

MINUTES
FACILITIES PLANNING COMMITTEE MEETING
OF McHENRY COUNTY COLLEGE

A Meeting of the Facilities Planning Committee of the Board of Trustees of McHenry County College was held on Tuesday, January 25, 2011 in the Board Room, Room A217, in Building A on the Campus. Chair Larson called the meeting to order at 2:02 p.m. When Mr. Lowe called the roll, the following were present:

Ms. Larson
Mr. Sheriff

Dr. DeWitt and Mr. Parrish were absent. Mr. Adams arrived at 2:07 p.m. Also attending were Dr. Smith, Chair Miller, Mr. Manke, Mr. Evans, Dr. Miksa and Mr. Clesceri. Student Trustee Sheriff arrived at 2:24 p.m.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Facilities Planning Committee meetings of September 16, 2010 and December 14, 2010 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

FACILITY CONDITION ANALYSIS UPDATE

Mr. Manke spoke about the recently conducted Facility Condition Analysis. Maintenance, custodial and grounds staff members were assigned to shadow the analysis team and the work went smoothly. The final report is expected in mid-February, which will allow time to budget prioritized items. Mr. Manke asked Mr. Evans to walk through the aspects of this analysis.

Mr. Evans stated that Board Report #10-256, Request to Purchase Facility Condition Analysis Services, was approved at the December, 2010 Board meeting for the following major areas to be addressed: 1) engineering surveys and evaluations, 2) exterior infrastructure survey, 3) software support and 4) equipment inventory. College staff worked with the analysis team, providing extensive information about

the facility to assist in the receipt of an extremely thorough report. Good preliminary reports were received on the College well. Mr. Evans stated that the equipment inventory involved tagging all College equipment and downloading the information gathered into a database.

Mr. Manke added that the final report will break information down into five categories: Priority 1 – urgent projects which must be addressed in a timely way; Priority 2 – projects to be addressed the following year; Priority 3 – projects to be addressed within a two- to five-year range; Priority 4 – projects to be addressed in a six- to ten-year range. Priority 5 includes Americans with Disabilities Act (ADA) issues, projects for which the College is in good standing. Mr. Evans stated that the report will provide a benchmark from which the College can move forward. He concluded by saying that if we can plan, we can predict and we can prevent.

REPORT ON CAFETERIA AND CULINARY ARTS RENOVATION

Mr. Manke introduced Mr. Mike Gilfillan of Studio GC, along with partner Mr. Pat Callahan and associate Mr. Adam Wallen. He spoke about the approval given by the Board to proceed with preliminary concepts on accommodating the culinary arts program, currently sharing facilities with the Food Services department. Staff connected with the project has met with the firm to evaluate existing conditions in the cafeteria area. A Building Information Model (BIM) has been created; the group will develop and evaluate design options, providing budget and schedule data to the Board of Trustees.

A discussion of space planning and usage issues followed. Mr. Gilfillan spoke about grant funds available from the Department of Commerce and Economic Opportunity (DCEO). A discussion followed on the timeline for converting the cafeteria space. Ms. Larson asked that an update be provided at the next meeting of the Facilities Planning Committee. Dr. Smith noted that the ICCB approval process must be followed. Mr. Manke thanked all for the thoughtful discussion and direction; Mr. Gilfillan will return with a well-designed plan.

FACILITIES MASTER PLAN/ICCB

Dr. Smith has written a letter to the Illinois Community College Board asking for an extension on the March 31, 2011 date to submit the Facilities Master Plan. This extension would allow time to completely revise the Facilities Master Plan before it is submitted.

ARCHITECTURAL SERVICES

Dr. Smith proposed to the Facilities Planning Committee a three-pronged attack for architectural services. A local firm would be retained for small projects; an RFP would be sent out to select a second firm to update the Facilities Master Plan; and finally, an RFP would be sent out to select a firm that would implement projects outlined in the Facilities Master Plan. Mr. Wilske added that the last firm could be chosen using Qualifications-Based Selection (QBS).

SUMMARY COMMENTS BY BOARD MEMBERS

There were no comments.

CLOSED SESSION

There was no need for a closed session.

ACCEPTANCE OF CLOSED SESSION MINUTES

Copies of the closed session minutes of the Facilities Planning Committee meeting of December 14, 2010 were distributed, reviewed and collected. The minutes were accepted without objection.

FUTURE AGENDA ITEMS

No future agenda items were proposed.

ADJOURNMENT

Hearing no further business, Chair Larson adjourned the meeting at 3:43 p.m.

Patricia Kriegermeier, Recording Secretary