

Meeting Date September 17, 2013 **Project #** 5004 012 000

Client Name Riverside Community College District

Project Name Moreno Valley College Comprehensive Master Plan (CMP)

From Sheryl Sterry, Sr. Educational Facilities Planner, HMC Architects

Attendees	Attendance (X) Name	Partial Attendance (P) Title	Organization
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CMP Task Force:

X	Anna Marie Amezquita	Faculty, English	Moreno Valley College
X	Rosslynn Byous	Director/Faculty, Physician Assistant Program, Career Technical Education	Moreno Valley College
X	Chris Carlson	Chief of Staff and Facilities Development	RCCD
X	Michelle Dawson	City Manager	City of Moreno Valley
X	Bart Doering	Construction, Facilities Planning + Development	RCCD
X	Mary Gallardo	Instructional Department Specialist, Public Safety Education and Training	MVC BCTC
X	Norm Godin	Vice President of Business Services	Moreno Valley College
X	Ronald Johnson	Associated Students of Moreno Valley College	Moreno Valley College
X	Susan Lauda	Classified Staff, Academic Affairs	Moreno Valley College
X	Rebecca Loomis	Faculty, Anatomy/Physiology	Moreno Valley College
X	Tyrone Macedon Sr.	Associated Students of Moreno Valley College	Moreno Valley College
X	Sandra Mayo	President	Moreno Valley College
X	Debbi Renfrow	Faculty, Library Services	Moreno Valley College
X	Sheila Pisa	Faculty, Mathematics	Moreno Valley College
X	Robin Steinback	Vice President of Academic Affairs	Moreno Valley College
X	Greg Sandoval	Vice President of Student Services	Moreno Valley College
X	Gustavo Segura	Coordinator, Instructional Media/Broadcast	Moreno Valley College
X	Salvador Soto	Counselor	Moreno Valley College
X	Cid Tenpas	Dean, Technology + Instructional Support Services	Moreno Valley College
X	Laurens Thurman	Consultant, Construction, Facilities Planning + Development	RCCD
X	David Vakil	Dean of Instruction	Moreno Valley College
X	Christopher Whiteside	Dean, Public Safety Education and Training	MVC BCTC
X	Ann Yoshinaga	Director, Public Safety Education and Training	MVC BCTC

Planning Team:

X	Eva Conrad	Educational Planner	College Brain Trust
X	Brett Leavitt	Senior Project Designer	HMC Architects
X	Deborah Shepley	Principal, Community College Practice Leader	HMC Architects
X	Sheryl Sterry	Senior Educational Facilities Planner	HMC Architects
X	Scott Walker	Chief Executive Officer	WaveGuide Technology

DISCUSSION:**WELCOME AND INTRODUCTIONS:**

- New CMP Task Force and Planning Team members were introduced.

PURPOSES OF THE CMP:

- Dr. Conrad reviewed the purposes of the CMP, which are to:
 - Project the long-term development of programs and services,
 - Develop recommendations for site and facilities improvements,
 - Provide a foundation for the development of other plans,
 - Inform the public of the college's intentions and garner support for the services provided in and to the community, and
 - Support accreditation and demonstrate compliance with accreditation standards and Title V.

CMP DEVELOPMENT UPDATE:

- **Step 1 - Discover** – completed last spring
 - Defined project scope
 - Developed approach and timeline
 - Obtained available information
 - Created of a website to post CMP updates and information.
 - Website address: www.mvc.edu/cmp
 - Identified “Measures of Success.”
 - Dr. Vakil requested the addition of “addresses sustainability.”
 - Process
 - transparent
 - participatory
 - well-communicated
 - General
 - forward thinking
 - obtainable and practical
 - understood and used
 - reflects the desires of the college community
 - defines who we are and who we want to be for our community
 - focused on preparing students for the next stages of their lives
 - provides a framework for site and facilities development
 - Focused
 - addresses sustainability
 - addresses site and building infrastructure
 - addresses emerging technology
 - plans for flexible, functional facilities
 - provides pleasant and accessible learning / working environments
 - promotes collaboration among faculty, staff, and students
 - Drafted a CMP Table of Contents:
 - Educational Plan:
 - Chapter 1 – Background
 - CMP Committee members were asked to read and comment on the first draft of Chapter 1, which will be issued by Dr. Steinback.*
 - Chapter 2 – Qualitative and Quantitative Analysis
 - Analyze data and identify challenges

- For example, 27% of MVC students are attracted from outside the RCCD service area boundary.
 - Revise list of cities – there are seven cities in the district.
 - Show zip code map in Chapter 2
- CMP Committee members were asked to read and comment on the parts of Chapter 2, which will be issued by Dr. Steinback.*

- Chapter 3 – MVC Programs and Services
 - Analysis of disciplines and services
 - Interview this week to review draft #1 narrative. Program representatives were asked to gather feedback from their colleagues.
 - Draft #2—early October
 - Draft #3—early November
 - College-wide Review

Facilities Plan:

- Chapter 4 – Linking the Educational Plan to the Facilities Plan
 - Chapter 5 – Facilities Analysis of Existing Conditions
 - Chapter 6 – Facilities Recommendations
- **Step 2 - Analyze** – started last spring and is ongoing
 - Educational Planning Data
 - Department Specific Needs
 - College-wide Growth Rate
 - Current and Anticipated Challenges
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 - Facilities Planning Data
 - Existing Facilities Analysis
 - Sustainability Analysis
 - Landscape + Storm Water Analysis
 - Transportation, Parking, + Circulation Analysis
 - Instructional Technology Analysis

Sustainability Visioning Workshop—held on September 5, 2013

 - Shared Visions and Knowledge
 - Identified and Prioritized Sustainability Focus Areas
 - **Step 3 - Frame**
 - Integrates the educational and facilities planning processes.
 - Quantifies educational planning data into facilities space needs.
 - **Step 4 – Explore**
 - Facilities planning options
 - **Step 5 - Recommend**
 - Educational and Facilities Plans will be integrated into one book.
 - The book will be built and issued chapter by chapter for college review and approval.
 - Facilities recommendations will position the college to look for project funding.
 - Project programming and design will not be part of the CMP, but will take place as projects are funded and implemented.

CMP TIMELINE

- Timeline – see attached MVC Comprehensive Master Plan Timeline, dated September 17, 2013.

DISCUSSION

- Program interviews feedback:
 - Have focused faculty and staff on student success
 - Has been a good learning experience
 - Helpful to see our colleagues in a new way
 - Appreciated being asked for input
 - Felt that we were heard and our input was recorded
 - Appreciated broader participation than the last master plan
 - Outside perspective of reality

- Dr. Mayo - Critical to read over all parts of the program descriptions and bring your colleagues into the review and input process. Check for accurate representation and exchange your drafts with colleagues in other disciplines. Decisions will be made based on this plan and will establish criteria for all proposals. The CMP will be adjusted when needed in the future, in a thoughtful and collaborative way.

- Dr. Steinback – Encourage colleagues to go to the CMP sharepoint site for meeting minutes, images, and CMP drafts.

NEXT STEPS

Fall Meetings:

- October 18th – CMP Meeting #4
- November 8th – CMP Meeting #5
- December 6th – CMP Meeting #6

We are proceeding based on the above information. If there are any omissions or if any corrections are needed, please bring them to our attention in the next few days.

Submitted by,



Sheryl Sterry, Senior Educational Facilities Planner
HMC Architects

By College

Benedetta Del Vecchio, Brett Leavitt, Jim Wurst, HMC Architects

Attachments The items discussed in this meeting refer to the following associated documents:
CMP Timeline, dated September 17, 2013

File MM-MI
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