

MIRAMAR COLLEGE
FACILITIES COMMITTEE

June 7, 2018
1:00 p.m., N-206

Present: Brett Bell, Paulette Hopkins, Roy Kinley for Dane Lindsey, Allen Andersen, Daniel Gutowski,

Absent: Lonny Bosselman, Fred Garces, Brittany Fields, Laura González, Dan Willkie, John Landicho, Vuong Nguyen, Gerald Ramsey, Jessica McCambly

Guests: Julia Mc Menamin, Jesse Lopez, Rebecca Nipp, Jeff Hughes

- I. **Approval of the Agenda** – Quorum not met
- II. **Approval of Past Meeting Minutes** – Quorum not met

Old Business

- 1) **Review 2005 Facilities Master Plan** (B. Bell) – Removed.
- 2) **Future Strategies for Miramar Facilities Master Plan** (L. Lareau) – Removed.

New Business

- 1) **TaskStream Facilities Resources** (B. Bell, A. Andersen, J. Mc Menamin) – B. Bell explained how the previous process for establishing Facilities needs was a lengthy process, but yielded positive results. Moving forward TaskStream will be utilized and he introduced J. Mc Menamin to explain the processes. J. Mc Menamin has experience utilizing TaskStream for identifying BRDS needs and B. Bell would like to develop a similar process. J. Mc Menamin navigated through how TaskStream has been utilized for BRDS and explained the process. She mentioned that future questions may be directed to Patricia Manley who is the current co-chair. She recommended entering all requests into TaskStream and then they will be carried over year to year. The system has the option of exporting all of the information into an Excel format and then it can be prioritized. B. Bell expressed interest in adding additional columns within the Matrix that would link the Facility need or action to a college strategic plan goal and priorities. J. Mc Menamin said that should share that request with P. Hunter and J. Choe. B. Bell and the committee members provided input about criteria types that Facilities would need to evaluate. They reviewed how certain needs would be established and entered into TaskStream.
- 2) **Review College Mission Statement** (B. Bell) – B. Bell navigated through the website to the Institutional Planning section to show how to access information and reviewed the Mission Statement. He also provided an Executive Summary handout and went over each line item. The committee discussed various ideas on how Facilities correlates to educational and program services.
- 3) **Review College Vision** (B. Bell) – B. Bell showed how Facilities Vision should be similar to the College Vision and reviewed the College Vision.

San Diego Miramar College 2013-2019 Strategic Goals

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

- 4) **Review College Priorities** (B. Bell) – B. Bell explained that this is located in the Strategic Plan and the Educational Master Plan.
- 5) **Review College Ed Master Plan** (B. Bell) – B. Bell showed how to navigate to the Educational Master Plan to view the Miramar Mission, the Vision, the four strategic plan goals, and how it also identifies the six priorities.
- 6) **Review Facilities Master Plan Executive Summary** (B. Bell) – B. Bell explained that Facilities needs should be linked to strategic goals that go through 2020. He navigated through the website to show how to locate the Facilities Master Plan. Discussed planning strategies and ways to develop various programs.

Announcements

- I. Next Meeting
August 6, 2018, 1:00pm, N-206
- II. Adjourn

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