

Meeting #: 1

Date: 3/14/11

Present: Letha Jeanpierre - VP Finance & Educational Resources
Donna Jones Dulin - AVP Finance & Educational Resources
Christina Espinosa-Pieb - VP Instruction
Rowena Tomaneng - AVP Instruction
Stacey Cook - VP Student Services
Maraia Spatafore - Dir. Marketing & Communications
Ric Mangum (HMC)
Deborah Shepley (HMC)

Project Name: DeAnza College Facilities Master Plan Update

Project #: 5012004-000

Subject: Kick-Off Meeting

Items Discussed:

1.1 Planning Process

The HMC planning team reviewed the proposed process as outlined in the approved proposal. The process includes three steps:

- Educational Plan Quantification
 - Includes the development of the master plan space program.
 - HMC will coordinate with Steve Schmidt at the District Office to develop this.
- Analysis and Option Development
 - Includes the analysis of existing conditions and the identification of key issues to be addressed in the FMP update.
 - Options will be developed for review and discussion with the College.
- Solution Development and Documentation
 - Includes the development of the FMP recommendations and documentation.

1.2 Information Requested

The group reviewed section C of the proposal which lists the client responsibilities. The following was determined:

PLANS AND DATA

- Site and building plans – get from Steve Schmidt
- Educational planning data for FMP – get from Steve Schmidt
- Access to FUSION – get from Steve Schmidt

PLANNING PROCESS:

- College liaison for coordinating meetings – Donna Jones-Dulin
- Planning committee – DA Senior Staff

1.3 Schedule

The group discussed the overall timeline for this project and the desire to coordinate with other college planning efforts including the following:

- Program Review – the process will end at the end of April
- Accreditation Visit – a site visit is scheduled for October 24-27

Ideally, the accreditation team will have a draft or final version of the FMP update to review during the October site visit.

1.4 Project Goals

The group developed a preliminary list of project goals:

- Provide general classrooms and labs that are flexible and can support interdisciplinary uses.
 - Limit ownership of interdisciplinary classrooms
- Provide appropriate sized classrooms.
 - No smaller than 30.
 - Provide more 50 and above classrooms.
 - Look at class size campus-wide to develop recommendations.
- Develop the overall campus environment to model a 4-year institution.
 - Maintain the “quad feeling”.
- Evaluate renovation versus replacement of existing facilities.
- Improve services to the disabled student population.
- Consolidate student services to improve access to services.
- Improve circulation on campus.
 - Bike paths need improvement
 - Articulate vehicular/pedestrian pathways
- Articulate linkages from EMP to FMP to support accreditation.
- Continue to demonstrate environmental stewardship.
 - Identify opportunities to educate the students and the community
- Improve community engagement.
 - Continue to open to the community

7.4 Next Steps:

- The College will collect the information required for step one of the planning process.
- HMC will coordinate with Steve Schmidt regarding the updated enrollment forecasts and master plan space program.
- HMC will coordinate with Donna regarding the scheduling of the next meeting.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings.

Submitted by,

Submitted by,

Deborah Shepley, AIA, LEED® AP
HMC Architects

DS:ll

Next Meeting Date:

TBD

cc: Distribution by College

File: MM-MI