



MEETING INFORMATION + NOTES

STATE CENTER COMMUNITY COLLEGE DISTRICT (SCCCD) – OAKHURST CENTER

October 3, 2018, 9:00 AM – 10:30 AM

Location: District Operations Conference Room

Subject: Project Kick-Off Meeting

Prior Meeting: Not Available

Next Meeting: To Be Determined

ATTENDANCE

ATTENDEE	INITIALS	REPRESENTING	METHOD
Donna Berry	DB	State Center Community College District	On Phone
George Cummings	GC	State Center Community College District	In Person
Claudia Habib	CH	State Center Community College District	In Person
Melanie Highfill	MH	State Center Community College District	In Person
Kim Patten	KP	Steinberg Hart Architects	On Phone
Rob Barthelman	RB	Steinberg Hart Architects	On Phone
Paul Halajian	PH	Paul Halajian Architects	In Person
Bart Treis	BT	Paul Halajian Architects	In Person
Shaunt Yemenjian	SY	Paul Halajian Architects	In Person

NOTES

INTRODUCTIONS AND ROLES

Introductions were made. **GC** will be gate keeper for scheduling meetings and will serve as point of communication between the District and the Design Team. **PH** will serve as gate keeper and point of communication for Initial Phase of Work. **SY** will step in as gate keeper for subsequent phases of work.

CONTRACT STATUS

PH inquired about the status of the Contract Agreement. **GC** to follow up with Randy Vogt.

ACTION: SCCCD to revise the contract based on the outcome of the September 13, 2018 between **PH**, Randy Vogt, Christine Miktarian and **BS**.

BOND FUNDING

GC indicated that there are questions about release of bond funds. After the construction documents are approved, the project may wait until the actual funding amount is determined and funds for construction are released.

DRAFT PROJECT SCHEDULE

PH presented a draft overall project schedule that indicated the following:

- 1) Programming/Master Planning/Schematic Design Phase – 18 weeks
- 2) Design Development Phase – 14 weeks
- 3) Construction Documents Phase – 52 weeks (2 weeks to address District comments, 20 weeks for CD's, 30 weeks Approvals)
- 4) Bidding Phase – 8 weeks
- 5) Construction Administration Phase – 70 weeks
- 6) District Review periods of 2 weeks are built in between each phase.

ACTION: SCCCD to confirm bond funding and timeline.

STAKEHOLDER MEETINGS

PH outlined suggestions for project meetings as outlined on the draft schedule. **CH** indicated that faculty is unavailable for programming efforts between the last week of November and the third week of January. A Leadership Group of approximately ten (10) will be established to work closely with the Design Team. An initial meeting will be an open forum with smaller groups representing the constituents. Discussion took place regarding programming and community engagement process. There will be Community Meetings for the purpose of engaging the Oakhurst Community to collect input and present project status and District Stakeholder meetings that will focus on programming, building and site design issues. The constituent groups that will be part of the initial programming and master planning efforts are as follows:

- 1) Faculty (approximately 52 members) – GC indicated that this group will be the primary user group that drives Schematic Design
- 2) Oakhurst Community (to be determined)
- 3) Maintenance / Operations (approximately 6 members)
- 4) Disabled Students Program and Services (approximately 2 members)
- 5) Administration (approximately 10 members)
- 6) Students (Oakhurst Center will identify key student leaders to participate)

ACTION: SCCCD to advise as to who will participate from the District on the various constituent groups as identified.

STAKEHOLDER "WISH LIST"

DB recommended that each constituent group be asked to develop a "Wish List" for the academic programs and potential spaces to support the envisioned programs.

ACTION: SCCCD to communicate this request with constituent groups.

DRAFT CONCEPTUAL PROGRAM

PH presented the first draft conceptual program developed by **RB** that identified potential spaces. It was noted that this was prepared without District input and could serve as a starting point. The District indicated that the first pass presented was a good start in terms of required spaces, areas, etc. The District indicated that starting with something similar to what was presented is a good approach to launch the programming effort and ask constituents to review and comment rather than start with nothing and ask constituents what they want. **DS** indicated that they do lots of distance learning. Other programmatic comments are as follows:

- 1) Need a small conference room for five (5)
- 2) Need a large conference room for up to fifteen (15)
- 3) District to determine if PE/Fitness as outlined is necessary
- 4) Number and size of offices looked appropriate, but needed more evaluation

- 5) Need flexible classrooms that can be expanded or reconfigured
- 6) Area allotted and spaces identified for Guided Pathways need more evaluation
- 7) Area allotted and spaces identified for Financial Aid and Counseling needs more evaluation
- 8) Area allotted and spaces identified for PE/Fitness need more Evaluation
- 9) Area allotted and spaces identified for Community Spaces needs more evaluation

ACTION: Design Team work with District Stakeholders to develop building program and Master Site Plan

POTENTIAL OAKHURST CENTER CURRICULUM

DS cautioned that the Oakhurst Community may push for a complete and comprehensive campus and while the community requests may not be in keeping with the District's vision for the campus. **DS** indicated that the following disciplines may eventually be part of the Oakhurst Center curriculum:

- 1) Biology (emphasis)
- 2) General Science
- 3) Chemistry
- 4) Forestry
- 5) Environmental Science
- 6) Wild Fire Management
- 7) Hospitality/Tourism

POTENTIAL CAMPUS HOUSING

DS mentioned that the possibility of a semester away program that may necessitate the need for campus housing. Also mentioned was dual enrollment with local high schools.

POTENTIAL EVACUATION CENTER

DS discussed connections with Cal Fire, Red Cross and the Sierra National Forest. The Campus may serve as an Evacuation Center and/or Incident Command for Cal Fire.

ACTION: Design Team and **SCCCD** to include them in planning efforts.

POTENTIAL CORPORATE TRAINING FACILITY AND HOTEL

DS cited a potential Corporate Training Facility and Hotel has been proposed for Oakhurst <https://www.sierrastar.com/news/local/article218337300.html>. If that project is realized, there may be no need for the District to build community spaces and duplicate what has been proposed for the development. Other potential partnerships/programmatically overlaps are in the area of PE/Fitness and Cal Fire support.

ENVIRONMENTAL IMPACT REPORT

GC indicated that the Environmental Impact Report (EIR) is underway and cannot be completed until the Schematic Design Phase is completed and the Master Site Plan incorporated into the EIR. If on-campus student housing is envisioned for a future Phase, **GC** recommended that it not be included in the EIR at this time to avoid potential disruption. **PH** indicated that the Topographic Survey is needed in order to initiate planning efforts.

ACTION: SCCCD to forward Assessor's Parcel Number for the site for initial site identification and discussion purposes.

APPROACH PRIORITIES

DB indicated that the approach should be that the District builds what it needs for the Campus and then address community stewardship / emergency preparedness needs.

COMMUNITY MEETINGS

PH recommended three (3) Community meetings:

Meeting #1 – Present a draft of the Building Program and requested community input

Meeting #2 – Present penultimate Program, first pass at Master Site Plan & Concept Design

Meeting #3 – Present the final Program, Master Site Plan and Final Schematic Design

ACTION: CH to determine dates for Community Meetings. November 8th was suggested. **Design Team** to provide dates for availability. **Design Team** to Develop a proposed meeting schedule list.

DISTRICT STAKEHOLDER MEETING

CH drafted a list of potential participants for the first District Stakeholder Meeting scheduled for October 15th to launch the programming effort. Participants are to include the following:

Faculty – Biology Chemistry, Math, Forestry, Psychology, English, Criminology, Counselor, DSPS, Tutorial

Staff – Accounts Receivable, Accounts Payable, Financial Aid, Support Staff

Administration – Darrin Soukup (Director of Oakhurst Center, Dean

District – George Cummings, Christine Miktarian

Design Team – Paul Halajian Architects, Steinberg Hart Architects

ACTION: Design Team to draft agenda and questions, **CH** to invite District Stakeholders, **Design Team** to revise Schedule to indicate District Stakeholder meetings and Community meetings.

END

Prepared by: Paul Halajian Architects

Date Recorded: October 4, 2018

Contact: 559.297.7900