

**STRATEGIC PLANNING BUDGET COMMITTEE  
MEETING MINUTES  
April 18, 2012  
3:00 – 4:30 pm  
Room 9202**

<b>Members</b>	<b>Present?</b>
Camila Anzi	No
Bob Francis, Chair	Yes
Ann Garnsey-Harter	No
Elizabeth Hanson, note taker	Yes
David Holmes	No
Ernest Johnson	Yes
Gary Kalbfleisch	Yes
Amy Kinsel	No
Linda Lui	No
Ann Martin-Cummins	Yes
Doug Palmer	Yes
Lynette Peters	Yes
Kye Stephens-Terry	No
Arlene Strong	No
Kanpong Thaweasuk	No
Bern Wegeleben	Yes
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	Yes

<b>Others</b>
Joe Duggan, <i>ex officio</i> Daryl Campbell Bob Roehl

Agenda item #1: Call for volunteer note taker - Linda - Elizabeth volunteered

Agenda item #2: Review and adjust agenda – Linda - Approved as proposed

Agenda item #3: Review and approve minutes from previous meeting – Linda – Approved with minor typo corrections

- **Action Item** report back - no action taken on previous items

Agenda item #4: Strategic Planning Online (SPOL) Update – Bob

SPOL was purchased 5 years ago but has never been fully utilized. The program hasn't interfaced well with HP and puts additional burdens on the financial office. SET decided not to renew the license, Bob concurred. At the request of the committee, Daryl will look in to when the license expires. Gary commented that we will to identify whether or not there is anything that will have to be taken off of SPOL before the license expires.

Agenda item # 5: Reorganization update – Bob

A Visioning Taskforce will be convened soon. SET has identified the charge of this taskforce to include aligning the college structure with the college's goals and new initiatives. The Vice President for Administration will serve as the chair of the taskforce. By April 27 P/SET will select and appoint eight individuals to serve on the taskforce as described in the taskforce charging documents. Either the Chair or the Vice Chair of the Strategic Planning and Budget Committee will sit on the taskforce enabling clear communication between the two groups. SET will communicate the existence of the taskforce to the college community.

Discussion: Daryl stated that the purpose of the taskforce is visioning, to think about organizational structure far more organically. Currently we are organized by tradition not creation from the ground up. The group is to start with a clean slate.

Members of SPBC expressed concern about the time frame of the interim report by June 30 and the final report by August 31. Many groups and faculty won't be on campus during this time which could be potentially upsetting to faculty if they feel they are left out of the loop. Daryl acknowledged that this is a concern. However, the work of the college has to continue throughout the year. We must carry out this process to align with the board retreat during which they will have time together to look at the big issues.

A question was asked about why this is on a fast track. Daryl responded that forces outside of the college are happening quickly and Lee is committed to moving forward quickly. It is critical that we manage the college and lead through time of significant change. When the taskforce's work is done we will have a vision; the vision doesn't mean that the work is done. The vision will be malleable when the work is set out to be done. The vision is the direction we will move in.

The group encouraged Daryl to communicate with faculty as soon as possible to let them know of the taskforce. In addition, the avenues for feedback need to be very clear paying special attention to ways to gather feedback over the summer. Daryl agreed and said that will be a charge for the visioning task force. The board will meet in August and the report should be in a form that can be given to the board to respond to.

**Action item:** During the discussion the recent Virtual College report to Lee was mentioned. Ann G-H will be invited to provide an update to the committee at the next meeting.

Agenda item #6: Report back from sub-committees

**Strategic Plan – Kira**

Kira shared the sub-committee’s time line and accomplishments. Kira is thinking that maybe 3 initiatives will be formed which have “bubbled up” from the divisions and departments the sub-committee members have visited. In addition, the sub-committee will look at the existing initiatives happening on campus and make recommendations about which will be asked to fill out an action plan.

Discussion: It was recommended that the Visioning Taskforce meet with the SPBC Strategic Planning subcommittee. Kira commented that the sub-committee needs a clear picture of where they go next with all the information they have gathered and feedback from the full SPBC committee would be helpful.

**Action item:** Sub-committee will be on the SPBC agenda for the May 2 meeting to get input from the group about next steps.

**Task Force Coordination – Lynette**

No report due to time constraints.

Agenda item #7: Facilities and Capital Budget Planning – Bob Roehl

Bob reviewed the progress the campus has made relating to facilities and capital projects over the past 4 years. The goal has been to enhance and improve spaces which serve students and follow SCC’s Master Plan. Bob reviewed the capital projects summary. He reminded the group that different kinds of money go into fixing facilities: repair aid, capital funds, and minor works request. There are dollars specifically allotted for this purpose, these are not covered by the general fund. In response to a question about the proposed student housing Bob replied that ground breaking could happen fall 2013 but this might be optimistic. Handouts from Bob’s presentation are attached.

Discussion: The committee congratulated Bob on the improvements that have been made on campus over the past few years and thanked him for sharing the future plans with the group.

Agenda item #8: Other

None

Meeting adjourned 4:35 pm.

**Upcoming meeting dates:**

- May 2
- May 16
- May 30
- June 6

## **Strategic Planning/Budget Committee Meeting – Capital Projects**

April 18, 2012

1. Overview of Capital Projects Strategic Planning the last four years.  
*NOTE: Most all of our projects support Core Theme 5.2: The College manages and monitors its facilities and technology infrastructure to create an environment that maximizes the potential for student learning and success.*
  - Improve spaces most often used by students. Examples include classroom building renovations (1100, 1700, 1800 = 20 classrooms + improvements to 1500 this summer), FOSS 5000 student services being remodeled on both the 1<sup>st</sup> and 2<sup>nd</sup> levels, and the 2100 Automotive Expansion.
  - Maintain building systems to keep them operating efficiently. Examples include new roofs installed, roof repairs, HVAC equipment replaced, HVAC controls upgraded to DDC system, and original electrical transformers, distribution panels, and electrical panels replaced.
  - Address key safety and health issues. Examples include new exhaust system in 2700 chemistry labs and the current FOSS 5000 ramp & landings replacement project.
  - Address ADA issues identified in the Civil Rights Audit.
    - *Supports Core Theme 4.1: The College provides access for diverse populations.*
  - Made standardization a point of emphasis, which includes paint colors, classroom carpet/flooring, and classroom furniture across the campus.
2. Capital projects in progress – refer to handout. Review FOSS 5000 Ramp & Landings Replacement.
3. Other projects in progress – refer to handout – page 2
4. Capital projects schedule – refer to handout
5. Completed capital projects list – refer to handout
6. Repair A capital projects being requested for the 2013 – 2015 biennium per Facility Condition Survey. All of these projects total our current allocation of \$997,000, which still needs to be reviewed and approved by the Legislature. Our request was sent on the due date of April 16, 2012.
  - Re-roof 1400 building
  - Roof repairs on 2200, 2600, 2700, & 2800 buildings (other building roofs will be repaired as needed)
  - Replace 2300 building HVAC pneumatic controls/wiring with college standard DDC System
  - Overhaul/replace 3000 building HVAC equipment.
  - Replace 5000 building HVAC pneumatic controls/wiring with college standard DDC System
  - Replace 2500 – 28000 buildings HVAC pneumatic controls/wiring with college standard DDC System. Overhaul/replace HVAC equipment.

7. 2013 – 2015 biennium Minor Works Request will be the “3000 Building Improvements Project”, with a current allocation of \$655,000. Project overview includes and is not limited to:
- Hire architect to re-design the whole building – to make it far more usable, with better utilization of the spaces to serve students. It is a ~46,000sf building and has many poorly utilized spaces in both floors. It met 1972 college needs, but does not meet current and future needs.
  - Improves the most rundown building not scheduled for replacement in our Master Plan (other buildings not scheduled for replacement are the 1900, 2000, 2100, 2900, & 4000).
  - Includes new design for racquetball courts spaces – per previous request by John Backes and Deans to add classroom space.
  - Includes new design for wasted spaces in lower level, including men’s locker room, which is too large and not being properly utilized (potential new classroom?)
  - Other design and or re-design features to make the building more user friendly/better utilized
  - New flooring and paint in building
  - Includes main gym, which has original bleachers, older paint, and damaged walls that are all way past due for needed replacement, maintenance, and/or improvements.
  - Includes three of the eight least desirable to teach classrooms on campus (in lower level).
  - Currently has limited ADA accessibility – no elevator.

*NOTE: While the current budget will not fund everything that will be identified in the re-design, it will allow us to target a remodeling scope that can greatly improve the building.*

## Shoreline Community College Capital Projects Summary

April 11, 2012

The currently active capital projects for the 2011 – 2013 biennium are listed below, with their project name, project scope, and construction status.

<b>Project Name</b>	<b>Project Scope</b>	<b>Construction Status</b>
<b>1000 Building Transformer/ Distribution Panels Replacement</b>	Replace 45 year old underground transformer/distribution panel and associated electrical panels. We are also studying the costs for installing an emergency generator for this building.	Fall 2012 construction schedule. 1000 building outage will be coordinated before it is scheduled.
<b>1200 Building Security Improvements</b>	Construct and install new doors and security window at the front entrance area to the building	April/May 2012 construction schedule.
<b>1500 Building Roof, Screen Wall, &amp; Fascia Replacement</b>	Replace roof, screen wall, and fascia per college standards	Summer 2012 construction schedule, with the bid going out in Spring 2012.
<b>1500 Building HVAC System Replacement</b>	Replacement of rooftop HVAC equipment, using the same boiler heating system.	Summer 2012 construction schedule, with the bid going out in Spring 2012. Completion date is September 7, 2012 (before fall quarter starts)
<b>1500 Building Improvements</b>	While the new roof and new HVAC equipment is being constructed, the inside hallways and all classrooms will get a “freshening”, which includes new carpet/flooring, new paint, and new furniture. Also, 1524 (green room) will be remodeled.	Summer 2012 construction schedule.
<b>3000 Building HVAC Controls Replacement</b>	Replace current original pneumatic controls with digital/DDC controls and wiring.	Work scheduled for Summer 2012.
<b>4000 Building Chiller Compressor Replacement</b>	Replace one of the two compressors for the 4000 chiller.	Schedule not yet determined, but would ideally be completed before June 2012. Looking at repair option due to costs.
<b>5000 FOSS Building Ramp &amp; Landings Replacement – Phase 3</b>	Demolish FOSS 5000 ramp to the third level, the second and third level landings, and outside stairs to the first level. Construct new 1 <sup>st</sup> to 3 <sup>rd</sup> level stair system to all three levels. Replace 2 <sup>nd</sup> and 3 <sup>rd</sup> level landings. Construct new canopy system above the full 3 <sup>rd</sup> level landing.	Summer 2012 construction schedule. Demolition will start on June 18 <sup>th</sup> . Completion date is September 7, 2012 (before fall quarter starts)

# CAPITAL PROJECTS SCHEDULE

Shoreline Community College  
April 11, 2012

Listed below are capital projects currently in progress, which means they are in the planning or construction phase and not yet completed.

<b>K E Y</b>		PLANNING PHASE	Determines scope, cost, schedule, budget, architect &/or contractor. Also, permitting processes completed.
		CONSTRUCTION PHASE	Construction phase is either estimated to start, has started, and/or is in progress.
		END OF CONSTRUCTION	Construction phase is estimated to be completed.

Project	Apr 12	May 12	Jun 12	Jul 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	
1000 Xformer Replacement										
1200 Security Improvements										
1500 Roof & HVAC ("refresh" interior classrooms)										
3000 HVAC Controls										
4000 Compressor Replacement										
(demo old ramp & landings) 5000 Superstructure – Phase 3 (construct new stair system)										
5200 New Insulation										
Visitor's Parking Lot (New ADA walkway/striping)										
ADA Improvements (1300, 2000, 2100, & 2900)										
Roof Study & Roof Repairs										

## Completed Capital Projects

April 11, 2012

Below is a list of capital projects that have been completed from July 2008 to the present.

#	Project Description	Completion
1	Repair sewer line in 2900 building parking lot	Mid July 2008
2	Build new Pagoda Union Building (PUB)	July 2008 – permanent occupancy
3	Repair 2900 building NE and SE stairs	Early September 2008
4	Repair walkways that are cracked and damaged. Add ADA access to fountain.	Early September 2008
5	Replace the 1100 building roof	Mid September 2008
6	Replace and upgrade the 10 electrical panels in 1500 – 1600 – 1700 buildings	Mid September 2008
7	Renovate the 1800 building rest rooms	Mid September 2008
8	Replace and upgrade the 1600 theater lighting system	Late September 2008
9	Repair sewer line SE of 3000 building	Late September 2008
10	Upgrade 3000 building men's and women's locker rooms	Late October 2008
11	Zero Energy House Improvements (Clean Energy Technology Center)	Mid-March 2009
12	Upgrade HVAC systems in six 800 (music) building classrooms	Late June 2009
13	Replace the 1200 building roof	Late June 2009
14	Complete list of improvements/repairs to 2900 building	Mid-September 2009
15	Replace electrical transformer servicing 1400, 1500, 1600, & 1700 bldgs.	Late September 2009
16	Renovate the 1800 building	Late September 2009
17	Move smoking shelters to new locations	Late September 2009
18	Install new student hood ventilation systems in both 2700 chemistry labs	Late September 2009
19	Expand the 2100 Automotive Training Center by 22,000 sf	Early November 2009
20	Construct new spaces for Safety & Security, Testing Center, and Workforce/Job Connections Center in the first level of FOSS 5000 Bldg	Late November 2009
21	Install new ADA auto door openers for the second level PUB 9000 men's and women's rest rooms.	Early February 2010
22	Make repairs needed to correct a water intrusion problem in the 1600 bldg. theater orchestra pit.	Early March 2010
23	Install new chemical storage cabinets and associated exhaust systems that meet current code requirements in the 2700 bldg. – Rooms 2716 & 2710-S.	Late May 2010
24	Renovate the 1100 building,	Late September 2010
25	Completed roof study and roof repairs on 2200, 2600, 2700, and 2800 buildings.	Late October 2010
26	Remodel the 5200 level of the 5000 FOSS building in the Cashier and Enrollment & Financial Aid Services spaces. Install new outside doors and automatic door openers on all three levels of this building.	Mid-January 2011
27	Construct and install three large windows in 5222 for accommodated testing. Construct and install one window for the HTC Office. Modify PUB Main Dining Room media closet access doors.	Mid-June 2011
28	Upgrade/Improve the 5000 FOSS elevator.	Early September 2011
29	Renovate the 1700 building.	Mid-September 2011
30	Construct an emergency stair system on north side of FOSS 5000 building.	Late March 2012