the final master plan (15 min)
- Q&A, Discussion, Approval (15 min)