

West Valley-Mission Community College District
DISTRICT SERVICES MASTER PLAN UPDATE
SEPTEMBER 1, 2016



TABLE OF CONTENTS

Acknowledgements

INTRODUCTION	1
Historical Summary of the WVMCCD	1-1
District Services Departmental Summary	1-3
DISTRICT SERVICES MASTER PLAN OVERVIEW	2
Vision	2-1
Goals and Objectives	2-1
General Process Description	2-1
DISTRICT SERVICES DEPARTMENTAL NEEDS ASSESSMENT	3
West Valley College Campus	3-1
Mission College Campus	3-6
DISTRICT SERVICES FACILITIES ASSESSMENTS	4
West Valley College Campus	4-1
Mission College Campus	4-4
DISTRICT SERVICES MASTER PLAN 2015	5
Executive Summary/Narrative of District Services Master Plan	5-1
Master Plan Option 'A' for District Services on the West Valley College Campus	5-2
Master Plan Option 'B' for District Services on the West Valley College Campus	5-3
Miscellaneous District services Projects - (Sequencing TBD)	5-4
Master Plan Option Graphics	5-5
Room Size Standards	5-8
APPENDIX	
Departmental Questionnaire Responses	A
Meeting Minutes/Interview Notes	B

ACKNOWLEDGEMENTS

The creation of a successful master plan requires a clear strategic vision, a thorough process of examination and an approach based on collaboration of all vested parties. Several people contributed their knowledge and expertise in the creation of this District Services Master Plan.

Lionakis wishes to acknowledge the following people for their support and contributions:

- Vice Chancellor Ed Maduli for his visionary leadership and commitment to providing the highest level of fiscally-responsible business and administrative services to WVMCCD.
- Javier Castruita for his knowledge and thoughtful approach throughout the master planning design process.
- Gaye Dabalos for her collaborative and supportive approach of inclusion with all departments throughout the process.

Many other valued administrative and departmental leaders also assisted with information, insights and strategic thinking about the future of WVMCCD District Services. They respectfully are as follows:

- WVMCCD Chancellor Patrick Schmitt
- WVC President Brad Davis
- WVMCCD Foundation – Cindy Schelcher
- Fiscal Services – Ngoc Chim
- General Services – Brigit Espinosa
- Human Resources – Albert Moore
- Information Services – Ron Smith
- Police Services – Ken Tanaka
- Police Services – James Kerbey

Throughout this process there were several others, specifically Randy Wu and Christina Booth, who were very helpful throughout the master planning process. Lionakis also wishes to acknowledge their contributions equally.

This flexible master plan will serve as the roadmap for District Services programs and facilities for the next several years. The strength of this plan is the contributions and collaboration of the many people listed above. Through your involvement the plan expresses your joint vision and direction for District Services as it continues evolving in the future. Lionakis is grateful and appreciative of the efforts by all who were involved in this process.

TAB 1
GOES
HERE

INTRODUCTION

HISTORICAL SUMMARY

With the approval of voters residing within Campbell Union and Los Gatos-Saratoga Union High School districts and the Santa Clara Unified School District, West Valley Joint Community College District was established in January 1963. In early 1964, a 143-acre site in Saratoga was purchased for what would become the permanent campus for West Valley College and the District offices. The second campus in the College District, Mission College, began with the acquisition of twelve acres in Santa Clara and eventually grew to be a 164-acre site. Mission College was temporarily located at Jefferson Intermediate School from 1975 to 1979. With the completion of the first building phase in the fall of 1979, the new Mission College campus opened its doors to students.

In September 1985, the name of the District was changed from the West Valley Joint Community College District to West Valley-Mission Community College District (WVMCCD) to reflect the status of Mission College. Since their inception, the two colleges have become major providers of credit and non-credit education in the Santa Clara Valley. Though each college has developed its own character, style, programs and atmosphere, both are committed to academic excellence. The faculty and staff on each campus are dedicated to assisting students to meet their academic goals, vocational interests, and special needs. Every semester over 20,000 students enroll in courses at the colleges. Thousands of others take online, off-campus, or non-credit courses and seminars offered through a variety of programs. These programs are aimed at meeting the training and retraining needs of the people of Silicon Valley.

WVMCCD is part of California's public community college system of 112 colleges in 72 districts across the state, which serves more than 2.5 million students and represents the largest system of higher education in the world. Community colleges are political subdivisions authorized by the Constitution of the State of California. A seven-member Board of Trustees governs the District. The voters of the communities served by the District elect Board members to office. The Board of Trustees is responsible for the overall direction and control of the District so that it best meets the needs of the community it serves.

SERVICE AREA

The West Valley-Mission Community College District has a population of approximately 350,000 people residing within its boundaries. Specifically, the District serves the town of Los Gatos, the cities of Campbell, Monte Sereno, Santa Clara, and Saratoga, and a portion of the city of San Jose.* Information about each service area is presented below:

San Jose is the largest city in Santa Clara County, the third largest city in California and the 11th largest city in the U.S. San Jose is ranked consistently by Fortune Magazine as one of the 10 best U.S. cities for business, is the "epicenter of information technology with about 1,500 of the nation's 2,500 largest electronics firms" (Fortune Magazine), and is the U.S.'s fastest growing major export area. San Jose also offers a wide variety of exciting cultural, recreational, educational, and entertainment opportunities.

Santa Clara is at the center of Silicon Valley and is in a strategic regional location convenient to freeways, airports, railroads, expressways, light rail, and other public transportation. Santa Clara is home to thousands of well-educated, highly skilled workers and has an employment base of 135,370. Santa Clara has a long tradition of quality public services and a well-maintained infrastructure. The City has owned and operated its own electric, water and sewer utilities for over a century. Low business taxes, moderate real estate prices, and low crime rates are key components to its economic prosperity.

Saratoga is situated at the entrance to an historic pass in the redwood-forested Santa Cruz Mountains. From the mid-1800 until World War II, Saratoga's main industries were lumber and agriculture. After World War II, the character of Saratoga changed forever from agricultural to suburban. As space technology and the defense and electronics industries were established in nearby communities, Saratoga's open land soon became more valuable for homes than it was for fruit orchards. The City of Saratoga strives to maintain the elements of its natural beauty and colorful past through careful zoning policies and historic preservation.

Los Gatos flourishes in its blend of yesterday's charm and today's modern lifestyles. Quaint merchant buildings house lively restaurants, coffeehouses, galleries, and boutiques while resplendent Victorians surround the downtown's historic center. Los Gatos strives to give local businesses excellent opportunities to grow and prosper while preserving its small town charm.

Campbell is located in the West Valley of Santa Clara County. Initially a small farming community with three major canneries, Campbell has grown into a community where tradition and progress combine in a successful blend. Today, major industries include retail and professional services.

Monte Sereno, the smallest city of the West Valley-Mission Community College District service area, is a community of approximately 1.56 square miles located in the southwestern portion of Santa Clara County at the base of the Santa Cruz Mountains between the City of Saratoga and the Town of Los Gatos. The all-residential community incorporated as a city on May 14, 1957.

DISTRICT SERVICES SUMMARY

District Services is dedicated to providing a solid infrastructure of services and facilities supporting West Valley-Mission College District's mission to provide quality education to the residents of Silicon Valley.

FISCAL SERVICES

The mission of Fiscal Services is to assist the colleges in carrying out their goals and objectives in providing quality education to our students. To that end, Fiscal Services provides services in the areas of Accounting, Budget, Finance, and Payroll.

ACCOUNTING SERVICES

The Accounting Department provides accounting and business services for the instructional and administrative components of West Valley Mission Community College District that will enable it to focus on its mission.

BUDGET SERVICES

The West Valley Mission Community College District Budget Office strives to provide the campus community with accurate information that will facilitate the achievement of sound fiscal decisions. This allows the campus to fulfill its mission of offering quality higher education and training to its community.

PAYROLL SERVICES

The Payroll Department functions as the administrator for net pay, tax withholdings, and voluntary deductions. Working in coordination with the Human Resources Department, Payroll staff computes and distributes employee compensation accurately, in accordance with District policy, Bargaining units (Contractual agreements), Federal and State laws, Education Code and FSLA.

The Payroll office is located in the District office on the West Valley campus. All payroll related processing for academic, adjunct, classified full time, part time, and hourly employees are handled at the District office. The Human Resources office at Mission College has various payroll forms for employee's convenience.

HUMAN RESOURCES

The HR Department thoughtfully and compassionately addresses multiple personnel concerns throughout the District.

WVMCCD FOUNDATION

The Foundation is dedicated to raising funds for the support of programs that benefit the students of West Valley College in Saratoga and Mission College in Santa Clara.

SPONSORED RESEARCH AND GRANT OFFICE SERVICES

- Provide current and upcoming public grant opportunities and program contacts
- Availability of sample grant applications
- Consultation and assistance throughout the grant development and writing process
- Facilitate gathering of District signatures
- As Authorized Organizational Representative (AOR), submit electronic applications
- Post-award services, including preparation of Board report to accept award
- Repository of legal files for compliance and audit

CUSTODIAL SERVICES

The mission of District Custodial Services is to provide a clean, healthy and safe environment for the students, faculty and staff at both colleges. We work together to provide the best quality service possible. We focus on green cleaning for safer and healthier work environments. We use low environmental impact cleaning chemicals (i.e. Green Seal.) We utilize low environmental impact cleaning tools and equipment (i.e. Carpet and Rug Institute approved machines, microfiber technology and much more.) We divert waste from landfills with a comprehensive recycling program. We promote source reduction by purchasing paper products and trash liners that are Green Seal approved or meet EPA guidelines for post-consumer recycled content. We whenever possible purchase products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. We are committed to continuous improvement of our mission.

MAINTENANCE & GROUNDS

The mission of the West Valley Mission Community College District's Maintenance and Grounds is to maintain a clean, safe, comfortable and attractive environment for all college facilities.

GENERAL SERVICES

The mission of General Services is to assist the colleges in carrying out their goals and objectives in providing quality education to our students. To that end, General Services provides services in the area of Purchasing, Budget, Risk Management, and Warehouse.

PURCHASING

The Purchasing Department is committed to the overall success of the West Valley Mission Community College District by facilitating satisfactory receipt of all required goods and services in a timely and economical manner and to insure compliance with state and federal laws, board policies and administrative regulations.

RISK MANAGEMENT

The Risk Management Department provides necessary insurance certificates for off-site leases and manages the Property & Liability and Workers Compensation insurance Joint Power

WAREHOUSE SERVICES

District Warehouse Operations is dedicated to providing professional services to support the academic process and goals of the Colleges. This is accomplished by providing timely and efficient customer service in the area of Shipping/Receiving, Inventory Control, Mail Delivery and Materials Management. We strive to exceed the expectations of our customers while ensuring that we are good stewards of public funds and maximizing the use of all resources

INFORMATION SYSTEMS

The mission of the Information Systems (IS) Department is to build a solid comprehensive technology infrastructure: maintain an efficient, effective operations environment; deliver high quality, timely District services which support the colleges' programs for instruction, research, student services, and administration.

APPLICATION DEVELOPMENT

The Information Systems Application Staff are responsible for the enterprise systems used by the District, Mission and West Valley Colleges. Access to District Information is provided through a combination of tools including the District's web presence and user interface software with an emphasis on data security. The District's primary enterprise system is "Colleague", which includes but is not limited to retrieval of Institutional Data, Student/Course Management, Student Registration, Counseling, and Financial Aid, Curriculum Management, Academic Records, State and Federal mandated reporting, Financial Systems, Purchasing, and Human Resources.

CLIENT SUPPORT SERVICES

The Help Desk and Support groups work to provide desktop support services for faculty and staff on the Administrative network.

NETWORK AND OPERATIONS

Network and Operations services provide current, reliable, and secure operating systems and network infrastructure to the District and Colleges. We install, maintain, test, secure, and tune operating systems and network switching equipment. We provide expertise in all aspects of hardware and software regarding the networks, server room, and phone switch.

DISTRICT POLICE

Vision

Dedicated to providing a safe and secure environment to work and learn.

Values

- Trust
- Respect
- Service
- Integrity
- Accountability
- Diversity

Mission

Provide outstanding service and safety through education and campus partnerships.

The West Valley–Mission District Police Department is a progressive and professional organization. The employees of the District Police Department are dedicated to the safety and well-being of the students, staff, faculty, and visitors on our campuses.

The West Valley-Mission College District Police Department is a P.O.S.T certified law enforcement agency. The West Valley-Mission Community College District Police Department is a full-service law enforcement agency, employing police officers whose law enforcement authority is granted under Section 830.32 of the California Penal Code and Education Code, Section 72330. The West Valley-Mission College Police Department is not a branch of any other law enforcement agency. Police Officers are sworn peace officers and have full police powers same as local city police departments or the county sheriff's office.

The department is responsible for a wide range of public safety services, including crime reports, traffic enforcement, traffic accidents, criminal investigations, and all other incidents requiring police assistance. We maintain Memorandums of Understanding (MOU) with the Santa Clara County Office of the Sheriff and the City of Santa Clara Police Department outlining our Part-1 Crime Offenses, investigative responsibilities, and hours of operations. The primary responsibility and jurisdiction of the West Valley-Mission College District Police Department is for the properties the West Valley-Mission Community College District owns, operates, and maintains.

TAB 2
GOES
HERE

DISTRICT SERVICES MASTER PLAN OVERVIEW

VISION

The goals of this master plan update are to create a visionary, fiscally responsible and flexible District Services master plan which will provide a clear, implementable pathway moving forward to accommodate both the current and projected future growth needs for WVMCCD District Services facilities for the next 10-20 years.

GOALS AND OBJECTIVES

- Assess existing departmental operations, staffing requirements and space allocation for each District Services department throughout the District.
- Assess the existing facilities in which District Services now operate.
- Assess the potential future needs of each District Services department, and how those needs may require additional bond funding to implement the anticipated physical changes associated with these needs.
- Assess the impacts and space allocations located in the newer District Services facilities provided through Measure 'H' and Measure 'C' bond construction (WVC campus District Facilities/General Services/Warehouse and District I.S. building, and Mission College campus District Facilities/General Services/Warehouse building and District I.S. building).
- Review and coordinate the Lionakis WVC 2015 master plan update for facilities options related specifically to District Services functions and anticipated District Services Master Plan Update projects on the WVC campus.
- Determine the most appropriate options for all District Services functions. Potential options may include renovation of existing facilities, building addition(s), new construction and multiple infrastructure upgrades.
- Create a flexible/adaptable 10-20 yr. facilities master plan document for all District Services entities. This plan should be reviewed and re-validated every five (5) years to account for changes in District policies or needs, economic conditions in the region, bond financing availability, etc.
- Create a project sequencing plan which provides District Services a clear path forward for implementation of the updated facilities master plan. This plan should be re-validated every five (5) years.

DISTRICT SERVICES MASTER PLAN PROCESS

- Questionnaires
- Departmental Meetings
- Facilities Assessments
- Test Fits (Review of Options)
- Milestone Reviews/Comments by the District Services Core Group
- Incorporation of relevant review comments by the District Services Core Group into the master plan document
- Completion of the WVMCCD District Services master plan document
- BOT Presentation & Approval

TAB 3
GOES
HERE

DISTRICT SERVICES DEPARTMENTAL NEEDS ASSESSMENT

Lionakis met with each of the WVMCCD District Services department leads to discuss a wide variety of topics including:

- Input from Departmental Questionnaires
- Current staffing
- Projected future staffing growth or adjustments
- Departmental adjacency needs
- Current facility assessments
- Projected future facilities needs

The following represents a brief summary of the meetings associated with each District Services department including but not limited to survey responses, face to face meetings with each department head and discussion with the WVMCCD District Services Core Group. The intent is to provide a solution for each department which best addresses the current and long-term needs for the District and each District Services department.

WEST VALLEY COLLEGE SITE

WVMCCD CHANCELLOR

The Chancellor's Office resides in the existing Administration Bldg., originally constructed around the early 1970's, and which has undergone minor renovations to date. This suite includes the Chancellor's Office, Administrative Bullpen and minor storage space totaling approximately 1,200 GSF.

The building was originally built approx. 40+ years ago, and has not undergone any substantial modifications since. The physical environment is extremely dated and lacking in current technology needs. Site observation and meetings with the Chancellor indicate a strong desire to reconfigure the administrative bullpen, add a separate reception area to the Chancellor's suite, and renovate/update the Chancellor's Office finishes, with an emphasis on technology and presentation media updates. Overall, the facility is generally in average to below average condition. Projected growth needs indicate minor additional space of 150 GSF for a reception area. Additionally, there is a need to hire a new Public Information Officer which will require an additional office space of approximately 120 GSF. Total growth space needs for the Chancellor's Office is approximately 300 GSF.

Potential facilities solutions are as follows:

- Renovate the existing Administration Bldg. in its entirety, and construct a new building addition to accommodate required growth & reconfiguration of the Chancellor's suite (requires interim housing). The growth area indicated may be mitigated by reconfiguring the existing Board Room Reception area.
- Relocate the Chancellor's Office and support staff within a new District Services Building located on the WVC campus (no interim housing required).

WVMCCD BOARD ROOM & RECEPTION AREA

The existing Board Room resides in the existing Administration Building, originally constructed around the early 1970's, and which has undergone minor renovations to date. The Board Room and adjacent Board Reception Area are approximately 2,150 GSF in size.

The building was originally built approximately 40+ years ago, and has not undergone any substantial modifications since. The physical environment within the Board Room is extremely dated and technologically challenged. Overall, the facility is generally in average to below average condition. As the face of the District to the public, the existing Board Room Area is in dire need of renovation and modernization. There is no overall growth requirement for the Board Room and Reception Area currently, but growth planning for an additional 200-400 GSF should be anticipated in conjunction with the potential remodel requirements of the adjacent Chancellor's Office suite

Potential facilities solution are as follows:

- Renovate the existing Administration Building in its entirety, with special emphasis on the Board Room configuration, infrastructure, etc. (requires interim housing). Provide a building addition of 200-400 GSF to the south edge of the Board Room to provide additional seating capacity, flexibility of design space and accommodation of the adjacent Chancellor's Office reconfiguration.
- Relocate the WVMCCD Board Room within a new District Services Building located on the WVC campus, with adjacency to the Chancellor's Office and support staff (no interim facility or housing required).

WVMCCD VICE CHANCELLOR OF ADMINISTRATIVE SERVICES

The Vice Chancellor's Office resides in the existing Administration Building, originally constructed around the early 1970's, and which has undergone minor renovations to date. This suite includes the Vice Chancellor's Office, an integrated 120 GSF conference space and the Executive Assistant's office space, all totaling approximately 500 GSF. The small conference area is sized for (4-6) participants.

The building was originally built approximately 40+ years ago, and has not undergone any substantial modifications since. The physical environment is extremely dated. Overall, the facility is generally in average to below average condition. Projected growth needs include a larger conference room to accommodate (10-12) people.

Potential facilities solutions are as follows:

- Renovate the existing Administration Building in its entirety, and construct a new building addition to accommodate the required growth for the Vice Chancellor's suite (requires interim housing). Larger conferencing configurations/options should be part of the overall design implementation of the renovation project. A "commons" area should be considered during the programming of the renovation to provide multiple size conference rooms to accommodate the Vice Chancellor, Fiscal Services and HR Departments.
- Relocate the Vice Chancellor's office suite to a new District Services Building on the WVC campus (no interim housing required).

WVMCCD FOUNDATION

The Foundation Office resides in the existing Administration Building, originally constructed around the early 1970's, and which has undergone minor renovations to date. Foundation staff currently includes (1) full-time position, (1) administrative assistant and (1) part-time assistant, with approximately 360 GSF in area.

The building was originally built approximately 40+ years ago, and has not undergone any substantial modifications since. The physical environment is extremely dated and lacks space for departmental growth. The current physical environment negatively impacts public perception of both the Foundation and the relevancy of both colleges. Site observation indicates a strong need to renovate the existing space, and relocate the Foundation staff in the building to provide independent space, while maintaining proximal location to the Chancellor's Office. Overall, the facility is generally in average to below average condition. Regarding possible growth potential, it was indicated that approximately (2-3) additional staff may be required in the future.

Potential facilities solutions is are as follows:

- Renovate the existing Administration Building in its entirety, and construct a new approx. 1,800 GSF building addition to accommodate Foundation growth requirements directly adjacent to the west of the current WVC President's Office (requires interim housing).
- Relocate the Foundation staff to a new District Services Building on the WVC campus, with adjacency to the Chancellor's Office suite of prime consideration (no interim housing required).

FISCAL SERVICES

Fiscal Services are currently located in the existing Administration Building, originally constructed around the early 1970's, and which undergone minor renovations to date. This facility houses services which include Payroll, Accounts Payable, Accounts Receivable, Budget, Audits, Student Refunds and Special Payments to Employees. The space currently occupied by Fiscal Services is approximately 3,000 GSF.

The building was originally built approx. 40+ years ago, and has not undergone any substantial modifications since. District Services have currently utilized the existing space to the greatest extent possible, and work in an environment which is extremely dated. Site observation and meetings with the department head indicate overcrowding for current staff, extreme lack of storage and conferencing space, and significant concerns regarding privacy (both visual and auditory) with the existing space. Overall, the facility is generally in average to below average condition. The square footage and utility connections are maximized for current staff and will not accommodate future growth needs based on conservative projections. Projected growth needs indicate an additional space need for Fiscal Services of approximately 2,000 SF.

Potential facilities solutions are as follows:

- Renovate the existing Administration Building in its entirety, and construct a new building addition to accommodate Fiscal Services growth requirements (requires interim housing). Additional conferencing space should be a part of the revised program during the design of the renovation. Efficiencies of use of conferencing space can be achieved with both the Vice Chancellor's office and the HR Department through design and use of a "Commons" area in the renovation program.
- Relocate the Fiscal Services office suite to a new District Services Building on the WVC campus, with adjacency to the Vice Chancellor of Administrative Services as a prime consideration (no interim housing required).

HUMAN RESOURCES

Human Resources (HR) are currently located in the existing Administration Building, originally constructed around the early 1970's, and which has undergone minor renovations to date. HR currently occupies approximately 2,200 SF of bldg. area.

The building was originally built approximately 40+ years ago, and has not undergone any substantial modifications since. HR currently utilizes the existing space to the greatest extent possible, and works in an environment which is extremely dated. Site observation and meetings with the department indicate significant overcrowding for current staff (double stacking), extreme lack of secure file storage, undersized conferencing space, and significant concerns regarding privacy (both visual and auditory) within the existing space. Overall, the facility is generally in average to below average condition. The square footage and utility connections are maximized for current staff and will not accommodate future growth needs based on conservative projections. Projected growth needs indicate an additional space need for HR of approximately 2,000 GSF.

Potential facilities solutions are as follows:

- Renovate the existing Administration Building in its entirety, and construct a new building addition of approximately 2,000 GSF to accommodate HR growth requirements (requires interim housing). The addition noted can be shared "Commons" space which can provide for additional conferencing space noted above to be shared with the Vice Chancellor and Fiscal Services.
- Relocate the Human Resource office suite to a new District Services Building on the WVC campus (no interim housing required).

POLICE SERVICES

There are two (2) existing relocatables which are located directly north of the Pool Area in the south portion of the campus which currently serve as the Police Command Center and storage/shower facilities for the WVMCCD Police. They serve as the public face of the police on campus, as well as provide space for sworn staff, storage, booking, evidence collection and storage, civilian office functions, interview room, general work room, storage and shower/locker facilities. The existing combined area of these portable buildings is approximately 2,450 GSF.

Overall, the facilities are in below average to poor condition. The relocatable buildings themselves have reached beyond their useful life (20+ yrs. old). The square footage and utility connections are maximized for current staff and will not accommodate future growth needs based on conservative projections. Projected growth needs indicate a need for a total future building area of approximately 6,000 GSF to accommodate departmental growth positions, Life Scan services, command & control center, etc.

Potential facilities solution is as follows:

- Construct a new approximately 6,000 GSF Police Facility Building with a 10,000 GSF Police Vehicle Yard on the WVC campus. This option would locate these facilities directly south of the current sand volleyball courts in the southeast portion of the campus, directly proximal to the campus loop road for ease of public access, and for rapid deployment of police vehicles in the event of an emergency situation. Demolition of the existing Police Facility relocatables and landscape renovation of their existing site should follow immediately thereafter.

INFORMATION SYSTEMS

Information Systems is currently located on the south edge of the campus, directly south of the existing pool. It is a newer facility (completed in 2009) which was constructed during the Measure 'H' Bond program. It currently houses the main District Data Center, Applications, Desktop, Network, Server, Web Portal and PBX staff, and (3) conferencing spaces in the 14,500 GSF facility. The facility supports all current staffing and program needs, and was constructed to allow for a 2nd floor building addition in the future. Projected growth needs for the project can be accommodated within the facility's current configuration, and will not require a building addition in this master plan.

Potential facilities solution is as follows:

- Replace the current 250KW permanent emergency generator with a new 400KW permanent emergency generator. This will allow for the use of the existing 75KW portable emergency generator to be used in other locations within the entire District during emergency scenarios. The upsize of the permanent emergency generator also provides capacity for the anticipated technology growth on the WVC campus.

FACILITIES/GENERAL SERVICES/MAINTENANCE/WAREHOUSE

Facilities, Maintenance, Warehouse and General Services are currently housed in the existing approximately 14,000 GSF facility located directly east of LASS, just north of the softball fields on the WVC campus. All of these departments are slated to be relocated to the new Facilities/Warehouse Building being constructed as part of the Measure 'C' Bond Program, with completion anticipated to be during the fall semester of 2017. Current and projected future growth needs have been factored into the design of this new facility, and no additional construction or renovation is anticipated for these departments in this master plan. The existing Facilities/Warehouse facility is currently scheduled to be demolished and replaced with a faculty/student parking area. Discussions with WVMCCD District Services Core Group indicate that general storage space on the WVC campus for the college's needs is impacted.

Potential facilities solution is as follows:

- Completion and occupancy of the new Facilities/Warehouse Building in 2017 by Facilities, Maintenance, Warehouse and General Services staff.
- Collocate the General Services Dept. adjacent to Fiscal Services group in the new District Services Building.
- Demolish the old, existing Facilities/Warehouse/Police Vehicle Yard and construct a new public parking lot in this triangular site area (Note: Coordination may be required if the WVC leadership determine that a new WVC Warehouse/Athletic Fieldhouse facility is desired as part of the college's campus completion projects).

WVC PRESIDENT

The WVC President's Suite is currently located in the existing Administration Building, originally constructed around the early 1970's, and which has undergone minor renovations to date. The suite includes the President's Office, (2) administrative stations, a conference room, storage and a small non-ADA compliant restroom, with a total area of approximately 1,800 GSF.

The building was originally built approx. 40+ years ago, and has not undergone any substantial modifications since. The current space appears to be fully utilized, but may benefit from some space planning and renovation improvements.

Potential facilities solutions as follows:

- Renovate the existing Administration Building in its entirety (interim housing required). Relocate the existing WVC President's Suite back to its current location once renovation is completed.

MISSION COLLEGE CAMPUS

POLICE SERVICES/PARKING OPERATIONS

Police Services/Parking Operations are currently located in the northeast corner of the existing Campus Center facility, and currently serves as the command center and storage/shower facilities for the WVMCCD Police on campus. Functional areas include offices for sworn staff, storage, booking, evidence collection and storage, civilian office functions, interview room, general work room, storage and shower/locker facilities. Critical to this location is the Parking Management function for the District, which also is the liaison to Levi's Stadium functions on the Mission College campus. Existing area is approximately 1,650 GSF.

Overall, the facilities are in average to good condition. The square footage and utility connections are maximized for current staff and will not accommodate future growth needs based on conservative projections. Renovation and minor reconfiguration of the space, along with new fencing to provide a secured vehicle yard/sally port are planned for the 2015/2016 timeframe.

Potential facilities solution is as follows:

- Complete the renovation of the existing Police/Parking facility space and vehicle yard/sally port area currently slated for the 2016/2017 timeframe.

INFORMATION SYSTEMS

The existing Information Systems building is currently located on the east edge of the campus. It is a newer facility (completed in approximately 2011) which was constructed under the Measure 'H' Bond program. It currently houses the Campus MPOE, Applications, Desktop, Network, Server, Web Portal and PBX staff, and conferencing spaces in an approximate 4,600 GSF facility. The facility supports most all current staffing and program needs. Projected growth needs may include additional office/vendor spaces, additional storage as well as an expanded command & control room totaling approximately 1,000 GSF.

Anticipated facilities solution is as follows:

- Construct an 800 GSF building addition along the eastern edge of the existing facility. Minor internal reconfiguration will also be required. This future growth space will accommodate both I.S. Dept. and District Services remote office needs. It should be noted that there are significant underground utilities present around this building that need to be considered prior to the design and construction of this potential addition.

FACILITIES/GENERAL SERVICES/MAINTENANCE/WAREHOUSE

Facilities, Maintenance, Warehouse and General Services departments are currently occupying the new approximate 7,500 GSF Facilities/Warehouse Building and secured maintenance yard constructed as part of the Measure 'C' Bond Program. Current and projected future growth needs have been factored into the design of this new facility, and no additional construction or renovation is anticipated for these departments in this master plan. District Services will need (3) remote office spaces to be included in the I.S. Bldg. addition for use as transitory space. The previous Facilities/Maintenance relocatable, located just south of the southeast portion of the Gillmor Center, is currently being re-purposed for use by the District's PM/CM consultant for Measure 'C' Bond project oversight, and should be removed at an appropriate time.

Anticipated facilities solution is as follows:

- Demolition of the existing relocatable and refurbishing of the grounds upon completion of the Measure 'C' Bond Program use by the District's PM/CM consultant
- Demolition of the Facilities/Maintenance offices and service yard associated with the existing Central Plant facility will occur during Phase 2-E of the current 2013 Mission College Master Plan, which is slated for approx. summer of 2018.

TAB 4
GOES
HERE

WVMCCD DISTRICT SERVICES FACILITIES ASSESSMENT

General site observation, along with general review of available existing building documentation was performed on the existing District Service facilities, both on the WVC and Mission College campuses. The following is a general representation of each of the specific buildings, their respective general condition and recommendations for implementation in this master plan.

WEST VALLEY COLLEGE SITE

WVMCCD POLICE FACILITIES (OPERATIONS) RELOCATABLE BUILDING

This existing relocatable is located directly north of the Pool Area in the south portion of the campus, and currently serves as the command center for the WVMCCD Police Dept. It serves as the public face of the Police on campus, as well as provides for offices for sworn staff, storage, booking, evidence collection and storage, civilian office functions, interview room and general work room. The building has been remodeled in the recent past.

Overall, the facility is in good condition on the interior due to a renovation project in the recent past, but the relocatable building itself is close to exceeding its useful life (20+ yrs. old). The square footage and utility connections are maximized for current staff, and will definitely not accommodate future growth needs based on conservative projections.

The recommendation of this master plan is to replace these functions in a new facility. This building may be kept operational to function as interim housing for the Police Dept. on the WVC campus while the new facility is being constructed. Once construction of the new facility is completed, this building should be demolished, and site landscaping restoration should be provided to match with the adjacent surroundings.

POLICE FACILITIES (STORAGE/LOCKERS/ETC.) RELOCATABLE BUILDING

This existing relocatable is located directly north of the Pool Area in the south portion of the campus along the loop road, and serves as the secondary needs building for Police Staff, including lockers, showers and storage.

Overall, the facility is in very poor condition and has reached well beyond its useful life (20+ yrs. old). The building is physically deteriorating rapidly, and no regular maintenance is projected due to its poor condition. The square footage and functional area of this relocatable will not accommodate future growth needs based on conservative projections.

The recommendation of this master plan is to replace these functions in a new permanent facility. This building may be kept operational to function as interim housing for the Police Dept. on the WVC campus while the new facility is being constructed. Once construction of the new facility is completed, this building should be demolished, and the site landscaping restoration should be provided to match with the adjacent surroundings.

ADMINISTRATION BUILDING

This existing facility is located directly east of the new Student Services facility currently in design/construction phase. This facility houses the vast majority of District Services functions including the Chancellor's Suite, the WVMCCD Board Room, Vice Chancellor of Administrative Services, Fiscal Services, Accounting, Payroll, HR, Benefits, WVMCCD Foundation and the Office of the President of WVC.

The building was originally built approximately 40+ years ago and has not undergone any substantial modifications since. District Services have currently utilized the existing space to the greatest extent possible, and work in an environment which is aging rapidly in its finishes and infrastructure. Observation and meetings with the department heads indicates overcrowding for current staff, extreme lack of storage and conferencing space, and significant concerns regarding privacy (both visual and auditory) within the existing space. Departmental crossover occurs between both Fiscal Services and HR which creates potential for compromise during confidential meetings or discussions. Internal hallways are overcrowded with file storage, creating difficulty navigating the space, and potentially creating ADA accessibility issues, as well as exiting concerns. The existing restrooms require continuous maintenance to keep them operational for staff. A lack of defined entry points for departments creates significant confusion for any visitors to the building.

The recommendation of this master plan is to include (2) options related to this facility. In Option 'A', a complete renovation/modernization of this facility would occur. The suggested approach is to strip the facility down to its core structure and infrastructure, and renovate all exterior and interior building systems, finishes and utility infrastructures in their entirety. Building addition(s) will likely be required to accommodate growth needs of District Services or WVC, depending on final use determination of the facility. Anticipated total area of new additions is approx. 5,000-7,000 GSF in order to capture additional growth space noted in meetings with all of the department leads.

In Option 'B', a new 20,000 GSF District Services facility would consolidate all of the departments and functions listed above into a new location directly south of the Fox Center. This would remove District Services from the academic core of the college, while providing proximity to the Campus Center for dining and other uses on the evenings where the Board of Trustees meet. The existing Administration Building would then be remodeled and returned to the WVC campus. Potential uses might include WVC administrative functions, additional collaborative learning spaces, and possibly Community Education.

INFORMATION SYSTEMS BUILDING (MEASURE 'H' PROJECT)

This existing facility is located on the south edge of the campus, directly south of the existing pool. It is a newer facility (completed in 2009) which was constructed during the Measure 'H' Bond program. It currently houses the main District Data Center, Applications, Desktop, Network, Server, Web Portal and PBX staff, and (3) conferencing spaces of varying size. The facility supports all current staffing and program needs, and was constructed to allow for a 2nd floor building addition in the future (if needed). Projected growth needs for the project can be accommodated within the current facility.

The recommendation of this master plan is to replace the current 250KW permanent emergency generator with a new 400KW permanent emergency generator. This will allow for the use of the existing 75KW portable emergency generator to be used in other locations within the entire District during emergency events. The upsize of the permanent emergency generator also provides capacity for the anticipated technology growth on the WVC campus.

EXISTING FACILITIES/WAREHOUSE BUILDING

This existing facility is located directly east of the LASS facility. This facility houses District Facilities and Maintenance functions, as well as Business Services/Purchasing and Warehouse Storage. The building was originally built approximately 40+ years ago, and is slated for complete replacement with a new facility from the Measure 'C' Bond Program. The anticipated replacement project after demolition of this building is completed is the addition of a new student/faculty parking area.

Discussion during this master planning process indicates an acute shortage of general storage capacity on the WVC campus for WVC-specific inventory. The recommendation of this master plan is to proceed with the demolition of this building, while keeping in mind that the college may determine that a future Warehouse/Fieldhouse facility may be a priority. This will impact the number of new parking stalls slated, but would provide much-needed general storage area for the college into the future. Construction of a new, public parking area in the triangular site surrounding the existing warehouse will provide adjacent general parking to both the PE and LASS buildings, as well as adjacent play fields.

NEW FACILITIES/WAREHOUSE BUILDING (MEASURE 'C' PROJECT)

The new Facilities/Business Services/Warehouse Building has completed the design phase and is currently under construction, with anticipated completion sometime in the fall of 2017. This facility addresses all current and future growth needs for WVMCCD Facilities, Maintenance, Business Services and Warehouse functions. No further work to this facility is anticipated as part of this master plan.

MISSION COLLEGE CAMPUS

POLICE FACILITIES (POLICE & PARKING OPERATIONS)

The Police & Parking Operations currently are located within a portion of the existing Campus Center facility, originally completed around 2000. It serves as the public face of the Police & Parking Operations on campus. It includes an office for sworn staff, storage, civilian office functions, parking operations, a unisex restroom and break room/conference room. Growth needs include additional office space and conference room for total of 12+ staff and/or community partners. Overall, the facility is in good condition for its age. It is currently undergoing a minor interior renovation/reconfiguration work, and an addition of a fenced security yard located directly adjacent to the north side of their office location. Interviews indicate that the current location is desirable due to proximity to the campus entry and future Student Engagement Building.

The recommendation of this master plan is to renovate/reconfigure the interior layout of the existing Police/Parking Operations space in its entirety. This work will require some type of interim housing while the work is executed. The timing of this work should be determined by the District Services Core Group sometime in the near future based on any new data related to campus growth and/or partnership impacts with the greater Santa Clara community.

INFORMATION SYSTEMS BUILDING (MEASURE 'H' PROJECT)

This existing facility is located on the east edge of the campus, directly adjacent to the main campus entry. It is a newer facility (completed in 2011) which was constructed as part of the Measure 'H' Bond program. It currently houses the main Campus Data Center, MPOE, Applications, Desktop, Network, Server, Web Portal and PBX staff, and a conferencing space which was to be utilized as the Command & Control Center during an emergency event. The facility supports most all current staffing and program needs, with a need for some future office, storage and conferencing space growth in the future.

The recommendation of this master plan is to construct a future addition to accommodate future growth needs. Included in this addition should be (3) remote offices for use by District Services personnel.

NEW FACILITIES/WAREHOUSE BUILDING (MEASURE 'C' PROJECT)

The new Facilities/Business Services/Warehouse Building has completed construction, and is now fully occupied as of fall of 2015. The facility addresses all current and future growth needs for WVMCCD Facilities, Maintenance, Business Services and Warehouse functions on the Mission College campus. No further work to this facility is anticipated as part of this master plan.

CHANCELLOR'S OFFICE (MEASURE 'C' PROJECT)

There are provisions for a remote 200 GSF office for the Chancellor within the new Student Engagement Center building currently under construction and slated for occupancy in the spring of 2018.

TAB 5
GOES
HERE

FINAL OPTION/SEQUENCING NARRATIVE

EXECUTIVE SUMMARY

Lionakis and the WVMCCD District Services Core Group met on 9/15/17 to review the five (5) preliminary test fits dated 9/8/15. It was determined that some changes were required, and that final preliminary options were to be prepared and presented to the District for review and selection. The direction was to focus on two (2) specific options which were the most likely scenarios pending final review and consideration by the District Services Core Group. The fundamental difference between these two (2) options was whether to renovate and construct additional growth space at the existing Administration Building on the WVC campus, or to construct a new District Services Administration Building to the south of the Fox Center, and return the existing Administration to the WVC building inventory for either instructional or college administrative space. The potential third option, which considered the feasibility of relocating District Services to an off-campus location, was eliminated due to cost and logistical concerns.

Lionakis and the WVMCCD District Services Core Group met on 1/6/16 to further discuss and finalize the direction desired in the master plan. Discussion centered on growth needs, and final determination of projects to be included, as well as anticipated project sequencing. The option selected at that time (Option 'A' dated 1/6/16 with minor modifications discussed during the meeting) was the option which featured renovation and building additions to the existing Administration Building on the WVC campus to accommodate keeping District Services in their current location.

A meeting was held on 2/8/16 with both Lionakis and the WVMCCD District Services Core Group. At this meeting it was determined that the District Services master plan should include all options regarding potential locations of District Services functions, as well as any other potential District Services projects. This necessitates including both Option 'A' and Option 'B' within the finalized master plan. The major difference from Option 'A' is that Option 'B' provides for the relocation of District Services into a new facility located south of the Fox Center, and the return of the existing, renovated Administration Bldg. back to West Valley College. This decision to include both Option 'A' and 'B' in the final master plan allows the greatest flexibility of options and sequencing for District Services moving forward. Option 'B', based on logistics, functionality and "best use" of the current WVC campus site began to provide clarity as to the likely direction desired in this master plan.

Another meeting was held on 3/15/16 with Lionakis and the WVMCCD District Services Core Group. A separate meeting was also held with Lionakis, the WVC President and WVMCCD District Services. At these meetings it was determined that the District Services master plan should include all options regarding potential locations of District Services functions, as well as any other potential District Services projects. This necessitates including both Option 'A' and Option 'B' within the finalized master plan. The major difference from Option 'A' is that Option 'B' provides for the relocation of District Services into a new facility located south of the Fox Center, and the return of the existing, renovated Administration Bldg. back to West Valley College. This decision to include both Option 'A' and 'B' in the final master plan allows the greatest flexibility of options and sequencing for District Services moving forward. The WVC President also discussed and put forth the need for a potential WVC Warehouse/ Athletic Fieldhouse facility to be potentially considered within both options.

A last, confirming meeting was held by Lionakis and the District Services Core Group to confirm the final direction of both Options 'A' and 'B'. Review of the master plan options and general project sequencing was discussed and agreed upon. The outcome of this discussion was for Lionakis to move forward with the completion of this master plan document. Regarding project funding, the District has determined that funding for the projects proposed within this master plan will most likely be subject to the use of current local bond measure funding, and the likely need for funding from a future bond sometime in 2018 to allow for the completion of all needed projects on both campuses.

The final direction of the 2016 WVMCCD District Services Master Plan with complete project listings and sequencing is described in greater detail in the narrative below, and in the graphic master plan included in this document. It should be noted that the project sequencing shown in this master plan is flexible, and may be adjusted to accommodate any changing needs, priorities or funding cycles of the District.

WVMCCD DISTRICT SERVICES MASTER PLAN

WEST VALLEY COLLEGE SITE – ANTICIPATED PROJECT SEQUENCING FOR OPTION 'A'

- 1A– Completion and occupancy of the new Facilities/General Services/Warehouse facility (anticipated completion date in the fall of 2017)
- 2A – Demolition of the existing Facilities/Warehouse Building directly adjacent to the playfields.
- 2B - Construct a new parking lot on the site of the old Facilities/Warehouse Building once demolition is complete. The parking lot project can be performed concurrently during Sequence 2A work.
- 2C - A potential future WVC Warehouse/Athletic Fieldhouse facility may be considered in this area by WVC as part of their master plan update.
- 3A - Relocate District Services personnel temporarily from the existing Administration Building to the relocatable building “village” located in existing Parking Lot #2. Relocate the WVC President’s Office and staff temporarily to an alternative campus facility (TBD)
- 3B- Renovate the existing Administration Building in its entirety. Construct the east and west building additions concurrent with the renovation work. Reconfigure the space plan to address departmental growth needs, adjacencies and conferencing areas
- 3C – Relocate District Services personnel, the WVC President and staff back to the renovated existing Administration Building
- 4A - Construct a new (1)-story District Police Facility and adjacent secure vehicle yard. Location of this facility to be directly south of the existing sand volleyball courts near the existing District I.S. Building.
- 4B – Relocate District Police Facility personnel into the new permanent District Police Facility
- 4C – Demolition of the two (2) existing District Police Facility relocatables and provide for landscape restoration of the affected site
- 5A – Upgrade of the existing District I.S. Building emergency generator
- 5B – Construct a new exterior community space at the old Carlson House site

- 6A – Relocate the existing golf driving range and putting green to the area just west of the existing track and tennis courts.
- 7A – Future building site (use to be determined)

MISSION COLLEGE SITE – ANTICIPATED PROJECT SEQUENCING FOR OPTION ‘A’

- 1A – Completion of Facilities/Warehouse Facility (completed 2015)
- 2A - Complete the renovation of the existing Police/Parking facility space and vehicle yard/sally port area currently slated for the 2016/2017 timeframe.
- 3A - Construct a new building addition to the east side of the existing District I.S. building. This addition will provide growth space for both District I.S. and satellite District Services offices.

WEST VALLEY COLLEGE SITE – ANTICIPATED PROJECT SEQUENCING FOR OPTION ‘B’

- 1A – Completion and occupancy of the new Facilities/General Services/Warehouse facility (anticipated completion date in the fall of 2017)
- 2A – Demolish the existing Facilities/Warehouse Building directly adjacent to the playfields.
- 2B - Construct a new parking lot on the site of the old Facilities/Warehouse Building once demolition is complete. The parking lot project can be performed concurrently during Sequence 2A work.
- 2C - A potential future WVC Warehouse/Athletic Fieldhouse facility may be considered in this area by WVC as part of their master plan update.
- 3A – Construct a new (2)-story District Services Building adjacent to the south side of the existing Fox Center and existing Campus Center.
- 3B - District Services personnel relocate to the new District Services Building from the existing Administration Building.
- 4A - Relocate the WVC President and support staff from the existing Administration building to temporary housing.
- 4B - Renovate the existing Administration Building in its entirety.
- 4C – Relocate the WVC President and support staff back into the renovated Administration Building. Potential options may also include relocation of WVC Administration leadership and support personnel back into the renovated Administration building, and/or provide for new or relocated WVC academic functions (Community Ed, collaborative learning spaces, classrooms, etc.) into this facility.
- 5A - Construct a new (1)-story District Police Facility and adjacent secure vehicle yard located directly south of the existing sand volleyball courts near the existing District I.S. Building.
- 5B – Relocate District Police Facility personnel into the new permanent District Police Facility
- 5C – Demolition of the (2) existing District Police Facility relocatables and provide for landscape restoration of the affected site

- 6A – Upgrade of the existing District I.S. Emergency generator
- 6B - Construct a new exterior community space at the old Carlson House site

MISSION COLLEGE SITE – ANTICIPATED PROJECT SEQUENCING FOR OPTION ‘B’

- 1A – Completion of Facilities/Warehouse Facility (completed 2015)
- 2A - Complete the renovation of the existing Police/Parking facility space and vehicle yard/sally port area currently slated for the 2016/2017 timeframe.
- 3A - Construct a new building addition to the east side of the existing District I.S. building. This addition will provide growth space for both District I.S. and satellite District Services offices.

MISCELLANEOUS DISTRICT SERVICES PROJECTS (SEQUENCING TBD)

There are additional District Services non-building program projects which should also be considered within this master plan, and in conjunction with the potential 2018 bond measure program. These projects generally relate to accessibility, energy & resource conservation, as well as utility infrastructure improvement plans. Each of these projects may need to be performed at either or both campuses, depending on determination of need by Facilities. Sequencing of these individual projects should be carefully reviewed by the WVMCCD District Services Core Group as to appropriate timing, specific scope of work and funding availability. The list of projects for consideration is generally as follows:

- HVAC and Lighting Retrofit Projects
- Energy Management & Metering Projects
- Underground Sewer & Water Line Replacement
- Stormwater Management Master Plan and Improvements
- Electrical Upgrades for Buildings & Grounds
- Ongoing Fire Alarm Upgrades
- Landscape Restoration
- Signage and Wayfinding Master Plan Implementation
- Technology Upgrades
- ADA Pathway Improvements
- Parking Lot/Roadway Repairs and/or Improvements

WVMCCD DISTRICT SERVICES MASTER PLAN

OPTION A WEST VALLEY COLLEGE SITE 8.25.16

PROJECT SEQUENCE

- 1A) COMPLETION AND OCCUPANCY OF NEW FACILITIES WAREHOUSE (COMPLETION ANTICIPATED IN THE FALL OF 2017)
- 2A) DEMOLITION OF THE EXISTING FACILITIES/WAREHOUSE BUILDING DIRECTLY ADJACENT TO PLAYFIELDS
- 2B) CONSTRUCT A NEW PUBLIC PARKING LOT. WORK TO BE PERFORMED CONCURRENTLY DURING SEQUENCE 2A
- 2C) SITE OF FUTURE WVC WAREHOUSE/ATHLETIC FIELD HOUSE FACILITY (TBD)
- 3A) TEMPORARILY RELOCATE DISTRICT SERVICES PERSONNEL AND WVC PRESIDENT TO INTERIM HOUSING
- 3B) RENOVATE EXISTING ADMINISTRATION BUILDING INCLUDING EAST/WEST BUILDING ADDITIONS
- 3C) RELOCATE DISTRICT SERVICES PERSONNEL AND WVC PRESIDENT BACK TO RENOVATED ADMINISTRATION BLDG
- 4A) NEW DISTRICT POLICE FACILITY + SECURE VEHICLE YARD
- 4B) DISTRICT POLICE PERSONNEL RELOCATE INTO NEW PERMANENT POLICE FACILITY
- 4C) DEMOLISH DISTRICT POLICE RELOCATABLES AND REFURBISH SITE
- 5A) DISTRICT I.S. BUILDING EMERGENCY GENERATOR UPGRADE
- 5B) CONSTRUCT NEW EXTERIOR COMMUNITY SPACE AT SITE OF OLD CARLSON HOUSE
- 6A) RELOCATION OF EXISTING GOLF FACILITIES & PUTTING GREEN PER WVC 2015 MP UPDATE
- 7A) FUTURE BUILDING SITE (USE TBD)



CAMPUS BUILDING LEGEND

- AAS - APPLIED ARTS & SCIENCES
- AD - ADMINISTRATION BUILDING *
- AJ - ADMINISTRATION OF JUSTICE
- CH - CHILD DEVELOPMENT
- AL - ART LABS
- ART - ART STUDIOS
- BU - BUSINESS DIVISION
- CC - CAMPUS CENTER
- CE - COMMUNITY EDUCATION
- DESP - DISABILITY & EDUCATIONAL SUPPORT PROGRAM
- DS - DISTRICT SERVICES *
- EOPS - EXTENDED OPPORTUNITY PROGRAM & SERVICES
- FA - FINE ARTS
- FOX - FOX CENTER
- HS - HEALTH SERVICES
- IS - INFORMATION SYSTEMS *
- LA SS - LANGUAGE ARTS/SOCIAL STUDIES
- LIB - LIBRARY
- LS - LEARNING SERVICES
- MU - MUSIC
- NWP - NORTH WALK PORTABLES
- PD - POLICE DEPARTMENT *
- PE - PHYSICAL EDUCATION
- SM - SCIENCE & MATH
- SS - STUDENT SERVICES
- TA - THEATER ARTS
- W&F - WAREHOUSE & FACILITIES*
- *(ASTERISK DENOTES DISTRICT FACILITY)

SEQUENCING LEGEND

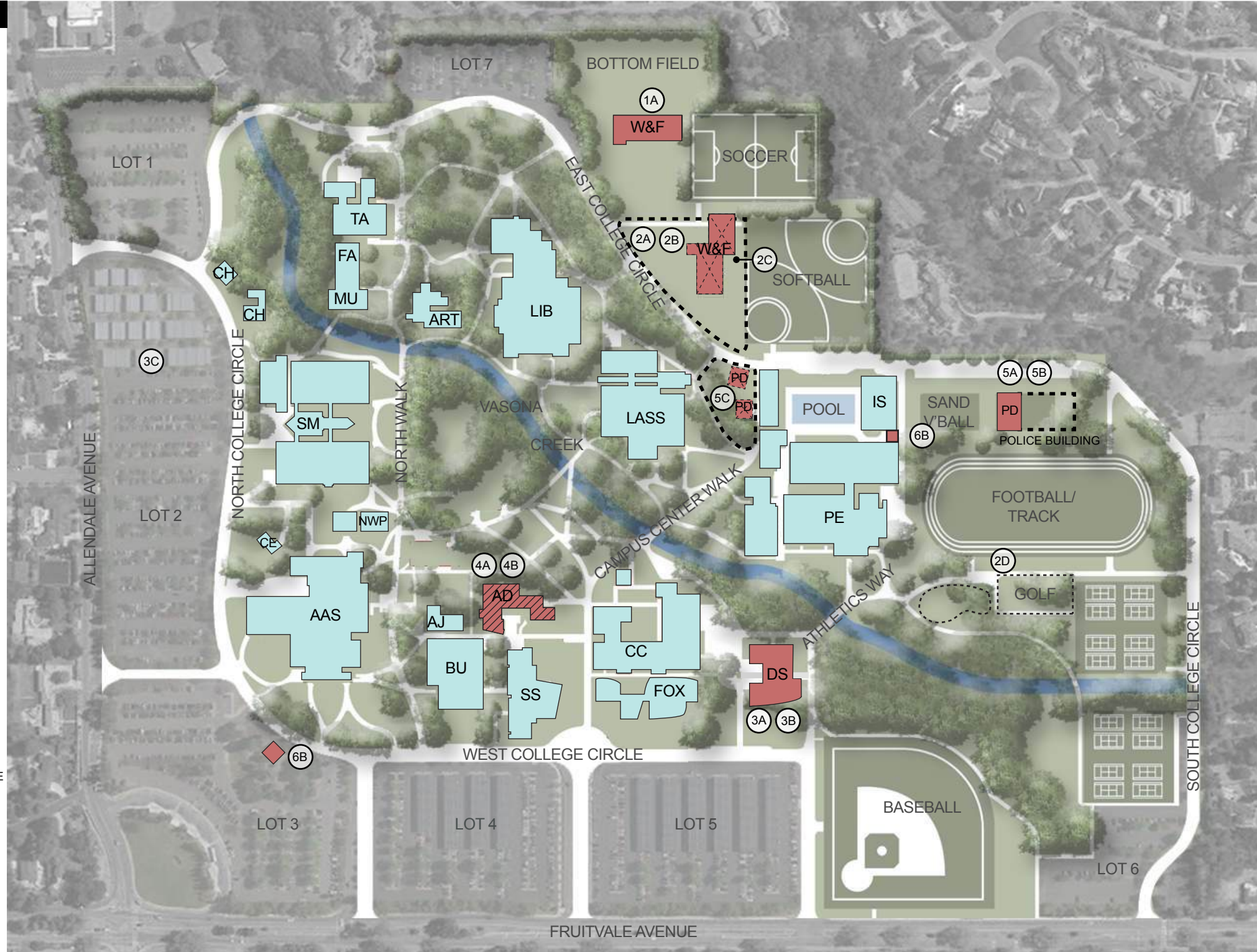
- EXISTING WVC BUILDINGS
- DISTRICT SERVICES MASTER PLAN OPTION NEW CONSTRUCTION
- DISTRICT SERVICES MASTERPLAN OPTION RENOVATION
- DISTRICT SERVICES MASTERPLAN OPTION DEMOLITION

WVMCCD DISTRICT SERVICES MASTER PLAN

OPTION B WEST VALLEY COLLEGE SITE

PROJECT SEQUENCE

- 1A COMPLETION AND OCCUPANCY OF NEW FACILITIES WAREHOUSE (COMPLETION ANTICIPATED IN FALL OF 2017)
- 2A DEMOLITION OF THE EXISTING FACILITIES/WAREHOUSE BUILDING DIRECTLY ADJACENT TO PLAYFIELDS
- 2B CONSTRUCT A NEW PUBLIC PARKING LOT. WORK CAN BE PERFORMED CONCURRENTLY DURING SEQUENCE 2A
- 2C SITE OF FUTURE WVC WAREHOUSE/ATHLETIC FIELD HOUSE FACILITY (TBD)
- 2D RELOCATION OF EXISTING GOLF FACILITIES & PUTTING GREEN PER WVC 2015 MP UPDATE
- 3A CONSTRUCT NEW WVMCCD DISTRICT SERVICES BUILDING
- 3B RELOCATE DISTRICT SERVICES PERSONNEL TO NEW DISTRICT SERVICES BUILDING FROM EXISTING ADMINISTRATION BUILDING
- 3C RELOCATE WVC ADMINISTRATION & STAFF INTO INTERIM HOUSING
- 4A RENOVATE EXISTING ADMINISTRATION BUILDING.
- 4B RELOCATE WVC ADMINISTRATION STAFF INTO RENOVATED ADMINISTRATION BLDG, AND/OR PROVIDE FOR WVC ACADEMIC OR COMMUNITY ED FUNCTIONS IN RENOVATED SPACE
- 5A NEW WVMCCD DISTRICT POLICE FACILITY + SECURE VEHICLE YARD
- 5B RELOCATE DISTRICT POLICE PERSONNEL INTO NEW PERMANENT POLICE FACILITY
- 5C DEMOLISH DISTRICT POLICE RELOCATABLES AND REFURBISH SITE
- 6A DISTRICT I.S. BUILDING EMERGENCY GENERATOR UPGRADE
- 6B CONSTRUCT NEW EXTERIOR COMMUNITY SPACE AT SITE OF OLD CARLSON HOUSE



CAMPUS BUILDING LEGEND

- AAS - APPLIED ARTS & SCIENCES
- AD - ADMINISTRATION BUILDING *
- AJ - ADMINISTRATION OF JUSTICE
- CH - CHILD DEVELOPMENT
- AL - ART LABS
- ART - ART STUDIOS
- BU - BUSINESS DIVISION
- CC - CAMPUS CENTER
- CE - COMMUNITY EDUCATION
- DESP - DISABILITY & EDUCATIONAL SUPPORT PROGRAM
- DS - DISTRICT SERVICES *
- EOPS - EXTENDED OPPORTUNITY PROGRAM & SERVICES
- FA - FINE ARTS
- FOX - FOX CENTER
- HS - HEALTH SERVICES
- IS - INFORMATION SYSTEMS *
- LA SS - LANGUAGE ARTS/SOCIAL STUDIES
- LIB - LIBRARY
- LS - LEARNING SERVICES
- MU - MUSIC
- NWP - NORTH WALK PORTABLES
- PD - POLICE DEPARTMENT *
- PE - PHYSICAL EDUCATION
- SM - SCIENCE & MATH
- SS - STUDENT SERVICES
- TA - THEATER ARTS
- W&F - WAREHOUSE & FACILITIES *
- *ASTERISK DENOTES DISTRICT FACILITY

SEQUENCING LEGEND

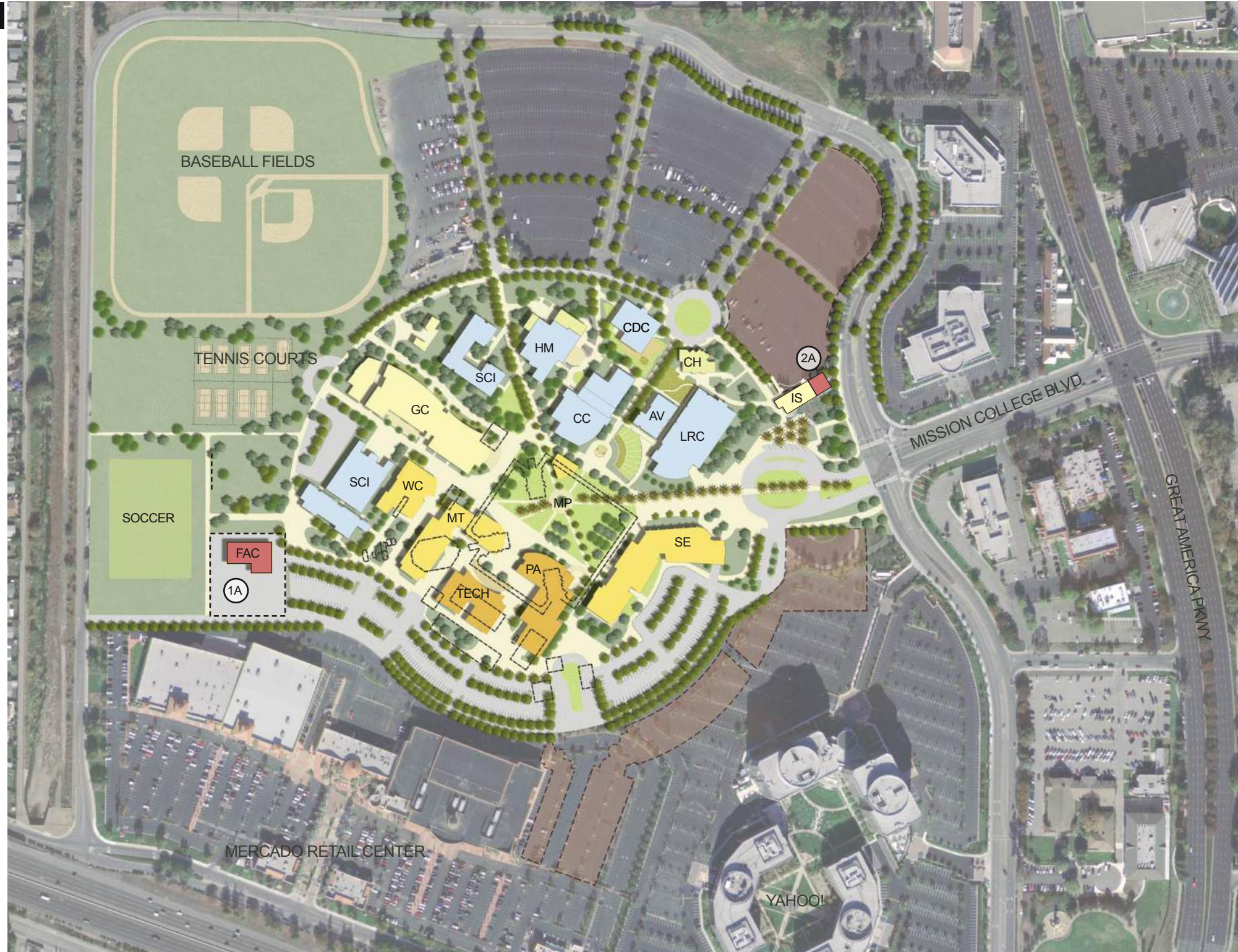
- EXISTING WVC BUILDINGS
- DISTRICT SERVICES MASTER PLAN OPTION NEW CONSTRUCTION
- DISTRICT SERVICES MASTERPLAN OPTION RENOVATION
- DISTRICT SERVICES MASTERPLAN OPTION DEMOLITION

MISSION COLLEGE DISTRICT SERVICES MASTERPLAN

OPTION A + B

PROJECT SEQUENCE

- 1A COMPLETION OF FACILITIES/WAREHOUSE BUILDING AND CORP YARD (2015)
- 2A NEW BUILDING ADDITION TO EAST SIDE OF THE EXISTING I.S. BUILDING



CAMPUS BUILDING LEGEND

- LRC - LEARNING RESOURCE CENTER
- AV - AV BUILDING
- CDC - CHILD DEVELOPMENT CENTER
- CC - CAMPUS CENTER
- HM - HOSPITALITY MANAGEMENT
- SCI - SCIENCE BUILDING
- GYM - GYM AND LOCKER BUILDING
- IS - I.S. BUILDING
- SE - STUDENT ENGAGEMENT BUILDING
- MP - MAIN PLAZA
- CH - CHILDCARE FACILITY
- PA - PERFORMING ARTS BUILDING
- TECH - TECHNOLOGY CLASSROOM BUILDING
- MT - MT REPLACEMENT BUILDING
- WC - WELLNESS CENTER
- GC - GILMOR CENTER
- FAC - FACILITIES BUILDING AND CORP YARD

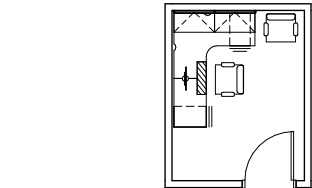
SEQUENCING LEGEND

- Existing Bldgs
- Sequence 1 Bldgs
- Sequence 2 Bldgs
- Sequence 3 Bldgs
- Partnership Opportunities
- Parking/Streets
- District Services Masterplan Sequencing
- Plazas
- Pathways
- Water Feature
- Lawn Area
- Planting Area
- Garden Area

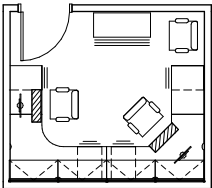
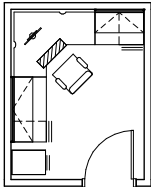
Room Size Standards

The establishment and adherence to District Standards for office spaces and conference rooms will assist in creating continuity for all district services departments during future design efforts, as well as providing equitable spaces for all staff.

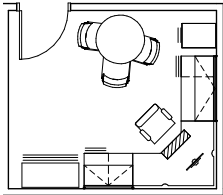
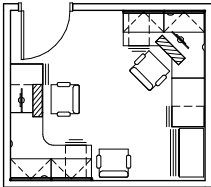
The following standard office furniture layouts and square footages are recommended:



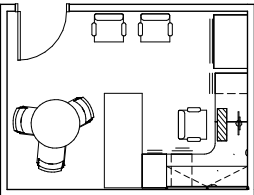
Configuration A - Individual Office - 80sf



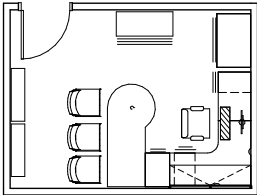
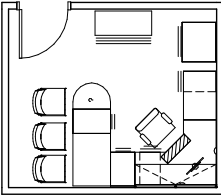
Configuration B - Dual Occupancy Office - 120sf



Configuration C - Department Head - 140sf



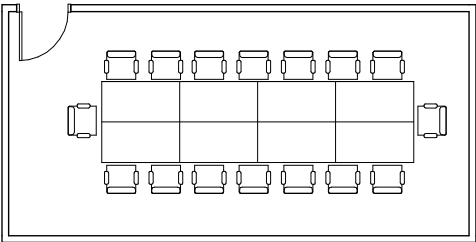
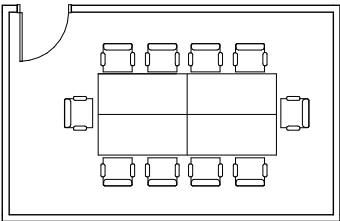
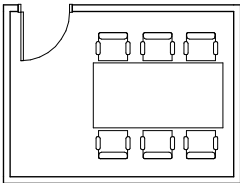
Configuration D - Vice Chancellors Office - 200sf



Conference Room 6 Person - 140sf

Conference Room 10 Person - 250

Conference Room 16 Person - 400sf



TAB A
GOES
HERE

APPENDICES

WVMCCD District Services Master Plan Update 2015

Facilities Assessment Questionnaire

Name: Cheryl Farnsworth Ryan**Position: Fiscal Manager, Facilities and Construction****Department/Service Group: Facilities/Fiscal services****Campus Location (WVC or MC): WVC****Building Name/Number on Campus: Facilities – Warehouse Building****Assessment Questions:**

1. What service(s) and/or function(s) is your department/service group responsible for? Please describe:
My department is responsible for all fiscal operations for the Facilities Department and District bond-funded and Capital Outlay programs.
2. How many staff positions are considered as a part of your department/service group? Briefly describe the functions and/or general responsibilities of each of these staff positions (an organizational chart would be very helpful if available):

Three staff positions in my department – 1) Fiscal Manager, main focus of my position is to plan, organize, coordinate and manage fiscal operations for Facilities Department. Prepare financial statements and reports for internal and external organizations. Supervise Program Assistant and Program Specialist. 2) Program Assistant position provides clerical support for the construction bond program and assists management in updating EADOC financials. 3) Program Specialist position performs a wide variety of specialized duties of the bond program, such as but not limited to: managing building plans, create District standards, assist with DSA close-out of projects, entering documentation into EADOC and assist in the bid process.
3. Please provide a general description of your current department/service group work space:
I have an office in the Facilities-Warehouse Building. Our Program Assistant workspace is in the front of the building in an open space area. Program Specialist will be residing in the new Facilities Building at MC.
4. Do you currently have adequate space in your department/service group to provide the functions that are expected of you? Please describe: Yes, I have enough space provided that I can have 3 large file cabinets in my office for all of the bond project financials.
5. Do you anticipate the need for future growth space in your department/service group to better provide the functions that are expected of you? Please describe: No.
6. What is missing from your office/workspace that would help your department/service group be more efficient and effective at performing your District functions? Please describe: Currently I have a desktop at West Valley but it would be helpful to have a laptop in order to do work at both Mission and West Valley. The Program Specialist works with drawing and plans- thus it would be helpful to have a designated plan space.

Name
Regarding
Date
Page 2 of 2

7. Are there District departments/services or functions that you feel you should be located near, or adjacent to, in order to optimize your workflow? Which ones and why? Please describe:
Yes. My department interacts with purchasing on a daily basis, so it would be helpful to be close to their staff.
8. Overall, what facility-based changes would you like to see that would improve your department/service group's area(s) of responsibility and why? Please describe: None.
9. Is there any other general information that you would like to add that would be helpful in planning for your department/service group's future needs? Please describe: No.

WVMCCD District Services Master Plan Update 2015

Facilities Assessment Questionnaire

Name: Ngoc Chim**Position: Director, Fiscal Services****Department/Service Group: Fiscal Services****Campus Location (WVC or MC): West Valley College****Building Name/Number on Campus: Administration Building****Assessment Questions:**

1. What service(s) and/or function(s) is your department/service group responsible for? Please describe:

The primary functions/services provided by my department are: payroll, accounts payable, accounts receivable, budget, audits, student refunds, and special payments to employees.

2. How many staff positions are considered as a part of your department/service group? Briefly describe the functions and/or general responsibilities of each of these staff positions (an organizational chart would be very helpful if available):

Susie McDonnell

Position Control, Budget Transfers for Mission College, Review Personnel Action Request, Budget Verification for Recruitment, Quarterly Financial and Budget Report, Financial Analysis

Millie Calderon

Payroll - Full-time/Permanent Employees

Christina Miller

Payroll – PT Faculty & Classified Hourly Employees (A-L)

Elise Mirzashogoori

Payroll – PT Faculty & Classified Hourly Employees (M-Z), Police Payroll

Susan Hutton

General Accounting, Fixed Asset, County Bank Reconciliation (General Fund), Coordinate Month End Close and Fiscal Year End Close, Coordinate Audit, Approve Wire Transfers

Susan Victoria

General Accounting Support, Student Accounts Receivable, Cash Flow, Stale Dated Checks, County Bank Reconciliation (Bonds), Sales and Use Tax Returns, Initiate Wire Transfers

Sandy Dinh

Categorical/Grants Accounting and Oversight, Budget Support (Fixed Cost), Banked Overload Reconciliation, Budget Transfers for West Valley College, Financial Analysis

Jeanette Froelich

Bank Deposits, Bank Liaison, Accounts Receivable (non-students), Expense Transfer Account Verification, Petty Cash Reconciliation, Revolving Funds, Foundation Check Request, Non-County Bank Reconciliation, AR Reconciliation, 1099's (Foundation, ASO, MC2IT)

Virginia Mitchell

Name
Regarding
Date
Page 2 of 3

Financial Aid Transmittal, Drawdowns, Student Refunds, Expense Transfer Uploads, Liaison with External Collection Agency

Christine Gray
Coordinate Printing of 1099's, Check Requests, Special Payment Agreements, Employee Reimbursements

Becky Juarez (Out on leave) – Chris Thomas & Kevin Brundage is currently backfilling
Accounts Payable (N-Z, Bonds, and Utilities)

Cher Vinson
Accounts Payable (A-M)

3. Please provide a general description of your current department/service group work space:

Majority of the staff works in cubicles located in the center of the office.

4. Do you currently have adequate space in your department/service group to provide the functions that are expected of you? Please describe:

We currently have hourly employees and student worker who are on site routinely. It is difficult to coordinate the office space between the workers. The one cubicle for the hourly employee currently house HR files. I have two confidential employees in my department. One is currently in an office and the other is in a cubicle. I would like to provide office space for both employees.

5. Do you anticipate the need for future growth space in your department/service group to better provide the functions that are expected of you? Please describe:

We are planning on adding two positions (one in payroll and one in accounting) which will require two additional work stations or cubicles. We need at least three additional workstation enable to effectively provide the functions in the department. Currently, there are no rooms in the two payroll office to house another employee. There are no vacant cubicles to house the new accounting employee.

6. What is missing from your office/workspace that would help your department/service group be more efficient and effective at performing your District functions? Please describe:

The women's restroom currently has no working ventilation. I would request that it be added. Also, the break area is located to close to the cubicles. When employees are on break, the noise level within the breakroom disrupts employees in the cubicles. I recommend that the breakroom be relocated to prevent disruption to working staff.

7. Are there District departments/services or functions that you feel you should be located near, or adjacent to, in order to optimize your workflow? Which ones and why? Please describe:

District finance staff works very close with staff in HR and Purchasing (General Services). There are constant communication between HR staff and Finance staff.

8. Overall, what facility-based changes would you like to see that would improve your department/service group's area(s) of responsibility and why? Please describe:

Similar to the answer in question #4, I would like to provide office space to both confidential employees within the department. They routinely meet with staff at the colleges and other District department. They also work with sensitive information and retain sensitive documents.

The Administrative Assistant to the Vice Chancellor sits in an area with heavy traffic. There is a need to provide the individual with a certain level of privacy. This individual works on sensitive issues and documents. Maybe the furniture can be arranged to provide privacy in the work area.

I would request that the conference room be expanded to accommodate at least 10 people. There needs to be sufficient space to continue house file cabinets. The current conference room only accommodates 6 people. There are instances where we would need to pull in additional chairs to accommodate additional people.

Additional office space is needed in the payroll area to make room for one more employee. It is important to keep payroll staff in one area. Additional work space is needed in the accounting area to add one more employee.

d:\users\ngoc.chim\desktop\district services master plan questionnaire 071315.docx

Name
Regarding
Date
Page 3 of 3

9. Is there any other general information that you would like to add that would be helpful in planning for your department/service group's future needs? Please describe:

Currently, the Foundation is housed within the office space. There is also one HR employee that currently resides in an office in the open work area. I would suggest well define and separate entry way to minimize confusion for people entering the building. Currently people come to Finance inquiring about the Foundation or HR, while others go to the Foundation and HR, inquiring about payroll or accounts payable.

WVMCCD District Services Master Plan Update 2015

Facilities Assessment Questionnaire

Name: Brigit M. Espinosa

Position: Director, General Service

Department/Service Group: General Services

Campus Location (WVC or MC): WV

Building Name/Number on Campus: Facilities

Assessment Questions:

1. What service(s) and/or function(s) is your department/service group responsible for? Please describe:
Purchasing, Shipping & Receiving, U.S. Mail, Contracts Management, Credit Card Administration, Risk Management & Records Retention.
2. How many staff positions are considered as a part of your department/service group? Briefly describe the functions and/or general responsibilities of each of these staff positions (an organizational chart would be very helpful if available):
There are 8 people in General Services – Under this Dept. are two distinct departments, Purchasing and the Warehouse. There are 4 staff members in each department. The Director, General Services, manages the operation in both departments. The Purchasing Agent is responsible for all purchases for both colleges and the District. The Buyer is responsible for all purchases under the bonds. The Purchasing Clerk, inputs all purchase requisitions and performs general office functions as well as supporting the Director's calendar. The Warehouse consist of 1 Supervisor and 3 Clerks. The supervisors is responsible for the operation of the Warehouse, The Clerks, process U.S. and interoffice mail, receiving shipments, deliver goods and Mail and retrieve records from retention as necessary.
3. Please provide a general description of your current department/service group work space:
In the General Services office's, there is currently office's allocated to each position. The Director, Purchasing Agent, Buyer and Purchasing Clerk.
In the Warehouse, there is one office for the supervisor, and work space for each of the clerks as well as a mail area.
4. Do you currently have adequate space in your department/service group to provide the functions that are expected of you? Please describe:
No. Currently we have all of our filing in the conference room, which limits our access. Printers are in offices which causes noise and disturbance, the mail area, should be isolated from dust and is currently in an "open air" area in the Warehouse.

It would be beneficial to have a printer room, filing space and a separate mail room.
5. Do you anticipate the need for future growth space in your department/service group to better provide the functions that are expected of you? Please describe: No

Name
Regarding
Date
Page 2 of 2

6. What is missing from your office/workspace that would help your department/service group be more efficient and effective at performing your District functions? Please describe:

Printer & mail Rooms

7. Are there District departments/services or functions that you feel you should be located near, or adjacent to, in order to optimize your workflow? Which ones and why? Please describe:

We are currently located next to the Warehouse, and we should remain in close proximity. The Warehouse and Purchasing Office work close together when we have damaged shipments.

8. Overall, what facility-based changes would you like to see that would improve your department/service group's area(s) of responsibility and why? Please describe:

Clear signage on the building indicating where we are located. Also clear signage on the signs coming into the campus as we have problems when people are trying to deliver bids and they don't know where to come to.

9. Is there any other general information that you would like to add that would be helpful in planning for your department/service group's future needs? Please describe:

Not at this time.

**WVMCCD District Services Master Plan Update 2015
#012062
WVMCCD District Services - Department Meetings**

Meeting Date: July 30/31, 2015

Attendees: Francine Carraciolo, HR Coordinator (for Albert Moore)
Patrick Schmitt, Chancellor
Ngoc Chim, Fiscal Services
Ron Smith, District I.S.
Cindy Schelcher, Foundation
Ken Tanaka, WVMCCD Police

Item No.	Action	Subject/Comment
1.1		<p><u>HR Department (Francine)</u></p> <ul style="list-style-type: none"> - (10 ea.) separate offices required (need privacy) – No doubling up in offices - Benefits Specialist absolutely needs privacy - (5 ea.) growth offices required * (13 ea. total staff years ago before layoffs) *Hourly student employees, usually (2- 3 ea.) at a time, as part of (5 ea.) growth spaces - Privacy not required (computer station is all that's required) - Need new (16-20 person ea.) conference room (can share with other departments) - Storage space needs to grow <u>dramatically</u>. (500 sf additional for files, etc.) - HR believes that District Services being off campus would be best <ul style="list-style-type: none"> - Safety/security - Confidentiality - Professionalism <p>Perception of each college very different regarding District Services</p> <ul style="list-style-type: none"> - Collocation of District Services and Police is potentially a good idea - Current adjacencies with other District Services are important and ok as is
1.2		<p><u>Chancellor Comments (Patrick)</u></p> <ul style="list-style-type: none"> - Add (1-2 ea.) Public Info Officer(s) - Add (1-2 ea.) to WVMCCD Foundation staff - Currently (2 ea.) admin – Would prefer a separate reception area in lieu of Admin." Bullpen" (bullpen ok but need separate reception) - Board Room and (e) reception is completely inadequate – "a disaster", needs to be resolved. Public face of WVMCCD needs improvement <ul style="list-style-type: none"> - "Space is Meaning" - "Offsite is a wash..." --- Revenue neutral location is intriguing - If new building on WVC site, renovate (e) Board Room, or include (n) Board Room in the new facility. <p>Needs additional white board(s) projection and screens in his office</p>
1.3		<p><u>Fiscal Services (Ngoc)</u></p> <ul style="list-style-type: none"> - From Questionnaire <ul style="list-style-type: none"> - 13 current staff + 3 (16 total?) - Need at least (2) additional private offices

Item No.	Action	Subject/Comment
		<ul style="list-style-type: none"> - Conference room for (16-20 people) can be shared use w/other adjacent District Services departments - Adding (2) positions min. - Need for (3) additional work spaces (cubicles ok) - Adjacency w/HR and General Services desired (may not be possible w/Gen. Services in the new Facilities Building location, etc.) - Need extensive addition of area for files, etc. (very limited storage currently) - Break room in enclosed room due to noise/disruption <p>Fully operational restroom(s), including proper ventilation</p> <p>*Separate entries/lobby areas for:</p> <ul style="list-style-type: none"> - Foundation - Fiscal Services - HR <p>Adjacencies desired, but wayfinding is currently poor.</p> <ul style="list-style-type: none"> - Short term conversion of (e) small Conf. Room into (2) two separate offices in the next year would be very helpful. <ul style="list-style-type: none"> - Define Fiscal Services reception area
1.4		<p><u>District I.S. Services (Ron)</u></p> <ul style="list-style-type: none"> - WVC I.S. <ul style="list-style-type: none"> - (2-3 ea.) current open offices/positions (to be filled within 1-2 yrs) - (3 ea.) open offices downstairs (for consultants, contractors, etc.) - Replace (e) 250KW emergency generator with a 400KW unit - Mission College I.S. <ul style="list-style-type: none"> - Need additional storage - Need some additional workspace (cubicles or offices) - Possible extension/growth to north into (e) parking if needed <p>* Cell phone use highly impacted due to building designs (glass, etc.). Big issue for 1st responders. Needs to be addressed. CAT6A to repeater devices and carrier costs are all considerations.</p>
1.5		<p><u>WVMCCD Foundation (Cindy)</u></p> <ul style="list-style-type: none"> - Presentation and display of community investment is critical - People coming to campus makes them a part of the college community (keep us here..) - Carlson site to be used for possible public use? (gardens for wedding?, etc.) Revenue stream? (Outdoor classroom for use w/creek?) - (8 ea.) staff is average size of staff for a typ. community college Foundation in CA - Current staff: (1 ea.) full-time (1 ea.) admin assistant and (1 ea.) part-time - The best way to inspire and engender support from community is to improve the physical environment of the campuses and Foundation offices - "Outside/Inside" feel, utilize the WVC outdoor setting for meetings (outdoor patio, etc.) - Branding of WVMCCD is critical to Foundation success <ul style="list-style-type: none"> - "...park-like setting" - "...farm to table" - Something unique

Item No.	Action	Subject/Comment
1.6		<p data-bbox="581 352 1421 451">- Collaborative workspaces w/separate meeting areas would be helpful *A WVC fly-through video would be a very helpful tool for marketing the Foundation</p> <ul data-bbox="630 462 1036 556" style="list-style-type: none">- Fundraising- Naming Opportunities- Public relations with neighbors <p data-bbox="581 562 779 590"><u>Police Services</u></p> <ul data-bbox="581 598 1495 1591" style="list-style-type: none">- Oldest, smallest and most inadequate in the Northern CA region of community colleges- Current status in portables is untenable- New San Jose/Evergreen CC Police Facility is a great model for future WVMCCD Police facility- Lockers/storage space need to grow (need +50% increase). Need to address diversity in Police staff with new facilities- Current Staff<ul data-bbox="630 882 1063 997" style="list-style-type: none">- (9 ea.) sworn officers- (4 ea.) civilian staff- (6 ea.) parking enforcement staff- (3 ea.) part-time staff- Future Need (Growth)<ul data-bbox="630 1050 1242 1165" style="list-style-type: none">- (1 ea.) Full-time emergency management staff- (2-4 ea.) sworn officers- (2 ea.) civilian staff- Additional storage/lockers/showers/gear storage- Mission College – Need to add secure yard for vehicles and new satellite office if WVMCCD District Services moves off-site.- Monitoring space (2 ea. 90" flat screens) + cameras @ both campuses<ul data-bbox="630 1291 1209 1323" style="list-style-type: none">- Monitor both campuses from a single location- Also need internal cameras within Police Facility (interview room, etc.) (need (2) 55')- Police need to be accessible, but not located in the middle of either campus- Mission College<ul data-bbox="630 1470 1495 1591" style="list-style-type: none">- Campus Center – Walk in facility, could be renovated for different use if MC police Facility/Vehicle Yard is built at back of campus- Remote satellite facility required if WVMCCD District Services relocates off-site.

These notes represent Lionakis' understanding of the discussion and events of the meeting. These notes form the basis of future work. Should there be any incomplete or inaccurate information contained herein, please notify this office immediately for appropriate action. This report, if not corrected within five (5) days of receipt, shall be acknowledged as an accurate report of the events that took place at this meeting.

LIONÄKIS