

Rock Creek Campus
Bond Internal Steering Committee (BISC) Meeting Notes – Meeting #3
2/1/2010

In attendance: Dave Rule, Birgitte Ryslunge, Barbara Linn, Gina Whitehill-Baziuk, Narce Rodriguez, Karen Sanders, Ginger Smith, Walter Morales, Shannon Baird, Geuiff Hernandez, Jason Miller, James Meyer, Sherry Dugan

Chair: Dave Rule

Agenda: See attached

1. Welcome and re-introductions
 - Dave distributed list of BISC members and their contact information
2. Minutes from 1/11/10 were reviewed
 - One addition needs to be included which compares Bond version 1.6a to version 1.6
There is still a lot of confusion on the difference of the 2 versions.
 - **Responsibility** – Barbara will put together a timeline with the changes that occurred and their source.After meeting notes are updated they will be sent out to everyone
 - **Responsibility** – Dave will send final version after receiving an edit from Barbara
3. Updates of Activities since last BISC meeting
 - a. Binder updates
 - i. Color Coded Calendar of Bond Related Meetings & Events were handed out for those who didn't have one yet
 - ii. Mission Statement was distributed. Time ran short so members were asked to read it over and provide feedback.
 - **Responsibility** – All for feedback back to BarbaraFinal Mission Statement
 - **Responsibility** - Barb
 - iii. Every one received the revised time line from Opsi from 1/11/10 BISC meeting
 - b. COI's which have met & associated feedback
 - i. Campus Climate – Chair: Dave - Mostly introductions since this was just an hour meeting. Dave announced that Mandy has agreed to be his co-chair.
 - ii. Instructional Spaces & Clusters – Chair: Birgitte – Mostly introductions as well except there was a fire alarm so the meeting was a little short and didn't cover everything Birgitte had planned, even though they kept the meeting going outside during the drill.
 - Questions re: Why was performing arts center dropped between bond v 1.5 & bond v 1.6. This is a question that will probably be asked frequently, so you need to be prepared to answer. **Barbara will include in the version timeline (see #2 above).**
 - COI's are to contact Becky Hughes if they want to have any other meetings than what is on the Bond Related Meetings Spreadsheet. Becky will add meeting to the spreadsheet so BISC members know of other bond meetings so not to overlap meetings. Also, Barb is trying to attend all COI meetings so it also depends on her schedule when other meetings can be held.
 - c. Rock Creek All Leaders (RCAL) & Bond Visioning Activity

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- The attendees were asked to answer 6 questions with their ideas in what they think should be included in the implementation of the bond build out at RC. Many of the questions had the same ideas which show that there are many that are intertwined between each of the COI's.
 - Question was asked; now that we have these ideas what do we do with the physical management of ideas. How do we handle them? Several options came up on how; a work study student, intern opportunity, etc.
 - **Responsibility** – Geurif will check with ASPCC students & one of the divisions may have someone that could work on them. Dave, Birgitte & Narce will check their budgets to see how we can pay.
 - As the ideas are compiled themes may start to form
 - Ideas need to be tagged in which COI or multiple COI they apply to:
i.e., Parking may be on all COI lists
 - All ideas should be given to each COI
 - A summary of ideas could be compiled, starting with top ideas
 - Ideas could be either primary or intuitive
 - We need to do the same kind of activity (ties) with students to get their ideas
- d. Webinar at RC: Realigning Learning Spaces to Improve Teaching and Learning
- This was a District wide event held at RC and had a lot of district interest
 - It was good to get people throughout the district together to start discussions on various ideas
 - The video will be available. Please contact Becky Hughes.
 - Question was asked if video could be on web site with a link. The difficulty of copy right was discussed.
- e. Tour campus for A & E., etc.
- Tour of area surrounding RC Campus was taken by some members of Opsis, Barbara, and Birgitte. With our adjacent neighbors, there is such a wide array of environments; from open spaces with wildlife to housing developments & an elementary school. We need to remember the surrounding environments that help make Rock Creek, Rock Creek. Another tour will be scheduled for others who wish to get a better understanding of RC and the broader issues.
 - **Responsibility** – Barbara
- f. Rock Creek Bond Kick Off: Feedback
4. Good representation attended, faculty, staff, administrators, students and 4 outside agencies; THPRD, CPO7, Pete Truax, Forest Grove Mayor Upcoming Events & Planning
- a. Upcoming COI meetings on Monday, Feb. 8 (Chairs' Update)
- i. Health & Wellness – Chair: Karen
 - ii. Student Interface & Access – Chair: Narce
 - iii. Infrastructure and Sustainability – Chair: Barb Linn
- Discussion regarding the COI meetings took place to ensure the chairs that COI meetings do not need to follow the same format; e.g., Dave might want his COI to take a field trip to another college to see differences of campuses. Opsis showed part of the Power

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Point presentation from their PCC interview and advised the presentation is available for any of our meetings.

- b. District Standards Meeting Feb. 9
 - There is a District Standards meeting Feb. 9 that Barb & Birgitte will attend. There are district decisions that need to be made that affect all campuses. i.e. classrooms should accommodate same number of students & the needs of all the child care centers.
 - c. Leveraging the COI's (a plan for outcomes, etc.)
 - A discussion was held on the need to begin the process of establishing some common process by which the COI's will formulate and forward their recommendations to the BISC. More discussion needed.
 - **Responsibility** – Dave will add this to the next BISC meeting agenda.
 - d. Traffic Study
 - The traffic study will help us in our planning. The streets surrounding RC will be done in soon, starting with the next week. Quite a bit of time has been spent finding the best time of the term to have the study done. We should have results back in a few weeks.
 - **Responsibility** – Opsis
5. Campus Plan, draft outline (attached to agenda from Opsis)
- The RC campus plan needs to be completed using the outline from Opsis. Time ran short to discuss.
 - **Responsibility** – Dave will add to next BISC agenda.
6. Communications Update
- Most of Gina & Meryl's time has been spent organizing and planning the Bond Kickoff event that was held on Feb. 1.
 - Gina, Meryl & Dave attended CPO 7 meeting on Monday, January 25 and introduced themselves. We will probably be put on the agenda in April, after the traffic study.
 - We need some kind of survey to find out the best way for communications for the internal & external community.
 - Good idea of going to public meetings. We need some kind of timeline showing, where, when & who will be doing presentations around the community.
 - Some other ways of communication on campus would include: having events in different buildings since some people never leave "their" building, have some hard copies of the Bond Newsletter in offices, finding a wall in the student center where bond information can be posted, maybe information board in building 3 mall area, maybe moveable so they can be moved to different events, signs around campus, Open Mind/ Open Mic time in building 3 mall and visiting Department chair meetings.
 - It will be good idea to ask students to put together a survey in the next week or so. Since we are doing this for the students it would be good to let them decide on what is important.
 - **Responsibility** – Geuiff with aid from others.
 - Communication for students needs to include somewhere for the growing number of Distance Learning students who never come to campus.

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- Information on A & E open sessions before & after COI meetings should be advertised on campus.