

# Meeting Notes

<b>Project</b>	De Anza College Facilities Master Plan	<b>Project Number</b>	05.9733.000
<b>Meeting Location</b>	De Anza College	<b>Meeting Date and/or Time</b>	10.13.2015 3:00 - 4:00 PM
<input type="checkbox"/> <b>Via Telephone</b>	Plant Corp Yard Conf Rm 120		
<b>Meeting Subject</b>	Facilities MP Committee - Meeting 01	<b>Meeting Number</b>	01
		<b>File</b>	1MN
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**Present**

FACILITIES COMMITTEE MEMBER  
Doona Jones-Dulin - AVP College Operations  
Susan Cheu - VP Financa and College Operations  
Lester Lyons - District rep - Associate Director Facilities Planning  
Alex Swanner - Faculty rep - Librarian  
Lisa Markus - Faculty rep - Math Insrtuctor  
Diana Martinez - Classified rep - Environmental Studies Technician  
Paul Buxton - Classified rep - Lead Custodian  
Chi Tran - Student rep

INVITED GUESTS  
Coleen Lee-Wheat - Dvision Dean, Physical Education and Athletics  
Stacey Shears - Dean, Disability Support Programs and Services  
Patrick Gannon - Director, Campus Center, De Anza Food Services - NOT PRESENT  
Mary Sullivan - Director, Health Education & Wellness  
Joe Cooke - Grounds Supervisor  
Manny DaSilva - Custodial Manager - NOT PRESENT  
Daniel Acosta - Assistant Chief of Police - NOT PRESENT  
Moaty Fayek - Division Dean, Business, Computer Science & Applied Technology  
John Walton - Auto Tech Instructor

GENSLER  
Deborah Shepley  
Kristi Loui

<b>Distribution</b>	Those present		
<b>Prepared by</b>	Deborah Shepley Kristi Loui	<b>Date Issued</b>	10.22.2015

Gensler will rely on these notes as the approved record of matters discussed and conclusions reached during this meeting unless written notice to the contrary is received by Gensler within seven calendar days of the issue date of these meeting notes.

<b>Discussion</b>	<b>Action / Decisions Pending / Follow up</b>
<p><b>INTRODUCTION</b></p> <ul style="list-style-type: none"><li>Overview of the history and purpose of the Facilities Master Plan<ul style="list-style-type: none"><li>Create an overall framework for development</li><li>Identify phasing and priorities for implementation</li><li>Develop facilities master plan to link to updated Educational Master Plan</li></ul></li></ul> <p><b>PROCESS/TIMELINE</b></p> <ul style="list-style-type: none"><li>Over view of 5 Step Planning Process<ol style="list-style-type: none"><li>Prepare</li></ol></li></ul>	

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Discussion	Action / Decisions Pending / Follow up
<p>2. Collect/Analyze (Qualitative + Quantitative)</p> <p>3. Explore (Preliminary Options)</p> <p>4. Recommend/Share (Develop and share with campus community)</p> <p>5. Document/Approve (final documentation and board approval)</p> <ul style="list-style-type: none"> <li>• Project Timeline           <ul style="list-style-type: none"> <li>- Monthly meetings, every second Tuesday</li> <li>- Board of Trustees Meeting – May or June 2016</li> </ul> </li> </ul> <p><b>MEASURES OF SUCCESS</b></p> <ul style="list-style-type: none"> <li>• The group discussed what would make the FMP a success and the following was recorded:           <ul style="list-style-type: none"> <li>- 10-year comprehensive vision</li> <li>- Forward-thinking / Innovative</li> <li>- Efficient use of space</li> <li>- Maximize usage of land</li> <li>- Informative communications</li> <li>- Sense of ownership</li> <li>- Shared vision</li> <li>- Sustainability               <ul style="list-style-type: none"> <li>- Environmental</li> <li>- Economic</li> </ul> </li> <li>- Practical</li> <li>- Improved accessibility</li> <li>- Ingress/Egress</li> <li>- Maintainability</li> <li>- Comprehensive 10-year vision</li> <li>- Student input</li> <li>- Open/Green Space               <ul style="list-style-type: none"> <li>- Gathering</li> <li>- Hang out</li> </ul> </li> <li>- Water-wise</li> </ul> </li> </ul> <p><b>HEAT MAP</b></p> <ul style="list-style-type: none"> <li>• Using stickers on a campus map, the group mapped their ‘Favorite’ and ‘Least Favorite’ places on campus</li> <li>• Favorites (Green) and why           <ul style="list-style-type: none"> <li>- Main Quad               <ul style="list-style-type: none"> <li>o Heart of campus</li> <li>o Main student activity/gathering</li> <li>o Tree shaded</li> </ul> </li> <li>- S Quad               <ul style="list-style-type: none"> <li>o Green, open space</li> <li>o “Chill City”</li> <li>o Tranquil spot</li> <li>o Used by humanities classes</li> </ul> </li> <li>- Kirsch Center               <ul style="list-style-type: none"> <li>o Open Space</li> </ul> </li> </ul> </li> </ul>	

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 3:00 - 4:00 PM

Discussion	Action / Decisions Pending / Follow up
<ul style="list-style-type: none"> <li>○ Quiet</li> <li>○ Free food</li> <li>○ Big classrooms</li> <li>- Environmental Study Area                             <ul style="list-style-type: none"> <li>○ 1.5-acre native landscape</li> <li>○ Peaceful (student health center sends stressed students here)</li> <li>○ Not well known on campus</li> <li>○ Open Space</li> </ul> </li> <li>- New stadium                             <ul style="list-style-type: none"> <li>○ Track</li> <li>○ United common use</li> </ul> </li> <li>- Turtle at western end of L Quad (good for wayfinding)</li> <li>- Sunken Garden                             <ul style="list-style-type: none"> <li>○ Historical reference</li> <li>○ Drought-tolerant plants</li> </ul> </li> <li>• Least Favorite (Orange) and why                             <ul style="list-style-type: none"> <li>- Intersection NW of Flint parking structure                                     <ul style="list-style-type: none"> <li>○ Very short light</li> <li>○ Congested</li> </ul> </li> <li>- Flint Center                                     <ul style="list-style-type: none"> <li>○ Non-academic use</li> <li>○ Parking disaster</li> <li>○ No benefits to DeAnza</li> <li>○ Drain on maintenance</li> </ul> </li> <li>- Flint Parking Structure</li> <li>- E Classrooms                                     <ul style="list-style-type: none"> <li>○ Crowded, small, old</li> <li>○ Uneven sidewalk outside</li> </ul> </li> <li>- “Dumping yard” between baseball stadium and parking lot C                                     <ul style="list-style-type: none"> <li>○ Haphazard</li> <li>○ Staging area</li> </ul> </li> <li>- Higher netting needed in baseball outfield</li> <li>- L5 bathrooms (with small mechanical plant)</li> <li>- Sunken Garden                                     <ul style="list-style-type: none"> <li>○ Loose gravel</li> <li>○ Hot</li> <li>○ Recently reduced green space</li> <li>○ “poor aesthetics”</li> </ul> </li> <li>- Traffic related to swim program</li> </ul> </li> </ul> <p><b>PLANNING ISSUES / SUGGESTIONS</b></p> <ul style="list-style-type: none"> <li>• Practicality</li> <li>• Sustainability                             <ul style="list-style-type: none"> <li>- planting</li> </ul> </li> <li>• More green / open spaces</li> <li>• Safety                             <ul style="list-style-type: none"> <li>- Emergency lights</li> </ul> </li> </ul>	

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Discussion	Action / Decisions Pending / Follow up
<ul style="list-style-type: none"> <li>• Additional Parking</li> <li>• Additional Classroom space</li> <li>• Traffic Issues                             <ul style="list-style-type: none"> <li>- Auto + Pedestrian conflicts</li> </ul> </li> <li>• Improved Accessibility                             <ul style="list-style-type: none"> <li>- Pathways (level)</li> <li>- Egress/ingress</li> <li>- Signage/wayfinding</li> </ul> </li> <li>• Flint center                             <ul style="list-style-type: none"> <li>- Not utilized for instruction</li> <li>- Will remain – not part of the FMP discussion</li> </ul> </li> <li>• Maintainability                             <ul style="list-style-type: none"> <li>- Sufficient staffing</li> </ul> </li> <li>• Maximize usage of limited space                             <ul style="list-style-type: none"> <li>- Tranquil/Chill-out space for students + staff</li> </ul> </li> <li>• Renovate bathrooms                             <ul style="list-style-type: none"> <li>- S6, L5, S2</li> <li>- Dark</li> <li>- No hot water</li> </ul> </li> <li>• Additional larger classrooms</li> <li>• Type/quality of classroom furniture</li> <li>• Scheduling</li> </ul> <p><b>NEXT STEPS</b></p> <ul style="list-style-type: none"> <li>• <b>MEETING #02 – Tuesday November 10</b> (Room ____)  <ul style="list-style-type: none"> <li>- Analysis of Existing Conditions</li> </ul> </li> </ul>	