

PORTERVILLE COLLEGE  
**Facilities Planning Advisory Sub-Committee**

Wednesday, May 2, 2018

3:00 - 5:00pm – HC-2051

**- MINUTES -**

**COMMITTEE MEMBERSHIP:**

Administration – Primavera Arvizu; Sam Aunai, Kim Behrens; Carol Brown; Jay Hargis; Bill Henry; Kailani Knutson; Jay Navarrette; Arlitha Williams-Harmon; Anne VanDerHorst; John Word

Faculty – Tim Brown; Vickie Dugan; Lupe Guillen; Stewart Hathaway; Maria Roman; Robert Simpkins; James Thompson  
Ann Marie Wagstaff; Joel Wiens

Classified – Judy Fallert; Janice Halopoff

Students – ASPC President or designee

PC Foundation/Community – Gary Wallace; Greg King

Facilities KCCD Reps – Eric Mittlestead; Joseph DeRosa

**ATTENDANCE:** Primavera Arvizu; Sam Aunai; Karen Ball; Kim Behrens; Tim Brown; Joe Cascio; Ramona Chiapa; Joseph DeRosa, Anja Goebel, Lupe Guillen, Lisa Hall, Janice Halopoff, Jay Hargis, Stewart Hathaway, Bill Henry, Janice Halopoff, Greg King, Kailani Knutson, Eric Mittlestead, Jay Navarrette, Maria Roman, Alex Schultz, Robert Simpkins, Ann Marie Wagstaff, Joel Wiens, Arlitha Williams-Harmon, John Word

**GUESTS:** Tom Burke, Chancellor; Deborah Shepley, Gensler Corporation; Lisa Hall

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Meeting started at 3:10pm with Dr. Arlitha Williams-Harmon introducing Chancellor Tom Burke.

**I. Chancellor's Remarks – Tom Burke**

- Questions from the Budget Committee Open Forum presented to Chancellor Burke to address:
  - What is your vision for KCCD in the next 5 years?  
*Answer: Our "future funding formula" will have a massive influence. This district needs to focus more on being performance-oriented, and on serving students under our service area populations.*
  - What is your plan to promote effective participatory governance (as opposed to district-wide mandates)?  
*Answer: Continue to work with the stakeholders, look for improvements in communications and understanding of operations district-wide. Work on District-Wide Budget Committee and Information Technology Committee to further enhance stakeholders in the understanding of the budget and budget processes.*
  - Are there any concerns regarding how the three colleges and district will fare in the October accreditation evaluation?  
*Answer: No, in the review of the drafts we are fully anticipating reaffirmation of our accreditation district-wide.*
  - What do you see the chancellor's role is in ensuring Porterville College is fairly and equitably supported?  
*Answer: The chancellor's role is to ensure that all three colleges receive equitable allocations to guarantee they are given adequate resources to fulfill their mission to their communities.*
  - What is the status of the Measure J Bond financing?  
*Answer: Starting to see the planning phases fold into the construction phase which will put significant pressure on the cash flow but also allow us to see more projects ramp up and moving towards completion. Also, the State will possibly be issuing several bonds within the next three (3) to four (4) years.*
  - Realistically, what will be the short-term impact (2-4 years) of the new funding formula on KCCD and particularly PC?  
*Answer: Short-term there are two plans the college CEO's developed and a plan each of college Finance developed. Both plans call for a year-one whole, harmless approach. Short-term, an allocation for the 2018-19 growth depends on what has been done in the 361 Model. Cost of Living Adjustment (COLA) is a big question right*

*now on how the State chooses it to be handled. The State Department of Finance (DOF) model was silent on the CEO's proposal that COLA be part of the whole.*

- What do you project will be the long-term outcome of the new funding formula proposal?  
*Answer: Long-term is what was talked about in question 1.*
- What local legislative advocacy has or can be done to influence the new funding formula review process? (New Question)  
*Answer: SB 361 is not working, the current funding model for most of the State is broken we really do need a new funding formula.*
- Is the funding formula proposed by the CEO's or State DOF the answer?  
*Answer: It might be but we need to study it and see if it does really accomplish the goals that are identified to be achieved by the new funding formula. We should be advocating study of the model, get the system comfortable with the model and then move forward with it.*
- How are the district and the Bond specifically monitoring growth to prevent unsustainable growth? Are there any plans for district-wide enrollment management?  
*Answer: Currently, just meeting the CAP for the State with regards to growth, demand and enrollment management by the colleges is keeping us within the perimeters of what we are allowed. A district-wide enrollment management might be something for the District-Wide Budget Committee to possibly address. Also, a new model showing how valuable or invaluable it will be and the avenue of a new model might be something to strongly consider. We are going from one factor as a primary driver in which we will have additional revenues to multiple factors. It's going to be a lot harder to manage enrollment because we have more factors than we do today.*
- How is the district planning to meet the projected retirement obligation?  
*Answer: Keeping pace with it, business officers are continually reviewing their revenue projections to see how they can keep up with it. However, unfortunately because we are in the processes of a new funding model there are not a lot of details making it unsure how much revenue we will be receiving in the future. We do have sizable reserves at all three colleges and the district office if we need t bridge money temporarily while we deal with this. We are required in our 311 to forecast this every year.*
- Porterville College has its reserves as a result of our operating environment (Ex: Economic uncertainty, PERS/STRS potential liability, and one time purchase/emergencies). What do you feel is a prudent future reserve approach?  
*Answer: Consultation Council and District-Wide Budget Committee have been studying reserve levels and have made recommendations that will be going to the Board over the summer with regards to maximum and minimum district-wide reserves.*

**II. Safety & Security Team Report – Lisa Hall (see handout “Safety & Security”)**

**III. Summer Parking Project – John Word (see handout “PC to Renovate Front parking Lots This Summer”)**

- A letter to specific community stakeholders along with an article published in the Porterville Recorder newspaper outlined the upcoming renovation of the parking lots this summer.
- Dr. Williams-Harmon will send out more detailed information to the campus and students about the parking lot A and B renovation and how that will affect summer classes.

**IV. KCCD Facilities Report & Measure J Discussion – Eric Mittlestead (see handouts “PC Update – site Improvement Projects” & PRESS RELEASE “Community Invited to Provide Feedback...”)**

**V. Facilities Master Plan (FMP) – Deborah Shepley of Gensler, Corp. (see handouts “Gensler PC FMP- 2018 FMP Timeline”)**

- Ms. Shepley presented the timeline planning process of the FMP and Option 1 and Option 2 of the FMP and the preliminary recommendations. A review of the Educational Master Plan (EMP) shows the campus needs of continuing modernization and reallocation of current space for better utilization.

**VI. Other**

**VII. Adjournment – Meeting ended at 4:50pm**

# PORTERVILLE COLLEGE

## Facilities Planning Committee/Open Forum Meeting

May 2, 2018

## Safety & Security

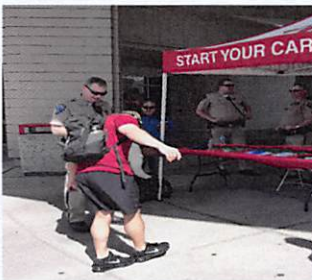
The goal of Porterville College's Safety and Security Office is to provide activities that promote education, outreach, awareness, and self-responsibility for campus safety. **If You See Something, Say Something** is a nationwide campaign started by the US Department of Homeland Security. Our campus goal is to promote a safe learning environment at all times, by being prepared and educated.



In January, Porterville College (PC) was privileged to have Megin Hughes, with American Red Cross, come to Porterville College and conduct a Disaster Response Team and Evacuation Shelter training for students and staff.

In February, March, and April, we had our campus legal advocates from Central California Family Crisis Center speak to students on Dating Violence, Domestic Violence, and Child Abuse awareness and education.

In March, the PC Office of Public Safety (OPS) provided the Student Services staff with training on Suicide Awareness and Prevention for college students.



Also in April, the California Highway Patrol provided a presentation on the Dangers of Distracted Driving to students and staff. The PC Office of Public Safety brought the anti-DUI, Mothers Against Drunk Driving (MADD) sponsored vehicle to the campus.



Partnering with Bakersfield College Public Safety Officers, PC provided a CPR/First Aid/AED certification class and Rape Aggression Defense (RAD) training. The turnout for both events was well received based on the positive feedback from all attendees.



# PORTERVILLE COLLEGE

## Facilities Planning Committee/Open Forum Meeting

May 2, 2018

# Safety & Security

Vice President Harmon, the Office of Public Safety, and the Director of Maintenance and Operations are working with Retired CalFire Chief Rich Stover to update the Porterville College Crisis Response Plan (CRP) and to create a crisis response team. This is an ongoing and exciting project. As we complete certain phases of the CRP we will be introducing the topics to the campus.

As a part of this process, PC will have Crisis Response Bags with instructions, emergency supplies, and first aid kits available in various locations on campus. Additionally, crisis response education will be offered throughout the Fall 2018 semester to better inform everyone here at Porterville College.

In April, the Porterville College management team was provided with an update and training regarding the progress being made on the Crisis Response Plan.

### ARMED INTRUDER ACTIONS

**RUN**  
Have an escape route and plan in mind.  
Leave your belongings behind.  
Keep your hands visible.

**HIDE**  
Hide in an area out of the armed intruder's view.  
If there is gunfire, try to hide behind a solid object.  
If possible, lock doors or barricade entry to hiding place.

**FIGHT**  
As a last resort - when your life is in immediate danger.  
Attempt to incapacitate the armed intruder.  
Attack aggressively! Throw items, kick, punch, yell.

**PORTERVILLE COLLEGE**

### CRISIS RESPONSE INITIAL ACTIONS

<b>Duck and Cover</b> <ul style="list-style-type: none"><li>• If inside, duck under furniture, cover head with hands and arms.</li><li>• If outside, drop to the ground, place head between knees and cover with hands and arms.</li><li>• Move to a sheltered place when possible, but avoid areas where falling objects may harm you.</li></ul>	<b>Shelter In Place</b> <ul style="list-style-type: none"><li>• If inside, remain until further instructions are given.</li><li>• If outside, proceed to nearest building and await further instructions.</li><li>• If directed, shut down air heating/cooling system and close doors and windows to protect from outside air.</li></ul>
<b>Lock Down</b> <ul style="list-style-type: none"><li>• If outside, proceed to the nearest building.</li><li>• If inside, lock doors and close window shades if possible. Take duck and cover action unless advised otherwise.</li><li>• Remain in secured room pending further instructions from site officials or police.</li></ul>	<b>Evacuate Building</b> <ul style="list-style-type: none"><li>• Immediately evacuate the building and go to designated evacuation assembly area.</li><li>• Attendance will be taken once everyone has safely evacuated.</li><li>• Remain in the evacuation assembly area until "ALL CLEAR" or further instructions are given.</li></ul>

**PORTERVILLE COLLEGE**

The Office of Public Safety is continually looking to bring education and awareness topics to Porterville College. If there are specific subjects of interest that you would like to see brought to PC, please contact the Office of Public Safety, 559-791-2440 or 559-791-2459, for inquiries.



## **PC to Renovate Front Parking Lots This Summer**

*Alternative parking options will be available during construction period*

### **FOR IMMEDIATE RELEASE**

**PORTERVILLE, Calif. – (April 25, 2018)** – This summer, Porterville College will reconstruct its front campus parking lots (A and B) along College Avenue. The renovations, which are scheduled to begin May 14 and continue through Aug. 12, will include asphalt removal, regrading, drainage installation, irrigation replacement and drought-tolerant landscaping.

This project is the final phase of PC's five-year parking lot refurbishment plan. The campus fire lane was upgraded in 2014 and in 2015, PC installed solar panels and new asphalt in its rear campus parking lots. A year later, with support from the PC Foundation, the Jamison Stadium parking lots were resurfaced. The college plans to decrease the parking permit fee during the construction period.

"There is never a good time to renovate the campus parking lots," PC Vice President of Finance and Administrative Services Arlitha Harmon said, "but a summer project was scheduled to minimize instructional disruptions."

During the construction period, the stadium and solar-covered parking areas will be available for student and staff parking. The stadium lots will be accessible from Main Street. The solar-covered lots (C, D and E) can be accessed by entering through the gate off Plano Avenue and following the service road to the desired lot. Saturday Swap Meet customers will be able to park in the college grass parking lot off College Avenue in front of Pioneer Middle School.

Parking personnel will continually monitor the parking situation during the summer semester to determine if any modifications or additional contingency plans are necessary. Those with any questions can contact PC's Maintenance & Operations Department at [pcfilities@portervillecollege.edu](mailto:pcfilities@portervillecollege.edu).

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# PORTERVILLE COLLEGE

## *Maintenance and Operations Department*

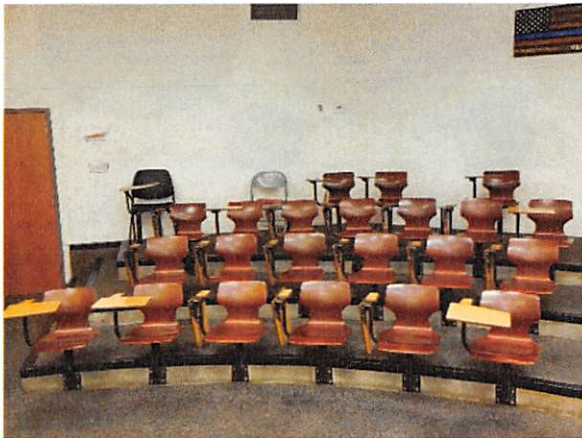
### PC Update

#### SITE IMPROVEMENT PROJECTS

Science Math, Social Sciences building new wheelchair lift was installed and recently certified by the State. A new handrail still needs to be installed to complete this phase of the SMSS elevator/restroom project. The second phase of the project will start May after commencement and will include the complete renovation of the existing building elevator and Men's and Women's restrooms on both floors. This project is scheduled to be complete prior to the start of the Spring Semester.



Over Spring Break we were able to complete furniture and carpet improvements CT 1301



## Facility Master Planning

Several meetings have been held with the Athletic planning group, Facility Planning Committee and Foundation Board to identify the growth needs of the campus through 2030. As we plan for the future of our campus, we want your input. So, help us create engaging, attractive and effective places to learn and grow - places we can all take pride in! Anyone in our campus community can respond to the Campus Experience Survey: students, faculty, staff, administrators, alumni, prospective students and campus neighbors. The survey is available at: <https://www.surveymoz.com/s3/4237878/Porterville-College-Campus-Experience-Survey>. The survey focuses on your experience on campus, your preferences and aspirations. Students who complete the survey are entered into a drawing that makes them eligible to win 2-Regal movie tickets. Students must sign-in to participate in the raffle at the end of the survey. The survey will be administered by our planning team.



## PROCESS



- |            |                                   |                                   |                                     |                                   |
|------------|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| ✓ Organize | ✓ Collect                         | <input type="checkbox"/> Link     | <input type="checkbox"/> Develop    | <input type="checkbox"/> Share    |
| ✓ Schedule | ✓ Assess                          | <input type="checkbox"/> Forecast | <input type="checkbox"/> Evaluate   | <input type="checkbox"/> Document |
| ✓ Vision   | <input type="checkbox"/> Document | <input type="checkbox"/> Quantify | <input type="checkbox"/> Strategize | <input type="checkbox"/> Approve  |



The data collected during the campus meetings and through the experience survey are being used to inform future facilities planning.

**Parking Lot A and B renovation** is scheduled for May 14, 2018 – August 12, 2018 will include removal of all asphalt and damaged concrete from the parking lots in front of the campus. This project will also remove and replace the damaged sidewalk, curb and gutter. Irrigation for this area will be improved by replacing old damaged pipe and the installation of a new irrigation pump. New trees will be planted along College Ave and inside the parking lot where aged/failing trees will be removed. A new storm drain will also be incorporated into this project. The design or layout of the parking spots will remain the same. During the project a chain link fence will be erected around the construction site. During the construction period, the stadium and solar-covered parking areas will be available for student and staff parking. The stadium lots will be accessible from Main Street. The solar-covered lots (C, D and E) can be accessed by entering through the gate off Plano Avenue and following the service road to the desired lot. Saturday Swap Meet customers will be able to park in the college grass parking lot off College Avenue in front of Pioneer Middle School. We apologize for any parking inconvenience you may experience during this project.



### **Cafeteria Floor Replacement**

May 21, 2018 – June 15, 2018 the floor in the cafeteria will be replaced with new tile to match the recently installed floor of the SCCR. The Student Center building will be closed to all activity during this process with the exception of the bookstore who will operate from their back exterior door. National University offices will be temporarily moved to the LRC office area where they will continue to operate.

### **Air Conditioner Replacements (HVAC)**

All the HVAC units on the Child Development Center and 5 HVAC units on the Academic Center building will be replaced with new ones this summer. This project is scheduled May 21, 2018 – June 17, 2018. This work is planned to take place during a time where no one is occupying the Child Development Center and on weekends when no one is occupying the AC building.



### Lighting Retrofits

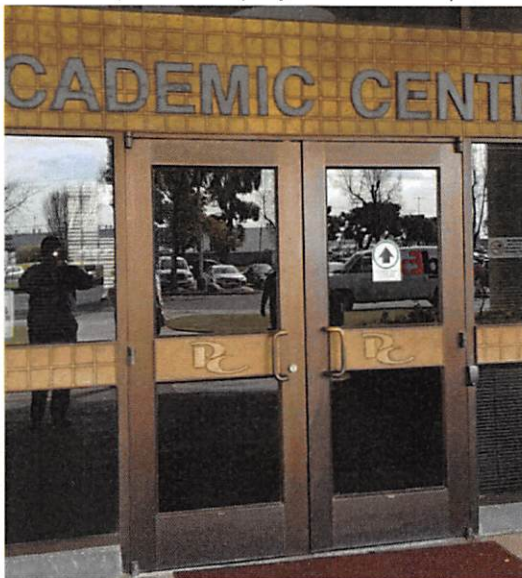
May 28, 2018 – June 9, 2018 new LED lighting will be installed throughout the interior of the gym. This is Phase 5 of the Prop 39 Energy Conservation project funded by the State of California. This project will also fund lighting replacements which are scheduled for this summer in the Trade and Industries Welding Shop, Graphics Print shop, Mail Room and Classroom. Additionally, the exterior lighting on the Art Gallery and the interior lighting of the CT Soils lab will be replaced with LED.

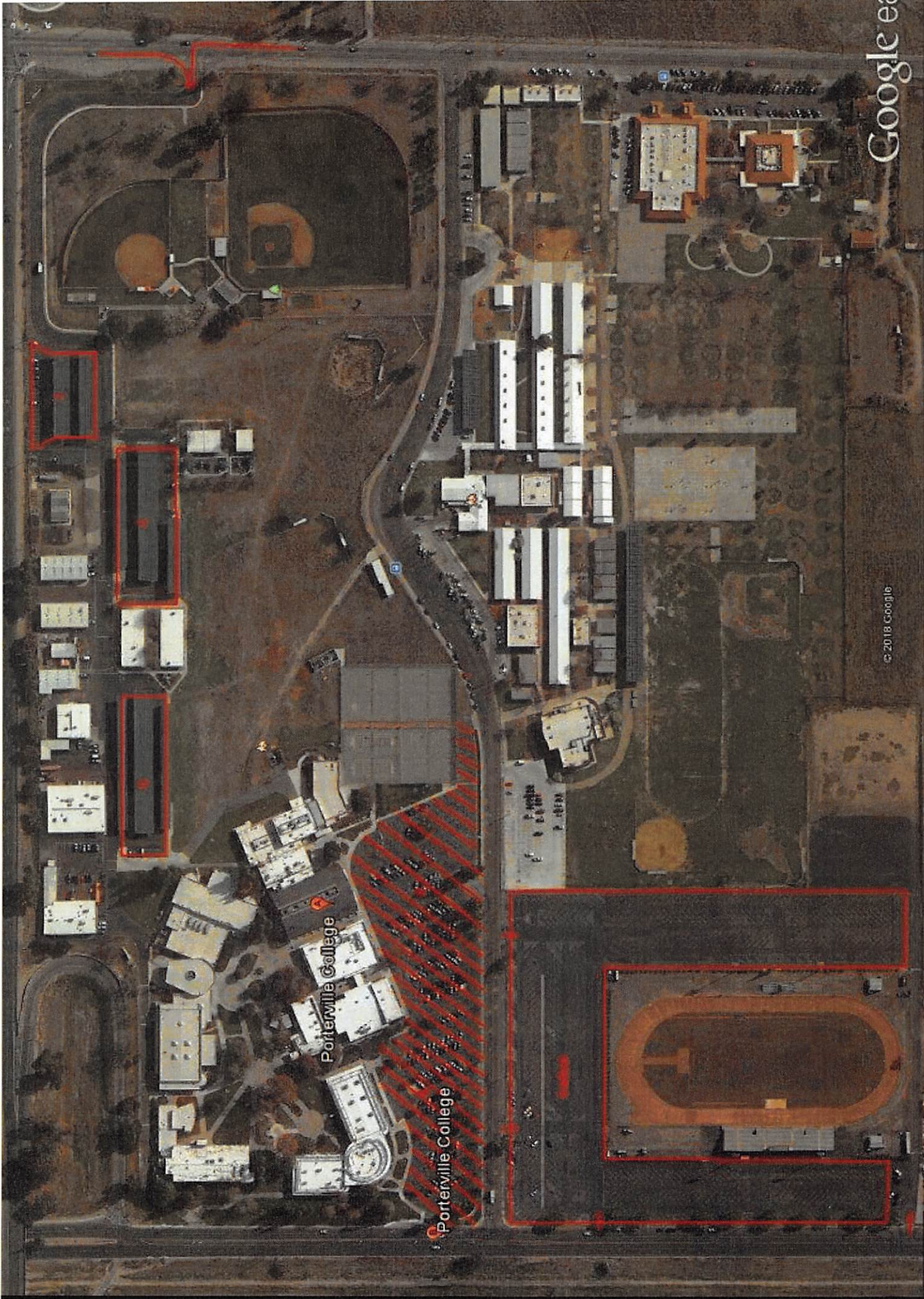


### Door Replacements

The contractor's site visit for this project is May 2, 2018. This project will include the removal of old store front doors and the installation of new at the Academic Center (Glass Entrance Doors, front and back) and the Student Center Automatic Sliding Door (Near Book Store Entrance).

It is anticipated this project to be completed by the end of this summer.





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## **Community Invited to Provide Feedback on PC's Facilities Master Plan**

*Meeting scheduled for May 14 on PC's campus*

### **FOR IMMEDIATE RELEASE**

**PORTERVILLE, Calif. – (April 25, 2018)** – The community is invited to participate in an upcoming meeting to provide feedback on Porterville College's Facilities Master Plan, which provides a comprehensive framework for addressing the needs of the college facilities for the benefit of students, dedicated faculty and supportive service staff. The meeting will take place at 11 a.m. Monday, May 14, in the Student Center on PC's campus.

The Facilities Master Plan also will assist in aligning the college's Educational Master Plan with campus improvement and building projects that will be funded through the Measure J Bond. In November 2016, Porterville and its surrounding communities voted on and approved Measure J, which is providing \$44 million to repair and upgrade the college's facilities. After celebrating the 90th anniversary of the college last year, a new chapter is being written at PC.

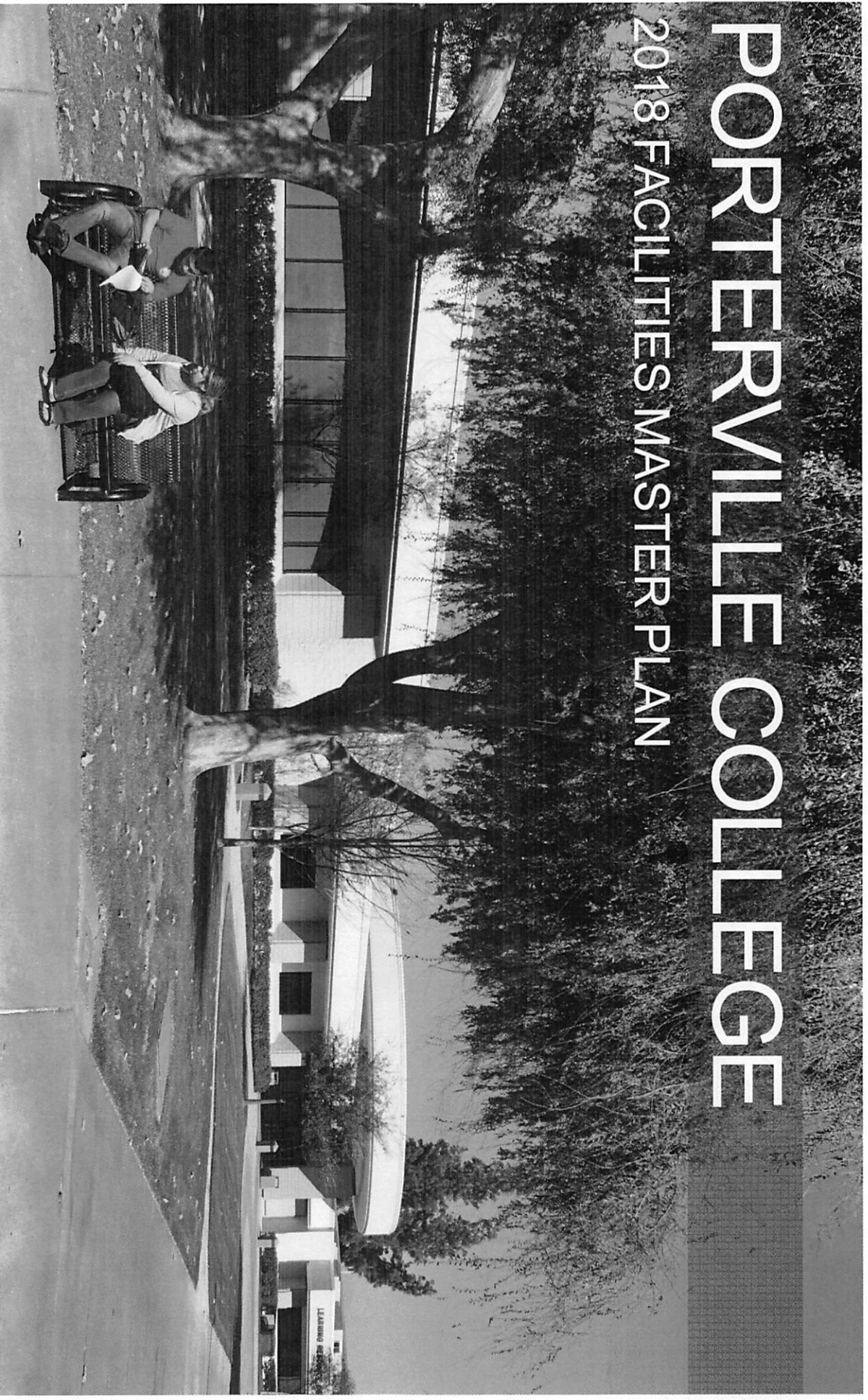
"PC's focus is on building and maintaining a sustainable infrastructure that provides for an inspiring place to teach and learn," PC Vice President of Finance and Administrative Services Arlitha Harmon said. "The Educational and Facilities master plans provide a roadmap to aid the college in meeting student and employer demand for higher education. As major facilities improvement projects will be underway, we want to ensure that the community has a voice in the outcomes".

Community members who are unable to attend the May 14 meeting are encouraged to complete PC's campus experience survey at [www.portervillecollege.edu/facilityneeds](http://www.portervillecollege.edu/facilityneeds). The information collected at the campus meeting and through the survey will shape the legacy of PC.

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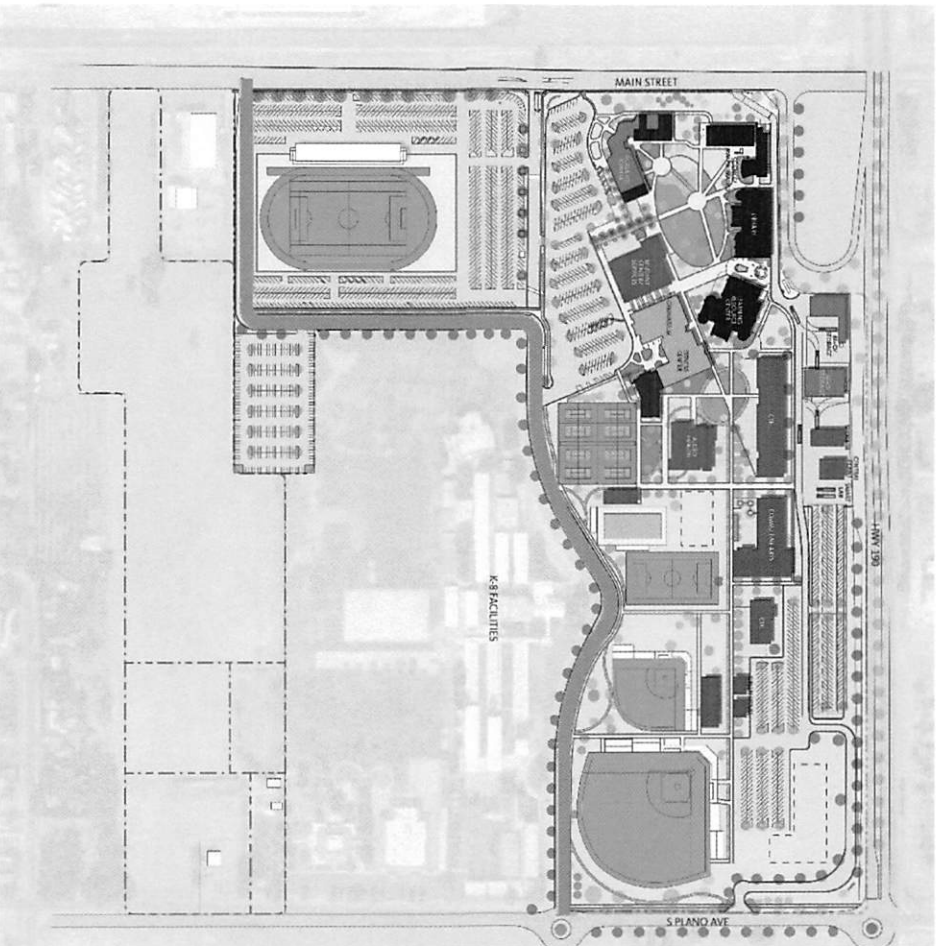
# PORTERVILLE COLLEGE

## 2018 FACILITIES MASTER PLAN

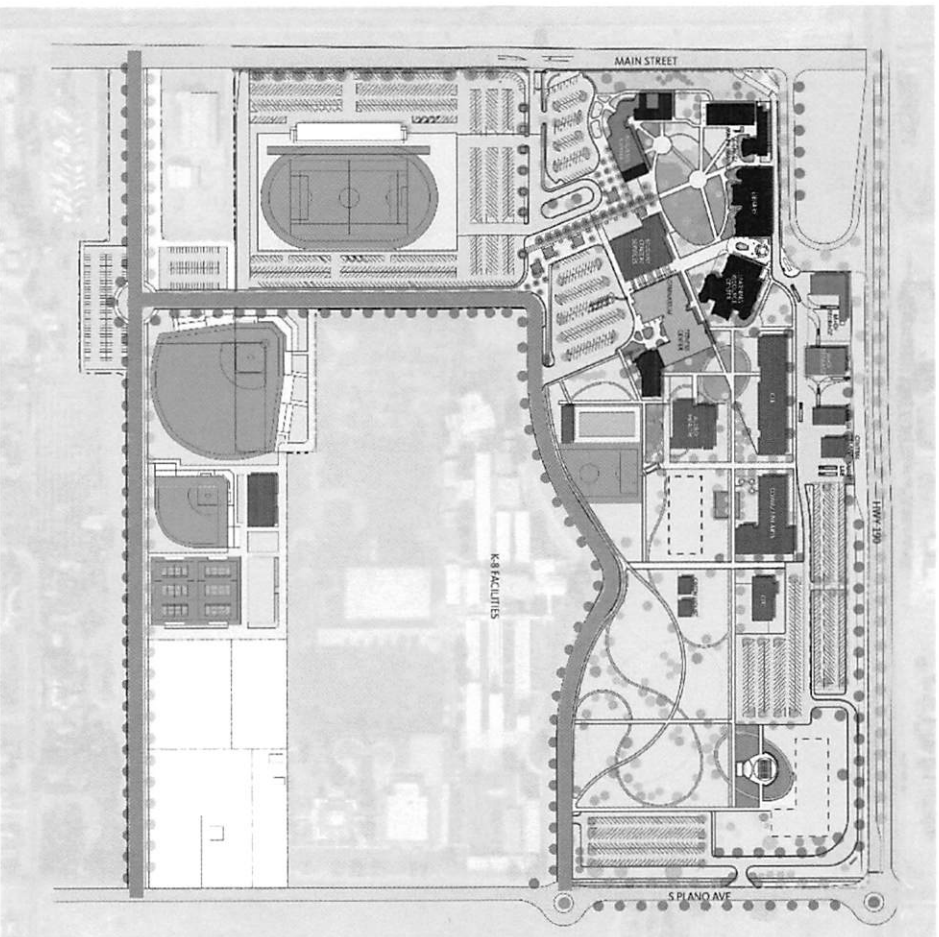




# PRELIMINARY RECOMMENDATIONS



OPTION 1



OPTION 2