

**SBVC COLLEGE COUNCIL  
FEBRUARY 24, 2016 MINUTES  
PRESIDENT'S CONFERENCE ROOM, ADSS-207  
TIME: 1:00 PM – 3:30 PM**

**A= Absent**

Gloria Fisher, SBVC President  
Jeremiah Gilbert, Academic Senate President, Co-Chair  
Dave Bastedo - **A**  
Aaron Beavor  
Lorrie Burnham - **A**  
Marco Cota  
Paula Ferri-Milligan  
Rania Hamdy  
Leticia Hector  
Rick Hrdlicka  
Diane Hunter  
Celia Huston

Haragewen Kinde - **A**  
Sarah Miller - **A**  
Ricky Shabazz  
James Smith  
Scott Stark  
Linda Subero  
Kay Weiss  
(19 members)

**Guest(s):** Paul Bratulin, Michael Bernal, Shawn Blaylock, Sandy Kate, Brett Leavitt, and Sheryl Sterry.

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**CALL TO ORDER:**

1:00 President Fisher, called the meeting to order.

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**APPROVAL OF THE JANUARY 27, 2016 MINUTES**

President Fisher entertained a **motion to approve the JANUARY 27, 2016 minutes**. Rick moved, Rania second. No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Cota, Ferri-Milligan, Hamdy, Hector, Hrdlicka, Huston, Smith, Stark, Subero, and Weiss

**NOES:** None

**ABSTENTIONS:** Hunter

**ABSENT:** Bastedo, Beavor, Burnham, Kinde, Miller, and Shabazz

**Motion Carried**

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**APPROVAL OF THE February 10, 2016 MINUTES**

President Fisher entertained a **motion to approve the FEBRUARY 10, 2016 minutes**. Scott moved, Marco second. No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Cota, Ferri-Milligan, Hamdy, Hector, Hrdlicka, Hunter, Smith, Stark, Subero, and Weiss

**NOES:** None

**ABSTENTIONS:** Huston

**ABSENT:** Bastedo, Beavor, Burnham, Kinde, Miller, and Shabazz

**Motion Carried**

*Our Mission: San Bernardino Valley College provides quality education and services that support a diverse community of learners.*

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**UPCOMING/FILING POSITIONS – G. FISHER**

Scott discussed with the group the replacement of the Custodian (Dennis Collins) position in the Vice President of Administrative Services.

President Fisher entertained a **motion to approve the replacement of the Custodian position**. Rick moved, Paula second. No discussion and the group voted as follows:

**AYES:** Fisher, Gilbert, Beavor, Cota, Ferri-Milligan, Hamdy, Hrdlicka, Hunter, Huston, Shabazz, Smith, Stark, Subero, and Weiss

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Bastedo, Burnham, Hector, Kinde, and Miller

**Motion Carried**

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**ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON**

Celia provided the group with the most recent modified version of the ACCJC Follow Up Report that incorporated the feedback from ASG that she just received, and will distribute it to the members by email. This version, if she does not get any more feedback, will be going to the Board for final reading.

President Fisher confirmed with Celia the timeline for the report and the visit of ACCJC.

Celia stated the report is due to ACCJC on March 15, 2016 and the visit from ACCJC is around April 1<sup>st</sup>, 2016. She will be checking with Rebecca to make sure she is meeting all the deadlines and the proper amount of bounded copies of the provided report are ready and distributed on time.

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**EDUCATIONAL MASTER PLAN – J. SMITH**

No Report

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**STRATEGIC PLANNING– J. SMITH**

No Report

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**Program Review – P. Ferri-Milligan**

No Report

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**COMMITTEE REPORTS:**

No Reports

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**CONSULTATION COMMITTEE FOR THE EMP & EMP – Facilities Master Plan: HMC Architects to present facilities information and solicit input from College Council members.**

HMC Architects presented a slide presentation to provide the group an update of SBVC facilities information collected over the last several months, and solicited additional input from the group during the meeting. They provided a handout, "Facilities Analysis – Existing Campus Conditions" to the members during the meeting.

PLEASE SEE ATTACHMENT IN WHICH HMC ARCHITECTS HAVE PROVIDED FOR REVIEW, PER THE SLIDE PRESENTATION, THEIR MEETING MINUTES OF 2-24-16. THEY HAVE ANNOTATED THE SLIDE PRESENTATION WITH OBSERVATIONS AND DISCUSSION.

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**OTHER:**

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Meeting adjourned at 3:20 p.m.

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**Next College Council Meeting:** March 9, 2016 (1-3:30 PM)  
Academic Year 15-16 (bi-monthly, 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays from 1-3:00 PM)  
03-23-16  
04-13-16/04-27-16  
05-11-16/05-25-16

DKG

03/02/2016 12:35:46 PM

**Meeting:** Facilities Analysis Discussion in Valley College Council  
President's Conference Room AD/SS 207, 1:00-3:00 PM

**Date** February 24, 2016

**Project:** San Bernardino Community College District  
Educational & Facilities Master Plans Preparation

**Project #** 5007-008-000

**Present:** **Dave Bastedo**, Faculty, Science, San Bernardino Valley College  
**Aaron Beavor**, Classified Senate President, San Bernardino Valley College  
**Lorrie Burnham**, Faculty, Biology, Co-chair Facilities & Safety, San Bernardino Valley College  
**Marco Cota**, Dean Counseling, San Bernardino Valley College  
**Paula Ferri-Miligan**, Faculty, Reading, San Bernardino Valley College  
**Gloria Fisher**, President, San Bernardino Valley College  
**Jeremiah Gilbert**, Academic Senate President, San Bernardino Valley College  
**Rania Hamdy**, Professional Development Coordinator, San Bernardino Valley College  
**Leticia Hector**, Faculty, Speech, San Bernardino Valley College  
**Rick Hrdlicka**, Campus Technology Services, San Bernardino Valley College  
**Diane Hunter**, CTA Representative, San Bernardino Valley College  
**Celia Huston**, Non-instructional Faculty, Library, San Bernardino Valley College  
**Sarah Miller**, Designee for CSEA President, San Bernardino Valley College  
**Rick Shabazz**, Vice President, Student Services, San Bernardino Valley College  
**James Smith**, Dean, Research, Planning, and Institutional Effectiveness, San Bernardino Valley College  
**Scott Stark**, Vice President, Administrative Services, San Bernardino Valley College  
**Linda Subero**, President, Associated Student Government, San Bernardino Valley College  
**Kay Weiss**, Dean, Arts & Humanities, San Bernardino Valley College  
**Michael Bernal**, Designer, HMC Architects  
**Shaun Blaylock**, Lead Educational Planner, ALMA Strategies  
**Sandra Kate**, Principal Educational Facilities Planner, HMC Architects  
**Brett Leavitt**, Principal Designer, HMC Architects  
**Sheryl Sterry**, Senior Educational Facilities Planner, HMC Architects

**Purpose of the Meeting:** For Valley College Council to provide input on the facilities analysis and to establish facilities planning needs and objectives.

## **1 Welcome & Meeting Goals**

- A. The SBVC Facilities Master Plan (FMP) is intended to communicate Valley College's facilities development plans to its community stakeholders. The FMP document will contain three sections: 1) an analysis of existing conditions, 2) planning needs, and 3) recommendations. Today's discussion will mainly focus on existing conditions and begin to look at needs, issues, and challenges, in so far as they have been identified by the ongoing educational planning.
- B. College Council members are asked to provide input and validation for:
  1. the analysis of existing conditions;
  2. facilities needs, issues, and challenges, from themes that were heard during the program interviews; and
  3. facilities planning objectives.

## 2 Planning Update

- A. The planning process recognizes that Valley College's educational master plan (EMP) will drive the recommendations of the FMP. The EMP must be developed further before it can fully inform the facilities planning process. On the quantitative level, the EMP will drive facilities planning by setting priorities for the development and use of space. Equally importantly, both EMP and FMP must support Valley College's culture and student life.

## 3 Favorite Place on Campus

Valley College Council members shared their favorite places on campus.

- The old Library, which was more welcoming than the current Library—how can it be made more inviting?
- The new buildings are too sterile. Preferred the traditional architectural style—like the Auditorium's.
- Library and rose garden next to the Auditorium
- The old campus, which was more inviting and welcoming
- The cool shade under the large live oak tree in the Glade
- Inside the Observatory and its collection housed there that speaks to Valley College's history
- The Greek Theater, which exudes history and where events and commencement ceremonies were held
- The quad at the Liberal Arts Building
- The Business Center B-100 meeting room
- The athletic field, used by the community for exercise—many walk the track
- The Sun Room in the Campus Center—a good gathering space for staff
- The layout of the old campus was more favorable for student gathering. The free speech area, students playing dominos
- The Admin/Student Services Building is not conducive for cooperation among staff—its lack of clear divisions causes frustration. The Liberal Arts Building has clear separations between spaces.
- The Auditorium for its history and architecture
- The Campus Center, the hub where student gather and interact
- The Greek Theater and the plaza behind the Auditorium, which is used by students who are looking for outdoor seating and fresh air
- Upstairs in the Liberal Arts office wing—best place for collaboration among both students and faculty—real offices with doors and bookshelves
- The Planetarium and the Auditorium
- The gardens in the Health Life Sciences courtyard
- My favorite place does not exist yet—a shaded pavilion
- The swimming pool, which no longer exists but is needed by the community
- The shaded area in front of the Library, for gathering and hosting events
- The future landscaped areas that will be built around the new Gymnasium—planned with pathways, benches—and the Auditorium where names of academic programs are carved into wood on the walls

## 4 The Existing Campus Conditions

### A. Neighborhood Context



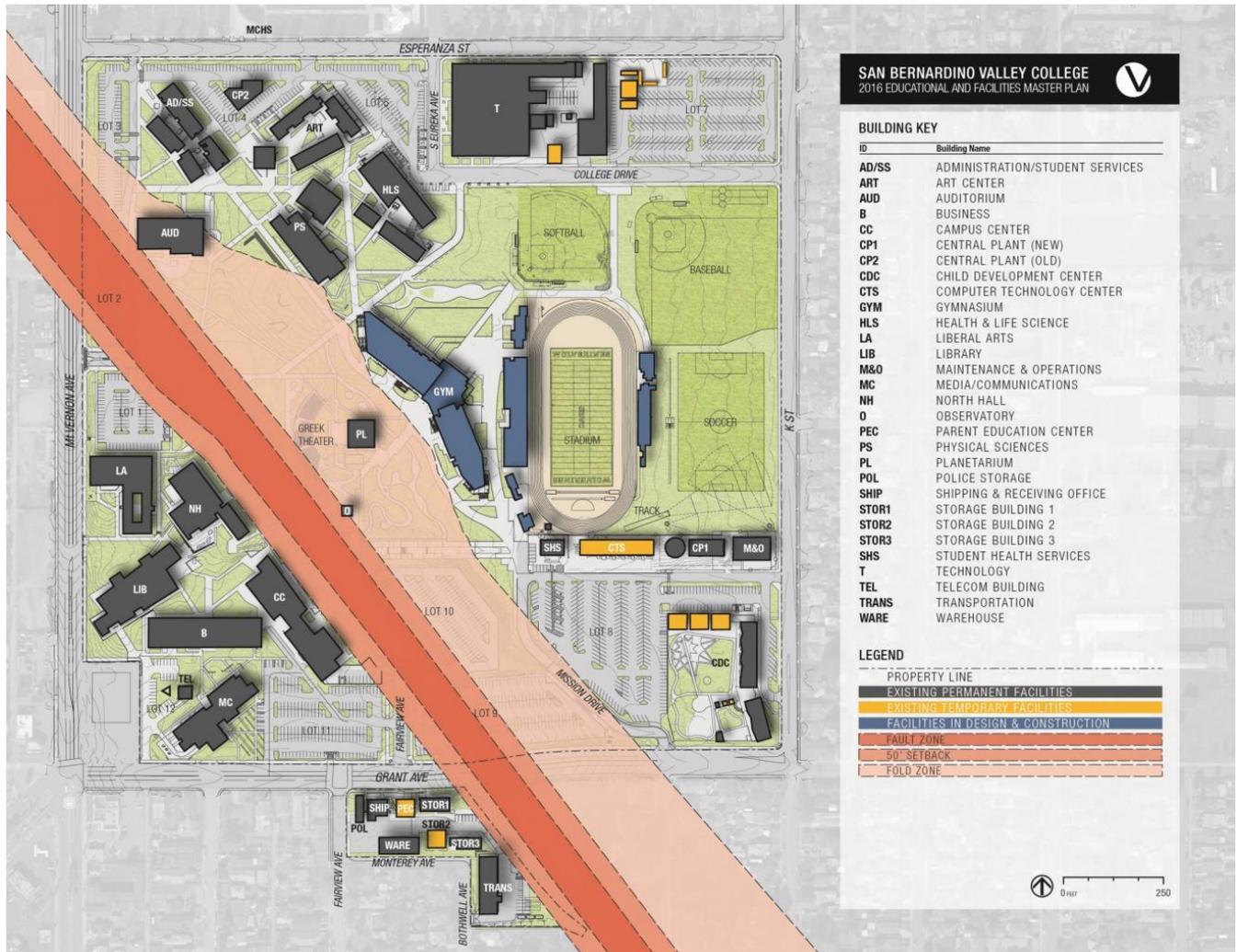
#### 1. Observations:

- Mt. Vernon Avenue is a prominent commercial corridor and the most traveled road that abuts the campus. The campus abuts residential neighborhoods to the north, east, and south.
- A small part of the campus lies to the south of Grant Avenue.
- Many high school students from the Middle College High School (MCHS) cross Esperanza Street to take classes at Valley College.
- Valley College and the Pro Swap Meet have a memorandum of understanding (MOU) for joint use of parking at the swap meet and the campus.

#### ➤ Discussion:

- Lots of people drive to campus from the “back way” from State Route 215 and west on Grant Avenue.
- The campus of Verbata Elementary School should be noted on the graphic. Valley College partners with this school in many ways.

C. Existing Campus



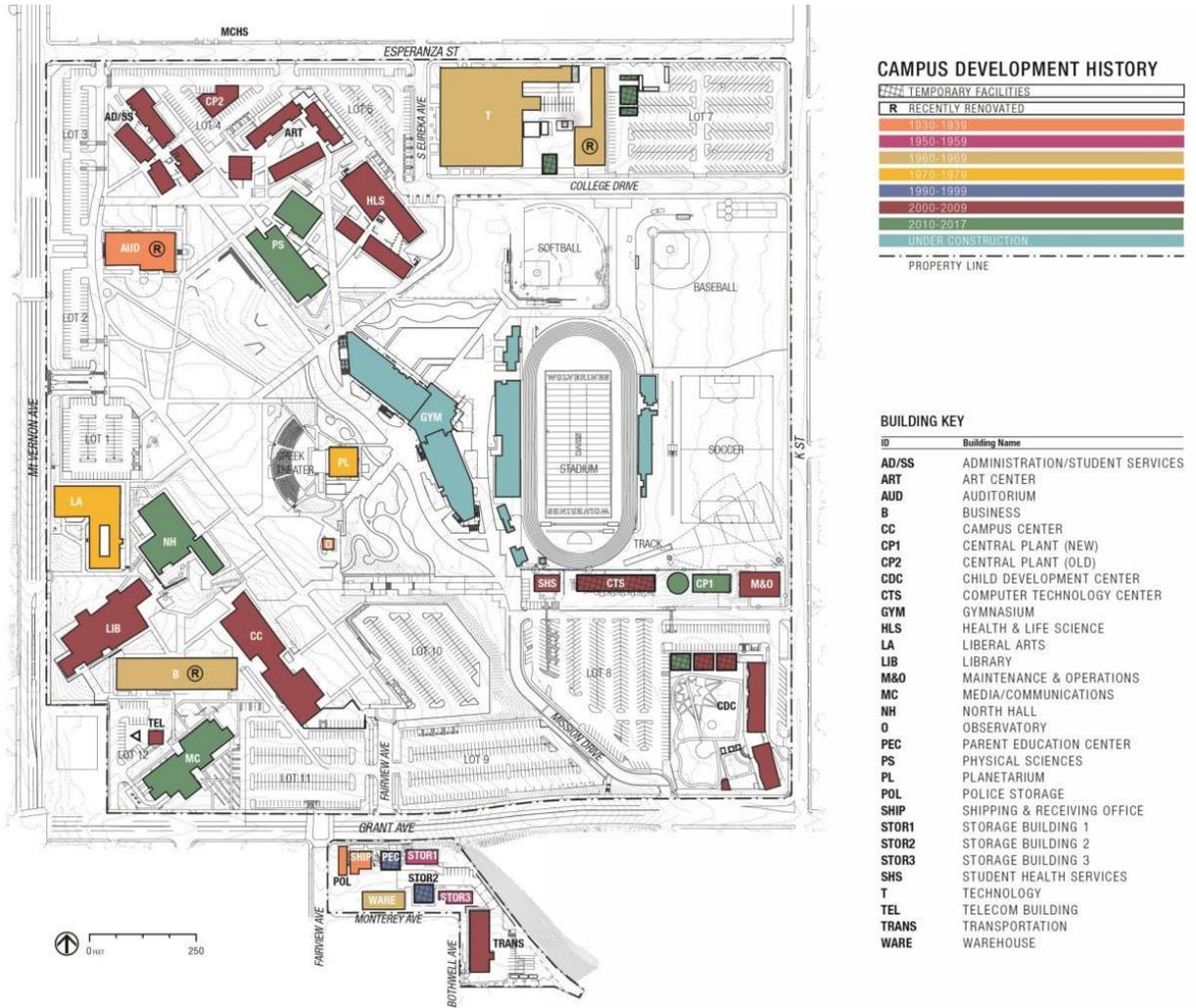
1. Observations:

- The gray-colored buildings are permanent buildings and the yellow-colored buildings are temporary buildings.
- The blue-colored buildings are under construction and will all be open by spring 2017. The campus conditions in 2017 are the baseline conditions for the purposes of the facilities master plan.
- New buildings cannot be built within the seismic fault and folding zone. The Glade divides the campus buildings into separate clusters.

➤ Discussion:

- The Glade has changed the character of the campus. It has lessened the sense of place and the level of activity in the outdoor spaces.

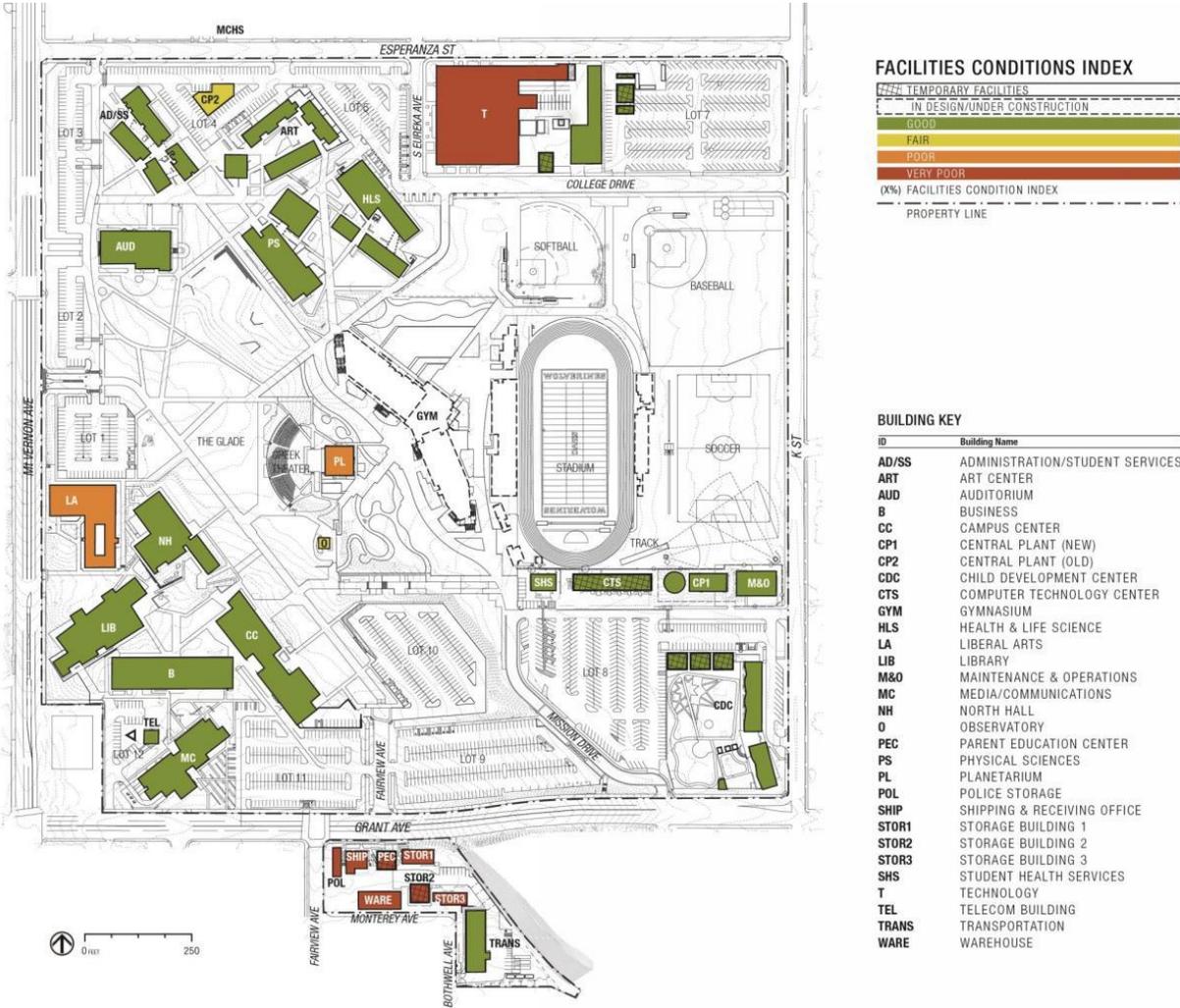
E. Campus Development History



1. Observations:

- The campus opened in the 1930s and the Auditorium is one of the remaining original buildings.
- As a result of the discovery and mapping of the seismic fault and folding zone, many of the originals buildings were replaced after 2000.
- Buildings that have recently undergone a comprehensive renovation are shown with an “R” in a circle—the Auditorium, the Business Building, the east wing of the Technical Building.
- The main wing of the Technical Building and the Liberal Arts Building are older buildings that have not been recently renovated. Also most of the buildings that are situated to the south of Grant Avenue.

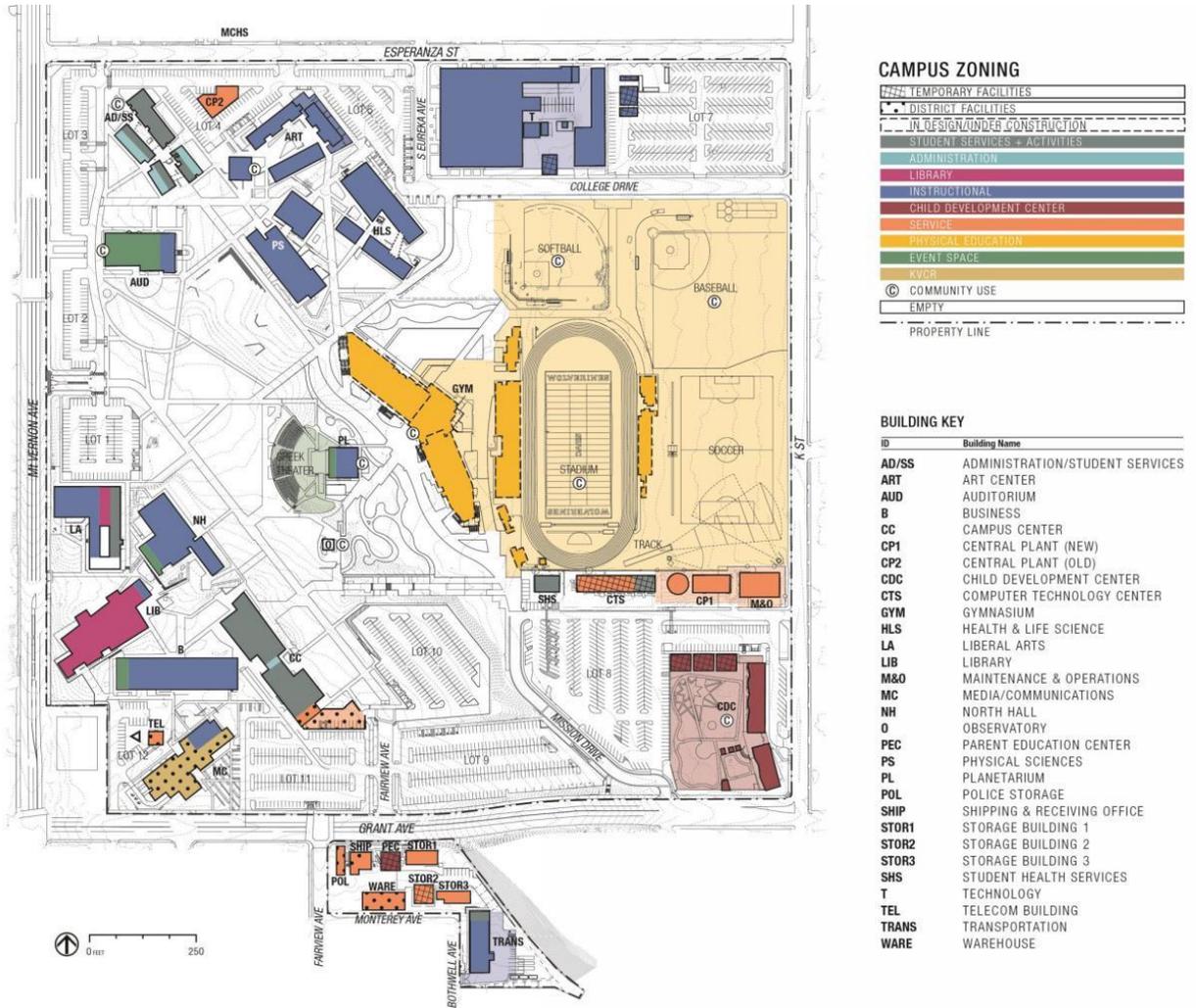
G. Facilities Condition



1. Observations:

- The information shown on this graphic is based on periodic assessments and staff interviews. The results of the most recent assessment, which is taking place now, will be shown in the FMP.
- Many of the buildings were constructed recently and are in good condition, however, due to lack of resources little has been done to maintain these buildings since they were constructed.
- The Liberal Arts Building is in poor condition. The main wing of the Technical Building and many buildings that are situated to the south of Grant Avenue are in very poor condition. The Technical Building takes a disproportionate amount of staff time and resources to keep running.

I. Campus Zoning of Functions



1. Observations:

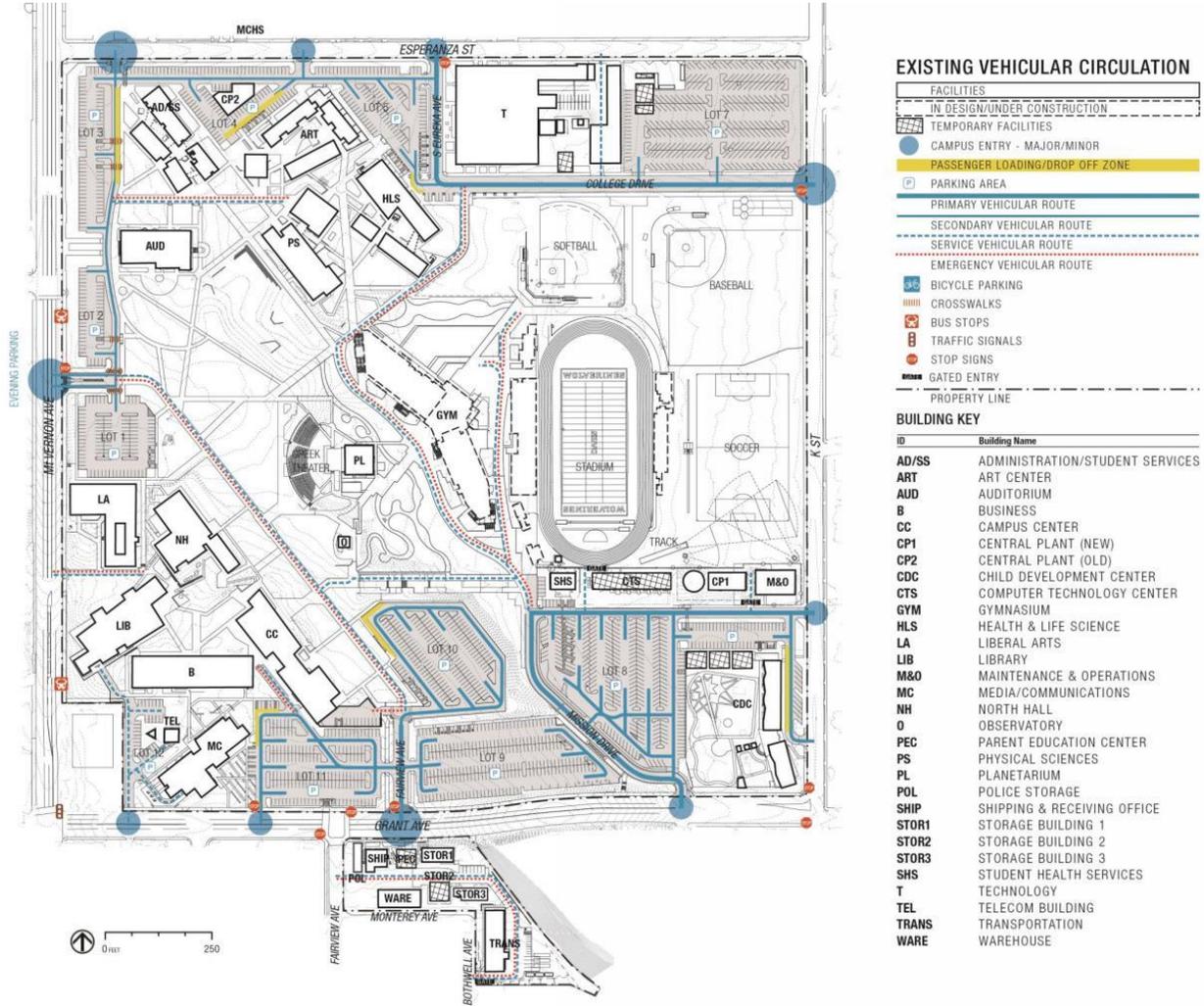
- The campus is zoned logically with respect to the location of the event space, administrative offices, kinesiology and athletic facilities, and the Child Development Center.
- Student Services and Activities are distributed among the AD/SS Building, the Campus Center, and the Liberal Arts Building.
- Spaces in the Liberal Arts Building and many of the older buildings south of Grant Avenue have not been properly reconstructed to suit their current use.

➤ Discussion:

- The graphic will be revised to show the tutoring spaces—the Student Success Center and STEM Center—in the Physical Sciences Building.
- Space for the existing Student Success Center is impacted. It would be preferable not to locate tutoring in one central location, but rather with instructional programs. The Library is meant to provide academic support services.
- The old Campus Center contained a large staff lounge and kitchen space. Having such a space helped to promote interdisciplinary collaboration. Currently, there is no such space that is shared campus-wide. Ideally, well equipped space, located near the Professional Development Center, would be provided for faculty to gather, meet, and collaborate.

- Little space is provided for faculty to gather near their offices to meet or have lunch. For example, in the past a conference room in the Math division offices was used by faculty to gather for lunch. But it has been reassigned as a meeting room that must be reserved in advance and is open for use by the entire campus.
- Student gathering space is needed near the student services programs in the Liberal Arts Building. Grant funding for those student services programs cannot be used to provide this kind of space. These programs include First Year Experience, Puente, Guardian Scholars Foster Youth, Tumaini, and Valley Bound.
- Another dedicated open computer lab space is needed in addition to the main open lab in the Library.
- Many students are caring for their children while studying. Child-friendly places are needed.
- Space to address cross-cultural needs, such as those of the transgender student community, are needed.
- The graphic will be revised to show the Library Viewing Room as an event space and not a scheduled classroom.

J. Vehicular Circulation & Parking



**EXISTING PARKING COUNT**

- On-campus: 1,506 stalls
- Swap meet (MOU): 414 stalls
- Does not count street parking
- **TOTAL: 1,920 stalls**

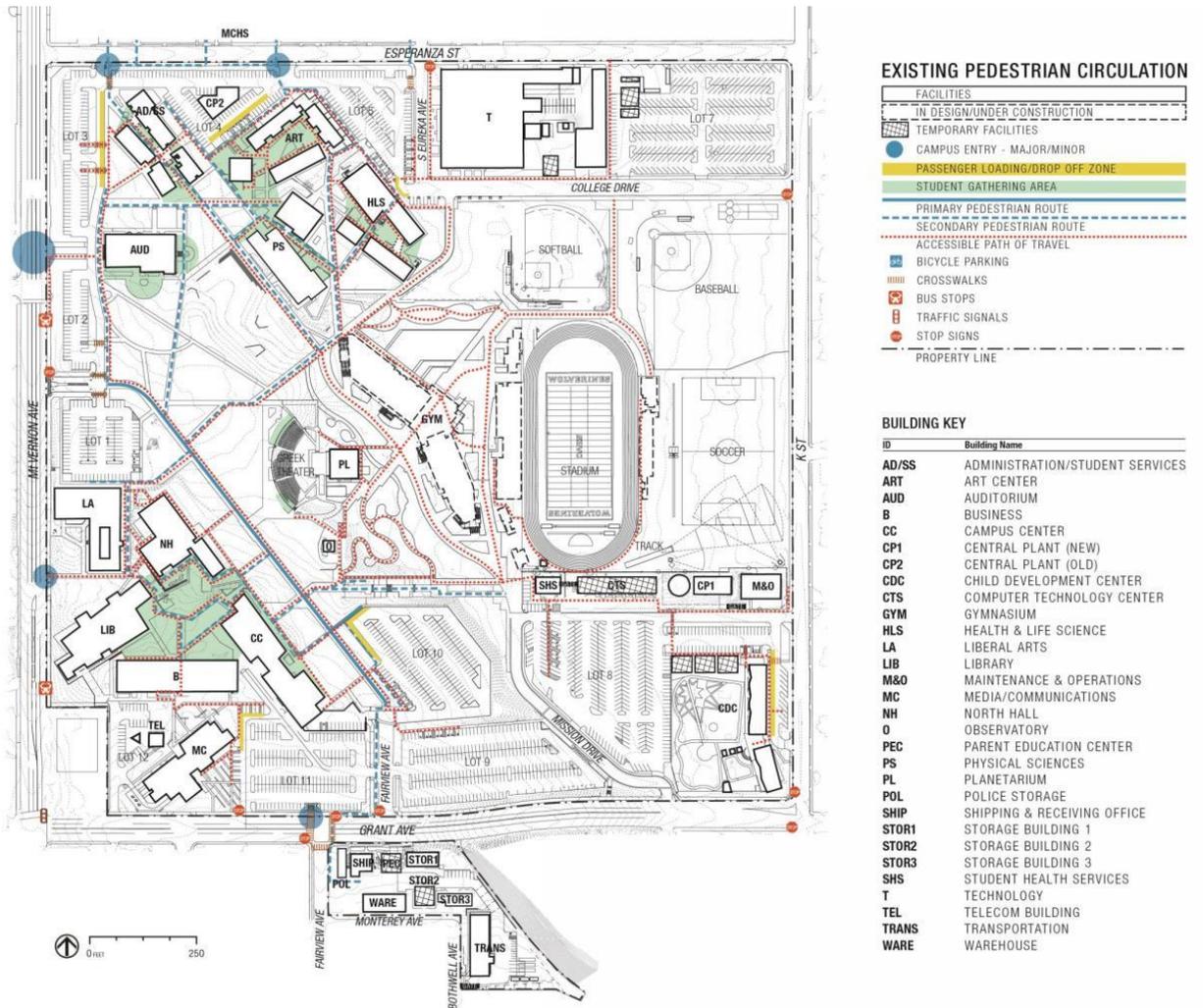
YEAR	HEAD COUNT	STALL COUNT	RATIO	TARGET RATIO	TOTAL NEED	ADDITIONAL NEEDED
2016	13,082	1,920	1 STALL / 6.54 HC	1 STALL / 6.00 HC	2,180	260

1. Observations:

- Vehicular routes are well distributed around the campus.
- The surrounding streets provide a vehicular route around the campus and free parking.
- Emergency and service vehicle access routes are well designed.
- The vehicular entrance near the AD/SS Building is often congested due to lack of vehicle stacking space. The entrance at Grant and Fairview Avenues are offset and are often congested. The entrance from Mt. Vernon Avenue is offset from the signal at Johnston Street.
- The campus contains 1,506 parking stalls and the MOU with the Pro Swap Meet makes available 414 stalls during times of peak demand. Together, 1,920 stalls are available, which yields a ratio of 1 stall per 6.54 unduplicated student headcount (fall 2015)

enrollment). This is significantly higher than the recommended ratio of 1 stall per 5 student headcount and shows a need for more parking capacity. Taking into account the availability of street parking and high use of subsidized public transit, a 1:5.5 or 1:6 ratio may be acceptable. At this time, an additional 260 stalls would be needed to achieve a 1:6 ratio.

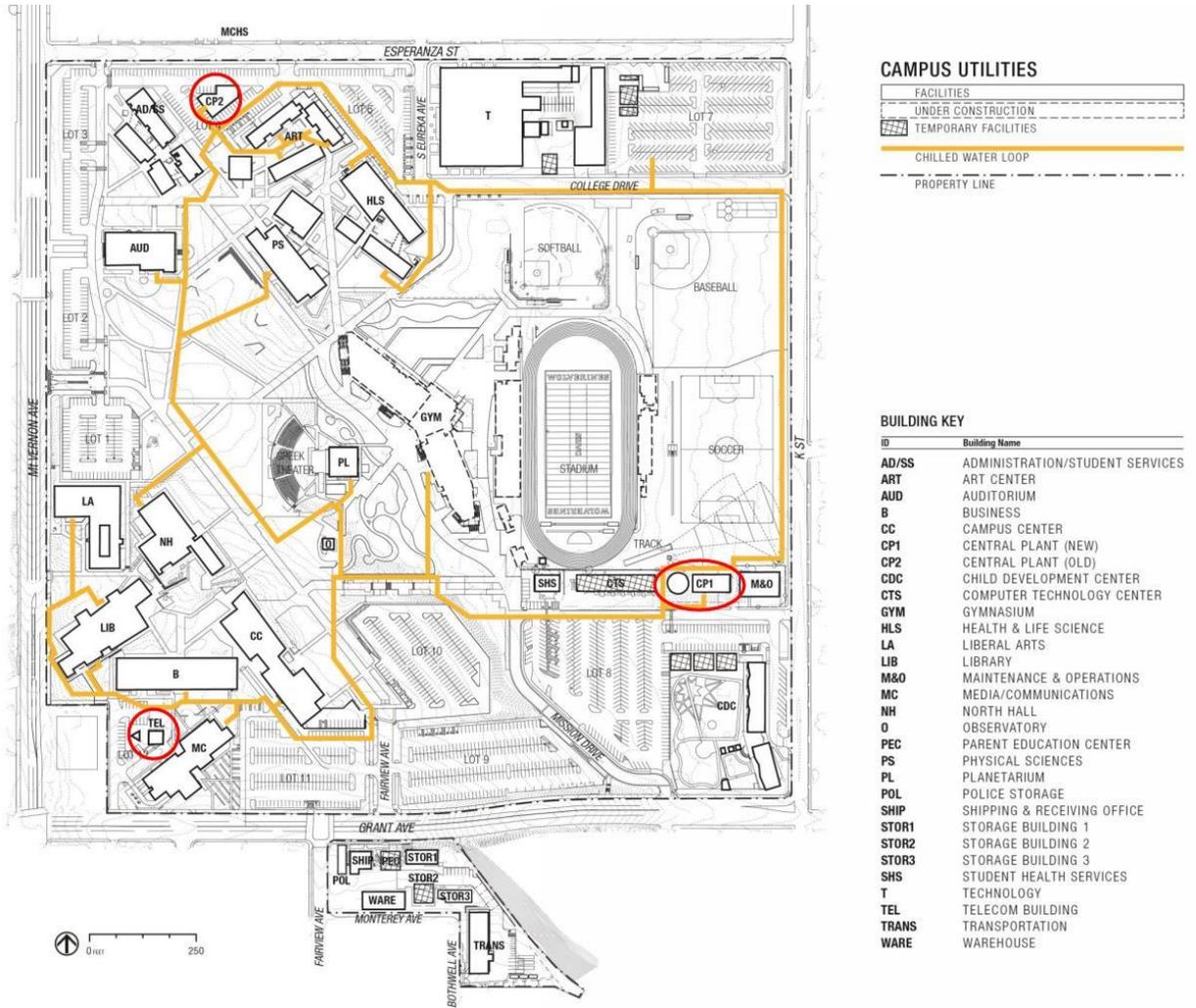
K. Pedestrian Circulation



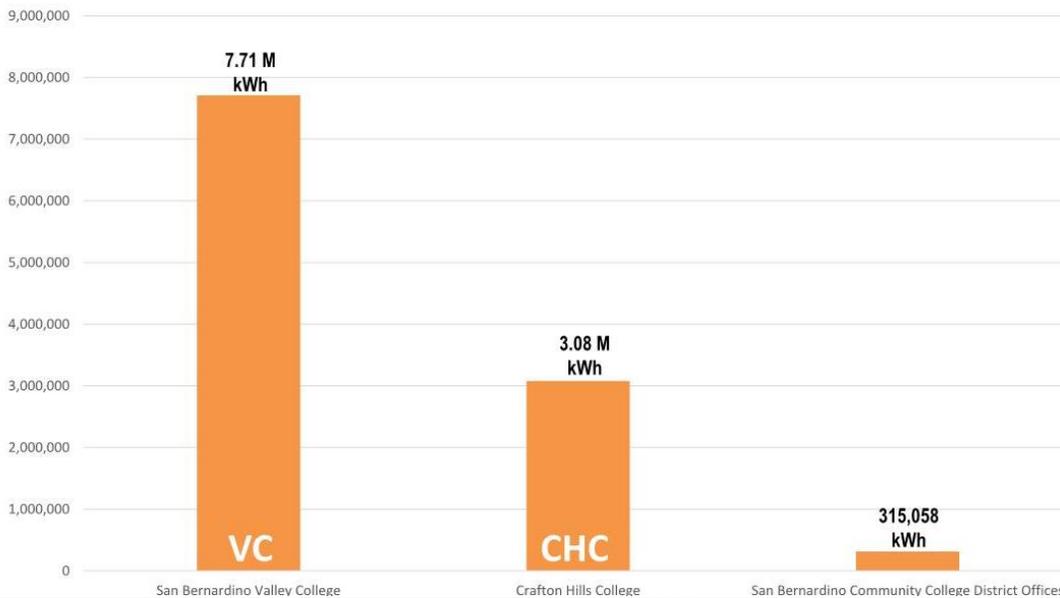
1. Observations:

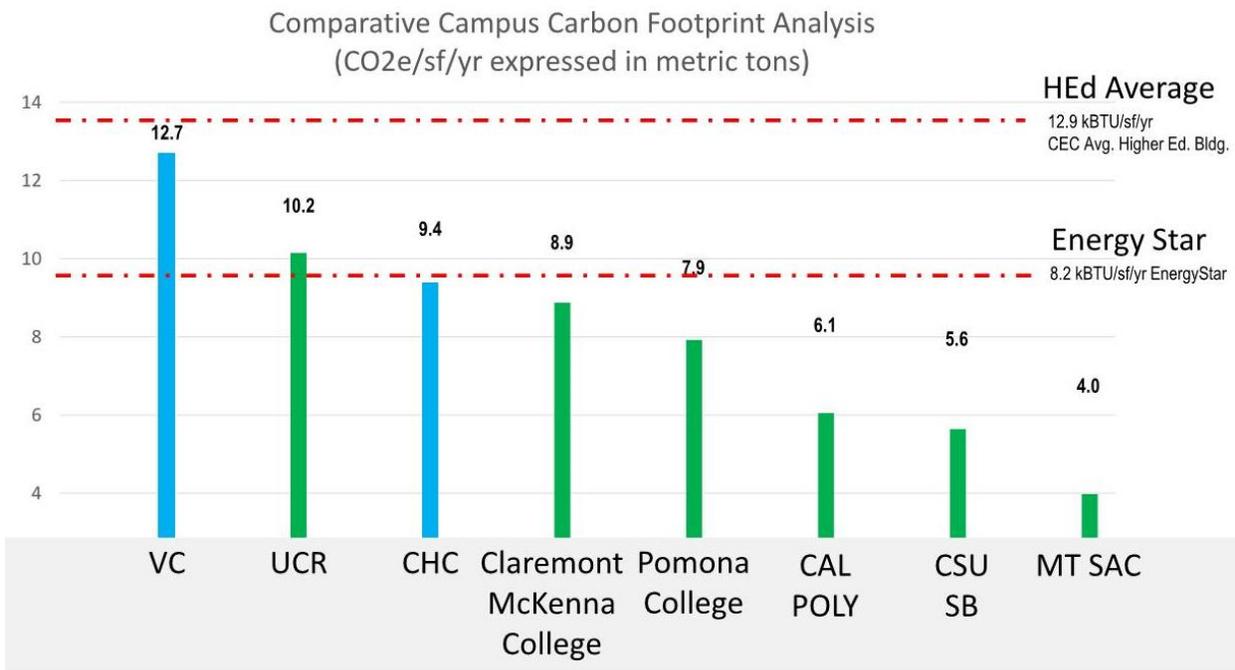
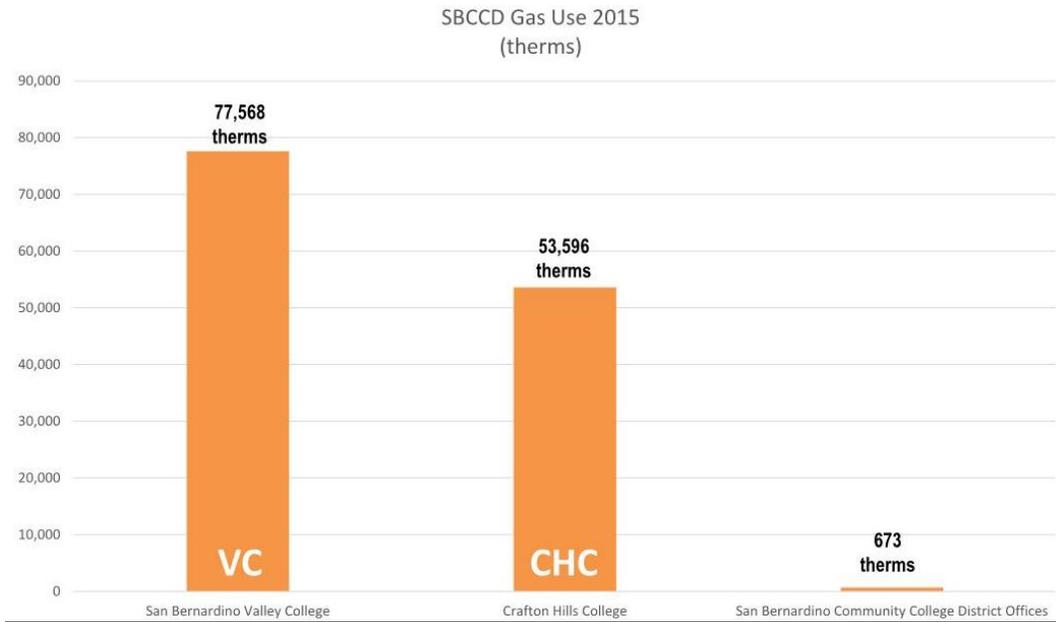
- Accessible Paths of Travel (POTs) are provided to most buildings and site areas and there are plans underway to complete this network.
- Much better use can be made of The Glade.
- The connections crossing The Glade between building clusters could be much stronger and actively programmed.
- Crossing Esperanza Street between MCHS and Valley College could be safer.
- Crossing Grant Avenue between the two parts of campus could be safer.
- There is a need for more passenger loading zones that serve both cars and buses.

M. Utilities Infrastructure



SBCCD Electricity Use 2015 (kWh)





1. Observations:

- The campus utilities infrastructure is fairly new and in good condition.
- The campus has a central cooling plant with a thermal energy storage (TES) tank that stores water cooled at night when energy costs are lowest. An underground pipe loop distributes chilled water to most of the campus buildings. The TES is being used at its maximum capacity and cannot support more buildings.
- The campus energy use (electricity and natural gas) is shown translated to an equivalent carbon footprint per square foot of gross building area. Valley College performs slightly better than the average higher education campus in comparable climate zones.
- The energy data is reported by Cenergistic, the District’s energy conservation consultant. Water-use data will be provided soon.

## 5 Analysis of Campus Space

### A. Enrollment Projection and Growth Rate

- The table below shows the baseline projected enrollment for the 5-year, 10-year, and 15-year planning horizons, expressed as weekly student contact hours (WSCH), from the state Department of Finance and distributed between the Colleges in the same proportions as it has been in the past. The projected growth is compounded annually at the rate of 1.7% per year between 2015 and 2021 and 1.4% per year after 2021.
- The current educational master planning process may result in a different planned growth rate and/or distribution of the planned growth in enrollment.

Site	Fall 2016	Fall 2021	Fall 2026	Fall 2031
Crafton Hills College	67,107	72,969	78,274	83,909
San Bernardino Valley College	145,728	158,457	169,978	182,214
<b>Total SBCCD</b>	<b>212,835</b>	<b>231,426</b>	<b>248,252</b>	<b>266,123</b>

### B. 2015 SBCCD Space Inventory

- The District inventories its space and reports it to the Chancellor's Office annually. Every space on each campus and the District Office is assigned to a category according to state guidelines. The table below shows the amount of assignable area held by SBCCD.
  - Capacity Load Categories are the following: Lecture, Lab, Office, Library, and Instructional Media (AV/TV). Capacity Load Categories are examined closely by the state and used to justify requests for additional space and determine eligibility for capital outlay projects.
  - Non-capacity load space categories are important for planning purposes and include space for meeting rooms, physical education facilities, maintenance and operations, and many other functions.
  - Space that is usable for programs and services is called assignable space. Assignable space is measured in units of assignable square feet - ASF. Additional non-assignable space that is needed for building systems, corridors, stairs, most restrooms, etc. is included in the overall building gross square footage (GSF).

SPACE TYPE	CURRENT INVENTORY (ASF)
Lecture	102,798
Lab	179,874
Office	119,497
Library	58,711
Instructional Media	9,322
Other	287,473
<b>TOTAL</b>	<b>757,675</b>

CAMPUS	TOTAL ASF	
Crafton Hills College	274,189	36%
SB Valley College	447,804	59%
District Office	35,682	5%
<b>TOTAL ASF</b>	<b>757,675</b>	

### C. How the State Looks at Space

Capacity/Load Ratio is the ratio of needed space compared to existing space. Justification of need is based on enrollment (FTES and WSCH) and Title 5 space standards.

1. =100% capacity/load: # of seats = # of students
2. >100% capacity/load: # of seats > # of students
3. <100% capacity/load: # of seats < # of students – demonstrates the need for more space

### D. San Bernardino Valley College Space Analysis

#### 1. Existing Space Needs

The fall 2015 space needs are calculated from the actual fall 2015 enrollment in accordance with Title 5 space standards. Comparison with the 2015 space inventory shows that Valley College holds an excess of lecture and office space, but demonstrates a need for additional lab, library, and instructional media space.

SPACE TYPE	CURRENT INVENTORY (ASF)*	CURRENT SPACE NEEDS**	CURRENT CAP/LOAD RATIOS	2017 SPACE INVENTORY (ASF)***
Lecture	66,883	30,609	219%	69,886
Lab	132,187	164,171	81%	133,182
Office	69,027	51,380	134%	70,698
Library	29,886	37,328	80%	29,886
Instr. Media	6,577	11,577	57%	6,577
Other	143,244	TBD	N/A	154,562
<b>TOTALS</b>	<b>447,804</b>			<b>464,791</b>

\* 2015 Space Inventory

\*\* For fall 2015 enrollment

\*\*\*New Gym & Field Buildings have been added. Snyder and Women's Gyms have been removed.

#### 2. Projected 2031 Space Needs

The table below shows the 2017 space inventory, which will reflect the campus when the Gymnasium/Athletic Field project is completed. It will serve as the baseline space inventory for this FMP. The 2017 adjusted space inventory reflects the removal of all temporary buildings and the need to replace temporary space with permanent space. The 2031 space needs are calculated from the 2031 baseline projected enrollment in accordance with Title 5 space standards.

In 2031, Valley College will continue to hold excess lecture and office space, but to a lesser degree. The need for additional lab, library, and instructional media space will continue to grow.

SPACE TYPE	2017 INVENTORY (ASF)	ADJUSTED INVENTORY* (ASF)	2031 SPACE NEEDS**	DIFFERENCE
Lecture	69,886	66,109	38,913	-27,196
Lab	133,182	133,182	208,742	75,560
Office	70,698	70,785	62,300	-8,485
Library	29,886	29,886	43,638	13,752
Instr. Media	6,577	6,577	12,168	5,591
Other	154,562	139,926	TBD	TBD
<b>TOTALS</b>	<b>464,791</b>	<b>446,465</b>		

\* Temporary buildings (Campus Tech. Svcs. (CTS), Portable Conf. Bldg., Portable Classroom, Parent Edu. Ctr., CDC Portables 8-9-10, CDC sheds 1-2, Storage 4 (old CD4), T-122, T-123, T-124) have been removed from 2017 inventory. Inactive offices in LA building considered re-activated.

\*\* Calculated from CCCC enrollment projection

### 3. "Other" Space

The table below shows the "other" types of space held by Valley College. Specific needs will be established through ongoing educational and facilities planning discussions.

SPACE TYPE	2017 INVENTORY (ASF)	ADJUSTED INVENTORY* (ASF)	SPACE NEEDS
Athletic/Physical Ed.	45,236	44,339	TBD
Assembly	18,373	18,373	TBD
Exhibition	2,766	2,766	TBD
Food Facilities	10,444	10,444	TBD
Lounge	3,875	3,435	TBD
Recreation	627	627	TBD
Meeting	12,202	10,698	TBD
M&O / Physical Plant	21,393	19,703	TBD
Health Service	693	693	TBD
Inactive	1,215	0	TBD
All Other	37,738	28,848	TBD

\* Temporary buildings (Campus Tech. Svcs. (CTS), Portable Conf. Bldg., Portable Classroom, Parent Edu. Ctr., CDC Portables 8-9-10, CDC sheds 1-2, Storage 4 (old CD4), T-122, T-123, T-124) have been removed from 2017 inventory. Inactive offices in LA building considered re-activated.

#### 4. Projected Parking Needs

The table below shows the projected unduplicated student headcount and parking capacity needed for 2021, 2026, and 2031. It should be noted that the table assumes that the ratio of WSCH to headcount will remain constant. It also assumes that the ratio of headcount to the need for parking stalls will remain constant. Both of these assumptions may not hold up in the future.

##### EXISTING PARKING COUNT

- On-campus: 1,506 stalls
- Swap meet (MOU): 414 stalls
- Does not count street parking
- **TOTAL: 1,920 stalls**

YEAR	HEAD COUNT	STALL COUNT	RATIO	TARGET RATIO	TOTAL NEED	ADDITIONAL NEEDED
2016	13,082	1,920	1 STALL / 6.54 HC	1 STALL / 6.00 HC	2,180	260
2021	14,040	1,920		1 STALL / 6.00 HC	2,340	420
2026	15,060	1,920		1 STALL / 6.00 HC	2,510	590
2031	16,145	1,920		1 STALL / 6.00 HC	2,691	771

##### ➤ Discussion:

- An existing free parking pass program helps students. ASG and Valley College each pays for a third of the cost. Parking at the Pro Swap Meet is free of charge.
- SBVC students are able to ride the Omnitrans buses for free.
- As transportation needs evolve, parking demand ratio to student headcount may lessen but the need for passenger loading zones and vehicle wait zones may increase.

#### 6 Space Utilization Study

A. A space utilization study will be issued to College Council soon. It will focus on two areas:

1. Level of efficient use of each classroom and lab
2. WSCH generated per unit of assignable area per TOPS code

##### ➤ Discussion:

- The size (number of teaching stations) and outfitting of classrooms with equipment and technology should align with the profiles of classroom spaces that are most needed.
- The State assumed that instructional spaces are available for 70 hours each week. It looks at utilization compared to state standards for the average number of hours per week and the number of seats filled. Often a perceived shortage of classrooms and labs is due to competition for desirable timeslots.

#### 7 Needs, Issues, Challenges

- A. Perceived demand for classroom and office space vs Title V standards—concern for lack of space when needed
- B. Class size: 30-40 students but mostly need 40 seats

- C. Flexible classrooms to support various modes of learning
- D. Appropriate instructional tools and equipment
- E. Consistency of classroom space – standards
- F. More storage space needed for certain programs
- G. Faculty offices near shared collaboration space
- H. Growing need for student support services space in one location
- I. A campus-wide approach to providing space for learning resources, tutoring, & study
- J. Dedicated open labs w/ program – specific software
- K. Keeping current with technology capabilities, including Wi-Fi coverage, power everywhere for charging devices
- L. Student study & gathering space – indoor + outdoor w/ shade & protection from the weather
- M. Additional parking
- N. Safety/security of students and employees on campus

➤ Discussion:

- Classes in English, the largest academic program, are capped at 25 students by contract. 28 students are enrolled with the expectation that classes will be no larger than 25 by census.
- Most classes in Math are capped at 35 students and the rest are capped at 40 students.
- Chemistry classes and most career-technical education (CTE) classes are smaller than 25 students for pedagogical reasons. Public speaking classes have 30 students.
- When the Business Building was renovated, we were told that classrooms needed to be designed to a consistent size. It is refreshing to hear that classroom sizes can be varied. Active-shooter training is conducted by the College. Faculty want two doors in each classroom
- More dedicated passenger loading zones and spaces for waiting vehicles where they will not cause congestion.
- Campus signage is better, but more must be done to help new students. For example, the Writing Center, the faculty offices in the Liberal Arts Building, and the Student Success Center in the Physical Sciences Building are not easy to find.
- There is a need for the campus to be more family-friendly. Consider providing for students with children.
- Flexible facilities to provide space for emerging CTE fields. Flexible space will help the College to respond quickly to emerging needs. For example, a cosmetology school near Valley College closed recently. Cosmetology and culinary arts are often difficult to fund because income in those fields tends to be low. Could the College consider purchasing the cosmetology school facilities?
- The EMP should build on programs that we have.

## 8 Planning Objectives

- A. Align campus space with the College's educational priorities
- B. Maximize the physical space on campus
- C. Ensure a student-centered and friendly campus
- D. Develop student gathering spaces + activity zones
- E. Improve the College's visibility to the community
- F. Provide flexible + consistent + well-equipped instructional spaces
- G. Plan for future teaching and learning opportunities
- H. Showcase student projects and successes
- I. Create faculty office space that encourages collaboration
- J. Continue the history of sustainable campus development
- K. Address parking needs while developing alternative transportation modes
- L. Allocate resources to care for facilities

➤ Discussion:

- We need to improve the visibility of the campus. The marquee sign on Mt. Vernon Avenue has helped but more is needed. The old campus was not ideal in that the buildings turned their backs on the street. When it opens, the new Gym will help to raise the visibility of the College by attracting the community to athletic events.
- Build facilities that encourage student success and innovation
- Since most of the buildings are new (and will not be replaced anytime soon) and since we must avoid building on the fault zone, what can we do to improve our facilities?
  - State capital outlay program fall into categories and the FMP process must look at project funding opportunities. These options will be presented to Valley College Council for discussion in March and April.
  - There are opportunities to renovate or replace facilities that are aged or not well-utilized.

## 9 Next Steps

### A. Educational Planning

- March 9, 2016 Valley College Council meeting
- Additional discussion on March 23, 2016 will be scheduled with Scott Stark
- EMP chapter draft reviews

### B. Facilities Planning

- March 23, 2016 Valley College Council meeting
- Late-March College Forum
- April 12, 2016 Valley College Council meeting

*The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt*

Submitted by,

A handwritten signature in black ink, appearing to read 'Sheryl Sterry', with a stylized, cursive script.

Sheryl Sterry  
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**Attachments:** None

**Cc:** Gloria Fisher and Scott Stark for San Bernardino Valley College distribution  
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