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
  o Includes the development of the master plan space program.
  o HMC will coordinate with Steve Schmidt at the District Office to develop this.

• Analysis and Option Development
  o Includes the analysis of existing conditions and the identification of key issues to be addressed in the FMP update.
  o Options will be developed for review and discussion with the College.

• Solution Development and Documentation
  o 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

Next Meeting Date:
TBD

cc: Distribution by College
File: MM-MI