Pegi opened the meeting at 3:02 pm.

The minutes of July 7, 2005 were approved unanimously (Pfotenhauer/Martinez).

**Space Reallocation Process:** Renée

Renée distributed a draft space reallocation plan developed by the Instruction Council which outlines two distinct phases: 1) developing a process to determine space allocation and 2) space design. The space allocation process planning team consists of Rock Pfotenhauer, Rory O’Brien, Kathie Welch, Sesario Escoto, and Dan Martinez. The Facilities Development Office staff will provide data on square footage, etc., and a design team will be appointed from this group.

Dan explained that there is a connection with where the discussion left off last July and what is in the draft plan. These are examples, not an exhaustive list.

Suggestions from the committee included:

- Adding a general category that workspace should be adequate. For example, Susan’s workspace in the bookstore is not adequate, neither is it in the bank. Workspace of staff in Business Services will be evaluated, made ergonomically correct, safe, etc.
- Use the north side of the building for smart classrooms because there is less glare. Energy and use efficiency should be balanced.
- That state standards for space be utilized to avoid overbuilding for the students served.
- A conflict resolution process be developed because there is simply not enough to go around.
- Proposals for space allocation (like a Request for Proposal (RFP)) be accepted where needs are addressed according to the established criteria. Prioritization will be a challenge. **Prioritization will be driven by FTES or what programs are revenue generating? Correct?**
- Expanding FPAC to be the design team, ensuring representation from all constituents.
- Developing to scale maps.
- Having a consultant hold workshops and disseminate information so that it is clear.
- Expand Student Health Services.
- Reordering numbers 3 and 4 in the draft plan (planning process orientation, then appoint a design team); 5 is soliciting input.
Phase one of the space reallocation process is to develop an information base and to prepare for input. The committee discussed how to involve the campus leadership in the process: CIP, CPC and Cabinet. The FPAC would approve process but not allocate space. The results of phase one would be reviewed by CIP, CPC, the component councils, then would go to Cabinet for final approval.

The next phase would be to appoint a design team that is representative of stakeholders. The design team reviews needs and available resources, then works with a consultant to see what can be accommodated using the assumptions and parameters as a guide.

**Timeframe:** Student Activities move in March 2007. The end of 2007 is the first time space will become available for reallocation. The Arts Education Classrooms (AEC) are projected to be completed in the spring of 2008 and move in by fall 2008. Allied Health is projected to be completed in the fall of 2009. A timeline will be developed and the Facilities Development Team can identify who can do the space design work. FPAC would select the design consultant.

Doug stated that new construction is tight on contingencies. If the projects overrun, the money will come out of some other budget. There is currently $3 million in approved applications to the state for renovation of buildings 300, 1500, 1600, 500, 600. **We need $4.5 million in a pot**. **Watsonville equipment.** The need may tie in to when we get the state money. As money comes in, those buildings get done.

Renée stated that room will change in buildings, not gut the whole thing. Up to date learning environments will be reviewed and incorporated in our remodels.

**Tasks:**
- Space designer: a month or two to get a process and develop criteria.
- Design team: expand FPAC
- Design consultant will review the process. Dust off the work we’ve done, data gathering.
- Space Designer will teach us how to present it. Bob Owen needs to be involved.

It was suggested that the opportunity to select the space designer be extended to Rory, Kathie and Sesario, who worked on the space allocation and planning process draft, that a very fluid budget component be added, and that standards for office furniture be established. Herman Miller will have a demonstration of office furniture in the cafeteria May 22-24.

**Facilities Master Plan Update**
Doug distributed the May Board Facilities Master Plan update and Measure D Bond expenditures update. The Citizens’ Oversight Committee met yesterday and discussed the status of the 3 main construction projects. The Board report details hard costs and estimates completion dates. The contingency reserve is tight on all projects.

Relocation of Delta school: The building will not be available during summer school. The Department of State Architect (DSA) hasn’t closed the old Delta School project; They really want to start this summer.

Dan explained that the Facilities bond made it to the ballot for a 50% match in funding. **$11 million is on the ballot for Cabrillo.** FPS--$3 million for building 300 that requires a 1-1 match
from the college. Allied Health $1.6 is in the initial stage now, trying to get it to the final project.

Vote.

Second sheet—COC handout. Measure D money. Part A, what is in progress, planning, completed, list of completed projects. E—remaining and future projects. Numbers add up to $26,764,972. If we can complete the projects we have in progress and pending, this is money that would be available. $11 freed up from allied health, $3 million from Bldg. 300, etc. is not included. Bridge is on hold and not budgeted. $3 million project that people would like to have done. Complete the 3 projects vs. the bridge.

The meeting was adjourned at 3:54 pm.

The next meeting will be Wednesday, 6/28/06 at 3:00 in room 804A.