

**FACILITIES ADVISORY COMMITTEE  
MEETING NOTES**

**JANUARY 13, 2020  
9:00AM – 11:00AM**

- PRESENT:** Andi Fejeran Sims, Director, Student Life  
Gary Nellesen, Director, Facilities Planning & Management  
Grace Hanson, Dean, Access & Wellness  
Jennifer Hinostrroza, Professor, Horticulture  
Joe Carbajal, Project Expert, Facilities Planning & Management (Notes)  
Kevin Owen, Assistant Director, Technical Services  
Marc Ruh, Professor, Kinesiology & Athletics  
Mark Fernandez, Web Specialist, IT  
Mika Klein, Sr. Facilities Planner, Facilities Planning & Management  
Tom Mauch, Associate Vice President, Student Services  
Yadira Santiago, Executive Assistant II, Administrative Services
- ABSENT:** Jesús Garcia, President, Associated Students  
Johnny Jauregui, Lead Landscape, Facilities Planning & Management  
Joumana McGowan, Associate Vice President, Instruction  
Ron Bean, Director, Academic Technology, IT
- GUESTS:** Amber Bound, Library Technician – Cataloging, LLR  
Bill Asher, Assistant Director, Facilities Planning & Management  
Carol Minning, Project Manager, Facilities Planning & Management  
Dianne Rowley, Department Chair, ASAC and Reading Professor, Learning Asst.  
Doug Jenson, Associate Vice President, Administrative Services  
Joe Vasquez, Academic Network Administrator, IT (Representing Ron Bean)  
Meghan Chen, Dean, Library and Learning Resources  
Patty Leon-Encalade, Project Manager, Facilities Planning & Management  
Pauline Swartz, Department Chair, Library and Reference/Instruction Librarian  
Peter Beshay, Project/Program Coordinator, Tutorial Services, ASAC  
Rondell Schroeder, Procurement Specialist, Fiscal Services
- CONSULTANTS:** Doug Choi, Director of Design Services, HPI Architecture  
Larry Frapwell, President, HPI Architecture  
Will Baty, Library Consultant, Library Consulting Services

**SUMMARY OF DISCUSSION:**

**Accreditation Standard IIIB. Facilities Resources:** *Plans and evaluates facilities to assure feasibility and effectiveness in supporting College programs and support services.* The following agenda items are noted as referencing **IIIB:**

- ITEM 2: BOOKSTORE/INSTRUCTION BUILDING PROJECT OVERVIEW
- ITEM 3: LIBRARY AND LEARNING RESOURCES RFP OVERVIEW

## 1. REVIEW OF PREVIOUS MEETING NOTES

- A. Gary Nellesen reviewed the meeting notes from October 14, 2019.
- No comments or changes suggested.
  - Meeting notes were approved.

## 2. BOOKSTORE/INSTRUCTION BUILDING PROJECT OVERVIEW (IIIB)

- A. Larry Frapwell and Doug Choi from HPI Architecture presented a Project Overview of the Bookstore/Instruction Building.
- B. The presentation included an overview of:
- Guiding Principles and Planning Concepts
  - Program Summary
  - Site Strategy Overview
  - Concept Floor Plans
  - Planning Diagrams
  - Building and Site Design Concepts including:
    - Massing Strategy
    - Materiality and Architectural Language
    - Site Development
    - Concept Renderings

## 3. LIBRARY AND LEARNING RESOURCES RFP OVERVIEW (IIIB)

- A. Rondell Schroeder, Mika Klein, and Will Baty led an overview of the Library/Learning Resources (LLR) Facility Request for Proposals for Architectural Programming and Conceptual Design Services (RFP #3293).
- The RFP schedule was presented and reviewed with the group.
  - FAC Members indicated their participation or absence from the RFP process.
  - Draft RFP #3293 was reviewed with the group. Mika and Rondell will revise.
  - Criteria for Proposal Evaluation was reviewed with a follow-up meeting scheduled on January 28, 2020 for additional information for this category.
  - Mika is finalizing the deliverables list (Exhibit D).

**FUTURE MEETINGS:** Monday, February 10, 2020, 9:00 a.m. - 11:00 a.m.  
Monday, March 9, 2020, 9:00 a.m. - 11:00 a.m.  
Monday, April 13, 2020, 9:00 a.m. - 11:00 a.m.