

Educational Planning Committee Report
Academic Year 2019-2020
Year 1 of the *Strategic Plan 2019-2022*
Year 1 of the *Educational Master Plan 2019-2025*

EMP Focus Area and Goal: College Systems Goal 2
Champions: Director of Maintenance and Operations & Director of Capital Projects

[Timeline for Implementation](#)

EMP 6-Year Goal and Strategic Plan 3-Year Objectives:

College Systems EMP Goal 2: All facilities are conducive to 21st century teaching and learning and are maintained in a high functioning, safe, clean, and environmentally sustainable manner, aligned with the Measure B schedule.

CS Goal 2 Performance Indicator: Data compiled from Measure B quarterly reports, maintenance reports, and Facilities Master Plan implementation demonstrate all classrooms and facilities meet standards for 21st century teaching and learning and environmental sustainability.

Strategic Plan Objective CS2.1: Ensure efficient use of bond funds and complete all capital projects on both campuses on schedule and in alignment with other COM plans.

Progress Indicator CS2.1: Evidence to demonstrate quarterly posting to the College website and tracking the number of views on the website to measure interest in the reports.

Strategic Plan Objective CS2.2: An up-to-date and viable Facilities Master Plan is maintained.

Progress Indicator CS2.2: The Facilities Master Plan is regularly updated and reflects broad based input and support through the governance system including the Board of Trustees.

Strategic Plan Objective CS2.3: Adequately maintain all College properties and facilities with environmental sustainability in mind that supports the mission of the College.

Progress Indicator CS2.3: Projects that have been designed, installed, or built are regularly reported on the website to demonstrate progress toward meeting the established environmental standards.

- 1. What actions have been taken toward achieving the objectives above? Please describe (reference action steps when relevant). Attach or add links to relevant documentation for each objective. Note: For attachments, clearly identify which objective the evidence supports. URLs are fine but please attach a screenshot of a webpage if the page will change over time.**

Strategic Plan Objective CS2.1:

The Measure B Bond Program is progressing well. Monthly updates are given to the Board of Trustees. The reports show: progress photos of projects, upcoming contract approvals as well as a budget analysis of the bond program. This link is from the Measure B Update of the 1/21/2020 Board Meeting: <http://go.boarddocs.com/ca/marin/Board.nsf/goto?open&id=BKUUBP7B33D7>. The Quarterly Financial Update report is here:

<https://bmet.akennedygroup.net/tinyurl.aspx?k=4f1f548655099>. The Measure B website will soon be revised to list all Measure B Newsletters: <http://measurebcom.org/>.

Strategic Plan Objective CS2.2:

We have engaged a consultant to help with completion of the Facilities Master Plan. On Friday, January 17, 2020 we received an outline from the consultant detailing the two options for the FMP. Option 1 is to do a Facilities Master Plan Update and Option 2 is to do a new Facilities Master Plan. Greg Nelson will be reviewing the slide presentation with the President's Cabinet to get guidance on which approach we will follow. Once a decision is made we will continue working with the consultant to finalize the scope and start the master planning process.

Strategic Plan Objective CS2.3:

The Measure B projects all are designed to meet the State of California Cal Green standards. These design standards involve the use efficient light fixtures and building systems, water efficient fixtures, design of low water use landscaping. Additional site features include design of onsite retention systems to minimize stormwater runoff, use of permeable surfaces. Our new facilities are solar ready and will be evaluated at a future date for solar installation depending on costs and feasibility.

2. Are you on track to achieve the objectives above? Please answer these questions for EACH of the objectives separately.

a. Please self-rate your progress toward achieving each of the above objectives:



Red: No progress



Yellow: Substantial progress



Green: All action steps implemented, and objective achieved

b. What evidence supports your judgment of progress made toward this objective? Include progress indicator data for each of the progress indicators above.

c. Where are you not on track? What will you do differently for next year / what else needs to happen?

Strategic Plan Objective CS2.1:

a. Substantial Progress: The Measure B Bond Program is progressing well and projects there has been no major cost or schedule issues that may affect the completion. A website counter has been discussed with the website consultant but is still pending.

b. We are required to report to the Board of Trustees as well as to the Citizens' Bond Oversight Committee regarding the progress of all our Measure B projects.

c. We are on track and in regards to Measure B spending and estimated completion timelines for our projects.

Strategic Plan Objective CS2.2:

a. Substantial Progress: We have engaged the consultant and we are well within the five-year update requirement for updating of the Facilities Master Plan.

b. We have started discussions on how we will proceed with the Facilities Master Plan.

c. We are on track and we will continue to work with the consultant to scope the project and begin implementation.

Strategic Plan Objective CS2.3:

- a. **Substantial Progress:** All of our projects are designed to meet the State of California Cal Green standards.
- b. All of the design drawings prepared by our professional consultants provide this information on the Approved set of Drawings.
- c. We can do a better job of reporting our progress on sustainability of our new buildings on the Measure B Website so that is something we can look at doing this year.

3. Performance Indicator Data for EMP 6-Year Goals: Please input Year 1 performance indicator data below:

2019 – 2020: Additional links can be provided; however, the most relevant links to performance indicators are shown above.

EPC Use Only:

Minutes from EPC Meeting January 27, 2020

EPC supports the self-evaluations above of “substantial progress” for the objectives above. However, for CS 2.1, Action Step 1.2, EPC requests additional evidence that faculty/staff membership on work groups is being actively promoted.