

Memo

To: Mission College Core Group Members
From: Dennis Guerra
Re: Mission College MBR Phase II: Kick-Off Meeting Summary
Date: April 23, 2013

The following is a brief summary of discussion topics, comments and direction from the Kick-Off Mtg. on April 23, 2013. Those in attendance were as follows:

Javier Castruita, Director of Facilities, WVMCCD
Dr. Laurel Jones, President of Mission College
Gaye Dabalos, Director of Construction, WVMCCD
Rick Bennett, Vice President of Administrative Services, Mission College
Penny Johnson, Vice President of Student Services, Mission College
Matt Pentin, Gilbane
Daniel Peck, Interim Vice President of Instruction
James Kerbey, Supervisor of Parking & Traffic, WVMCCD
Randy Wu, Project Coordinator WVMCCD
Dave Younger, Principal, Lionakis
Dennis Guerra - Project Manager, Lionakis
Jason Ellis - Senior Architect, Lionakis

1. Roles and Responsibilities:

The District role is facilitating budget, scope, schedule, and CCCCCO contact - Gaye Dabalos will be the primary point of contact. Gilbane will handle project management, bidding, and construction management - Matt Pentin will be the primary point of contact. Dennis Guerra will be the primary point of contact from Lionakis and will facilitate the work plan, meetings, design, coordination, agency interaction, and other project work. On the District side, the Core Group and the Users Groups will be defined after the meeting - the District and the College will work to pull the list together.

2. Critical Success Factors (CSF's):

In addition to the 10 Critical Success Factors identified by Laurel prior to the meeting, the group agreed that an 11th CSF should be added regarding **Security** (Cameras, Security Door Hardware, Lockdown 'pullstations'). There was a desire to not prioritize them as they are all important.

Main Building Phase II - Critical Success Factors

- **Technology is a signature and touchstone for all parts of any new building:** virtual capacities, phone capacities, and interactive technologies both in services and programs.
- **Student Success Act** mandates must be reviewed and considered in all building design decisions.

- **Fiscally responsible** use of space and available property must be considered in all building decisions.
- Space must be **flexible and fluid** for continued changes to services and programs.
- **Visible marketing opportunities** (including opportunities for the college, programs, community partnerships and donors) must be part of the building design.
- One Stop Shop design for **ease of student access** must be in place. Student accessibility to services, programs and staff must be part of the one stop shop design.
- Building must house **centralized efficient programs and services**.
- Building must be **student and services centered** – with a technology efficiency built into the design – and must serve as the first **visible marketing of the college**.
- Wherever possible **sustainable practice** must be included in building design, operations and use of resources.
- **ADA requirements** must be met.
- Campus and Building **Security** must be considered in all building decisions.

3. Other Design priorities identified include:

- Building should be designed to support the 'Mission College 2013 and Beyond' document handed out in the meeting.
- 'Future-proofing' of technology is important - Flexible and appropriately sized backbone and infrastructure
- Clean/Professional Landscaping throughout campus, but particularly at the front entry is desired

4. Challenges:

Program/ Departments will be in flux until Spring of 2014, and perhaps beyond in part due to budget challenges, but also due to the effects of the Student Success Act. The building will need to be designed to be flexible with continued changes to services and programs. Open Plan Core and Shell areas within the project is an option - the challenge will be 'breaking the mold', breaking down silos, and shifting the service paradigm from the original FPP programming effort with the staff. The idea is that we can proceed with the user group meetings and information gathering as long as the user groups understand no promises can be made yet as to layouts/ adjacencies.

5. Schedule:

Dennis presented a preliminary work plan identifying meetings (Core Group, Departmental Group, All Group, etc) and milestones.

- The Departmental Group (user group) meetings will be scheduled as soon as possible.
- We will review summaries of the Department Group meetings with the core group.
- Moving forward, prior to Core Group Meetings, an agenda will be sent out identifying the (5) five or so critical decisions that will need to be made at the meeting.

- A follow up meeting will be set up soon to have a 'design preference' meeting that can include evaluating the design presented in the interview process.

6. District Standards:

The schedule for availability of updated 2013 District Standards was discussed, and per Gilbane District Standards are still a minimum of 3 to 6 months out - Technology standards are generated by District IS in concert with each college in the District, as each have their own specific needs.

7. Next Steps:

- Lionakis to provide Dr. Laurel Jones and Rick Bennett with the original FPP documents on the MBR Phase II project including floor plans and a listing of programs. The PowerPoint was transferred at the meeting - (Done)
- District/College to provide a list of the people who need to be involved in the User Group meetings and Randy will facilitate setting up the meetings (In Progress)
 - Note the first meetings are fairly informal and do not require extension preparation by each user group
- Lionakis will adjust the schedule/work plan accordingly as the project moved forward
- District to coordinate a time to tour other local community college locations to view / discuss other student services / LRC facilities. Possible locations include, but not limited to San Mateo CCD & Skyline College