

Rock Creek Campus
Bond Internal Steering Committee (BISC) Meeting Notes – Meeting #4
2/22/2010

In attendance: Dave Rule, Birgitte Ryslingle, Narce Rodriguez, Barbara Linn, Geuriff Hernandez, Shannon Baird, Grant Bennett, Ginger Smith, Meryl Lipman, Tim Donohue, Walter Morales, Dale Hanson, Linda Degman, Debra Jarcho, Karen Sanders, James Meyer, Jason Miller, Maris Bishoprick, Pam Kessinger, Sherry Dugan (Notes)

Chair: Dave Rule

Agenda: See attached

1. Welcome and re-introductions

2. Minutes from Feb. 3, 2010 Meeting – No corrections/additions were added

3. Listening to the RC Community

- RCAL and All-Campus Kick-Off Activity Data and Analysis – Discussion regarding opportunities for use by COIs.
 - Birgitte had handouts that listed all the ideas attendees had at the RCAL on 1/25/10 and All-Campus Kick-Off on 2/1/10. Birgitte also discussed how all the ideas that had been captured at the RCAL meeting and the All-Campus Kick Off events were entered into a program which sorted the ideas into each of the COI committees that the idea would apply. (Master Code List for how the information was sorted was also handed out.) We were also given lists that showed examples of how ideas for Campus Climate & Sustainability had some ideas that pertained to both COIs. This program can be used to sort various ways depending on the information needed. Contact Birgitte for more information. If we want to continue using it for more extensively, we will need to get someone that can enter the data and run the various reports because it is time intensive.

4. COI Updates

- Each of the Chairs of the COIs gave an update regarding their groups:
 - **Barbara – Chair - Infrastructure and Sustainability**
 - a. The group met for the 1st time on Feb. 8. The master schedule was given out, talked a little about BISC, Sustainable is the main reason students came. Main topic next meeting will be parking and/or other transportation issues.
 - b. Erin Stanforth will serve as co-chair

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- **Birgitte – Chair - Instructional Spaces and Clusters**

- a. The group has met twice, had Opsi give overview – what is campus planning?, broke into groups to brainstorm, data collection plan, and the future outlook for campus
- b. Jerry Kissick will serve as co-chair

- **Dave – Chair - Campus Climate**

- a. The group has met twice, brief history given on Bond v. 1.5 & v1.6, changes to them & who made the changes, Discussed what is a campus plan?, basically what do we want. To get people to give their opinion more readily, Opsi will put together a few scenarios – such as:
 - 1. Minimize the campus footprint, by going up and into quad area?
 - 2. Parking lots out further on the perimeter of the campus, making buildings lower taking up more land.

Dave would also like the group to take some field trips to a few other colleges to see differences between campuses and maybe even a health care building.

- b. Mandy Ellertson will serve as co-chair

- **Karen – Chair - Health and Wellness**

- a. The group has met twice, discussed what it means to be a health & fitness campus – they discovered there are 6 topics of what health is. They will discuss the 6 topics in more depth at the next meeting. The session really helped the participants to broaden their ideas on what health & wellness meant. Jason will be attending to show how health & wellness fits into other topics as well.
- b. Marc Spaziani will serve as co-chair

- **Narce – Chair - Student Support and Interface**

- a. The group has met once, had 25-28 participants attend. There are a lot of students in the group so she had to share a lot of information as to what the bond is, what it does, etc. Went over the guiding principles that were handed out at in-service, shared pictures of the campus since most people have a limited amount of knowledge of everything on our campus. This information was very important to share since the students don't have the information they need to understand what the focus of the group is. Narce also needed to empower the students so they know to speak up at meetings and know that their ideas & thoughts are very important.

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- b. No co-chair has been selected yet
- Report on the District Bond Coordination (“Standards”) meeting of Feb. 9
 - Meeting included District bond employees, DOI, DOS and Associate Deans. Spring term the committee is scheduled to start working on district consistencies for bond planning & implementation.

5. Project Organization Flow

- Discussion concerning the procedure for communication, stakeholder constituency data collection, and feedback loop
 - DRAFT copy of the Project Organization Chart from Opsis was handed out. The chart was based on the PCC Organization Charts but some questions were asked about the format of the chart and how some district services should be listed separately. Ex: Safety & Risk Services is under Financial Services so may be overlooked to include in discussions/decision they need to be included on. It was explained that because of the complexity of PCC every department will not be able to be listed, but ABSOLUTELY they WILL be included when necessary. Everyone was reminded anyone can join any of the COIs or attend any bond meeting.

6. Data Collection Process – Stakeholder Constituency Survey, questionnaires, interviews

- Handouts regarding the Campus Data Collection and Evaluation for Instructional facilities were given out that stated the surveys that will be part of the Instructional & Cluster COI.
 1. Instructional Space Function Confirmation
 2. Existing Environment Instructional Spaces
 3. Capturing Existing Planning
 4. Division/Department Chair Meetings to Discuss Results of Data CollectionPlease see handout for the complete details of the 4 steps.
- The surveys started with instruction since instruction takes up most of the space on campus
- After all the information is gathered for campus classrooms Opsis will issue a summary which will have a numeric list for the rooms stating the best rooms to use for what type of classes, what rooms need improvement, etc.

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7. COI Process Outcomes for Campus Plan

- Opsis handed out pages “Campus Planning Key Outcomes” & “Communities of Interest Key Outcomes”, with some topics listed to make sure they are included in the final Campus Plan.
- Opsis also handed out “Communities of Interest” – Campus Planning Process Outcomes – Proposed Meeting Roadmap. Each COI had a list of outcomes to accomplish at each meeting to help get to the goal of the Campus Plan.

8. BISC Process Outcomes for Campus Plan

- Opsis also handed out a page “Bond Internal Steering Committee – Campus Planning Process Outcomes. The information included the purpose of having BISC and also the proposed meeting roadmap for the committee to follow to Final Draft of the Campus Plan document prior to board review.

9. Future Activities – Brief report out on upcoming events

- a. CPO 7 – Meryl will attend 2/22 meeting and let them know PCC will do a presentation at the April meeting re: traffic flow
- b. Barbara will be meeting with Washington County during week of 3/1 re: transportation. We are currently having a traffic count survey for the campus.