



PROJECT: Klamath Community College:
Master Plan Update

PROJECT NO: 2007208.00

SUBJECT:

DATE: 19 March 2007

MEETING DATE: 15 March 2007

I. 11:30am to 1:30pm

Fred Smith, PhD.; Mike Griffith; Renee Ferguson; Don Richie; Carol Castle; and Patty ?

A. Review of due diligence report.

1. Existing fuel tank adjacent to Building 1: the condition of the site concealed the vent pipe and fill tube of an undeclared underground storage tank during the initial phase one assessment completed prior to purchase. KCC coordinated a preliminary clean-up and mitigation with Oregon DEQ. A restriction limiting future development to surface parking or driveway was established. The area is currently being maintained and monitored.
2. Discussion of the statement, "No more development can occur on the commercial portion of the property. All future development must now occur on the 50 acre parcel "revealed that this is a self-imposed development restriction that reflected the commitment to the original master plan single-building concept. The development capacity of the property zoned commercial is governed by City code and/ or other conditions imposed by the Conditional Use permit currently in force.

B. New bequest. A new contribution to the KCC Foundation will help to finance both new recreational facilities for students and the Learning Resource Center/ branch City Library has been confirmed. Conditions of the will require that demonstrable progress be made within six years.

C. Image/ Identity. A survey of those present gave the following statements about the role of KCC in the community:

1. "The College" of Klamath Falls: OIT is "The Institute." The college "belongs" to the community.
2. KCC should be the first choice for students in Klamath Falls and Klamath County.
3. KCC should be a more effective partner in the community.
4. KCC is friendly, non-threatening, human-scaled, attentive to the needs of individual students, with great access to quality instruction and instructors.

D. KCC should be an example of sustainability.

1. Investment in facilities should represent a good value – a balance between initial cost and long-term performance. Maintenance should be a factor for consideration in choices for all systems and materials.

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2. Facilities should be designed to minimize on-going operating costs for heating, air-conditioning, and lighting. Systems should be simple, no complicated electro-mechanical devices that are poorly understood without training or impossible to operate by those without specialized understanding.
 3. The master plan and the design plans for phases one, two, and three should consider the possibilities of:
 - a) Geothermal energy
 - b) Sun for heat and daylighting
 - c) Bio-mass (forest products)
 - d) Bio-diesel
 - e) Wind
- E. Partners in Growth. Possible college/ industry partnerships include the Fire District, Head Start, Nursing, and High School Ag programs.

II.	Instructional Services	1:30pm to 3:30pm
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- A. The most meaningful contribution that we could make to our students is to provide quality day-care on-site.
- B. Space on campus is currently limited. This limitation has negative impacts on class offerings, frequency, and even if they can be held on campus. There are no places for group projects, seminar rooms, or casual learning places or study areas.
- C. Classrooms are generically configured for maximum flexibility, but the typical classroom is difficult to reconfigure for use as a flexible environment with no desks for group interaction. There is current need for specific designs for specialized class offerings, e.g. rooms with adjacent observation room for psych, early childhood, or addiction groups.
- D. Learning Resource Center. The "guided" learning/ teaching program takes up half of the existing LRC. The LRC and its adjacent computer lab facilities need to be substantially enlarged. There should be study areas for students distributed throughout the LRC (and the campus). The pit at OIT is one example of a casual gathering space for students that is considered effective.
- E. Science Labs. No shared labs. Set-up and break-down times for the science lab is inefficient. It would be more effective if a Biology Lab could be set up for a series of classes over a given day rather than set up separately for each class. There should be a minimum of two Biology Labs and two Chemistry Labs. One of Biology Labs could be used for earth sciences. "We are buying a lot of seats from OIT." All of the Labs should have accessible outdoor areas. The students have various projects that make accessible outdoor space: rotating crops for soils investigation, crops for bio-diesel experiments, and/ or a feed barn for teaching animal biology.

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- F. More classroom space. Classrooms are functional and well-equipped with appropriate technology. Classrooms should have better, more carefully designed layouts that support a variety of teaching modes. The ability to fully control daylight and artificial light would provide further flexibility.
- G. One extra-large auditorium, approximately 100 to 150 person capacity, with raked floors, projection capability, and a sound system. Could be used for community presentations and films in addition to its function as the largest classroom space on campus.
- H. Computer Labs. The two that are associated with the LRC are not sufficient to meet current demand. Various programs, such as Writing classes, have to negotiate for limited access to these labs.
- I. Speech. Facility for video training and public speaking. Small group communication.
- J. Journalism is a program that may be developed in the future. Both electronic, web-based publication and printed, hard-copy publication are contemplated.
- K. Club areas. Student clubs are just now emerging as support services for academic life and personal enrichment. There are no dedicated spaces available for student clubs or student government or student resource programs such as Women's Resource Center, Men's Resource Center, etc.
- L. All classrooms and program areas should be better connected to the outdoors. The landscape for KCC should support the various educational programs. Examples specifically cited include plant identification and rock/ mineral identification.

III. Administrative Services/ Student Services 3:30pm to 4:30pm

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- A. "One-stop" for administration and student business services.
- B. Financial Aid. Privacy and access control are the two biggest concerns with the current physical configuration of this department. A reception area that is visually screened from the Financial Aid work area would minimize current security issues with regard to student financial data privacy. When KCC expands to serve 2,000 FTE, Financial Aid will need at least one work study student to support current employees. Secure fire-proof file room/ with copy machine, scanner, and fax machine would provide convenient and secure access to sensitive information. Room size estimated at 80 square feet.
- C. Business Office. Needs to be located near Financial Aid, Student Services, and Cashier. Current open work station is functional, but sound control measures would improve productivity. Financial grants accounting is expected to increase with the phased construction of the new college buildings. Could be a sub-contracted service, but needs a place on-campus for best coordination with Administration and Business Services.

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- D. Student Services. College would like to provide expanded services to students to enhance the student experience, starting with more degree opportunities. Student Services should be located next to the Student Center. Mail room.
- E. Despite the goal expressed in the 1999 master plan, the paperless work flow has not yet been realized. A shared work room with copier, work surfaces, and storage is needed.

IV. Facilities Services 4:30pm to 5:30pm

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- A. Facilities serves the college as the shipping/ receiving center (except for document deliveries by FedEx and UPS that are received at the Administration offices). Facilities serves the college as the clearinghouse for surplus furniture and computer equipment.
- B. Staffing. Current staff level is appropriate for current facilities – except that summer maintenance requires additional staffing for outside work.
- C. Future exterior door access should be keyless to be coordinated with Information Technology Services.
- D. New initiatives proposed for Agricultural and Earth Sciences would have to coordinate with Facilities for operations and maintenance.
The landscape design for the new phases of KCC development should selectively pick areas appropriate for higher maintenance landscape materials, e.g. lawns for recreation fields or turf-grass study plots and use native, drought-resistant, low-maintenance materials in all other locations.
- E. Sustainable design, sustainable materials, and sustainable maintenance. Lane Community College has a program for integrated sustainable design that could be a model for KCC.
Materials should be carefully chosen for initial and long term value and performance. Limiting choices to materials that perform well and have manageable maintenance programs will minimize staff time and costs for on-going maintenance. Current facilities have established standards for materials. New buildings could have other standards established if they can demonstrate improved performance standards.

V. Student Services 8:00am to 9:00am

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Beth Pacheco	541.880.2223	pacheco@klamathcc.edu
Hilda Kirkpatrick	541.880.2214	kirkpatrick@klamathcc.edu
Sharman Blaustein	541.880.2208	blaustein@klamathcc.edu
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- A. Student Services: focus on students and their needs.

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- B. Student Services should be located proximate to Administration, The Academic Dean, Financial Aid, and Community Education. Three student service representatives sit in one open space. The atmosphere is appropriate for the services, open and welcoming.
- C. There should be a greater diversity of student experiences available on campus at KCC. Socio-cultural organizations like a Women's Center, Men's Center, Drug & Alcohol Services, etc. Career counseling services are currently limited and off-campus. There is a need for an on-campus career counseling center that helps students "take the next step"
- D. Students need a variety of experiences outside of the classroom that are not currently provided. There should be a variety of different places where students could gather to study and interact from informal to formal and from moderate in scale to intimate in scale.
- E. Students need access to recreational opportunities. There should be as wide a variety of recreational opportunities to make activity accessible and inviting to students. Some of the opportunities should be informal and modest in scale, for example hackey-sack and juggling are popular at KCC, but require little area and no special facilities. Other recreational opportunities, like yoga, require scheduling Board Room time and special set-up.

VI. Information Services 9:30am to 10:00am

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- A. The development of new facilities west of the canal will trigger the requirement for a new server switch and server room with fiber-optic cable connection back to the existing server room in Building 3. The fiber-optic cable should also be placed in underground conduit that connects to the northern entrance on Highway 39.
- B. Five computer labs, total, should be sufficient for the future of KCC, but all classrooms should be computer-ready for conversion into computer labs. Computer access cables.
- C. Exterior doors should be controlled by a keyless access system. Coordinate with Facilities Services.

VII. Marketing 10:00am to 10:30am

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- A. Student needs come first. Marketing is not in the "front lines". Space needs are minimal. Work room with printers, copier, work table, and storage cabinets with countertops is necessary.
- B. Marketing should be located proximate to the Office of the President and Continuing Education.

VIII. Library 11:00am to 12:00pm

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- A. The Klamath County library currently operates a branch library out of the KCC Learning Resource Center. Library services including pick-up of holds, book return, library cards, and access to the on-line system are currently available. The LRC offers open-use computers for library patrons.
- B. The future county library would be at least as large as the Fairgrounds satellite branch library which has 5,000 volumes and 9 computers.
- C. There is a need for a dedicated children’s library that could be co-located on-site at KCC. If developed, there would be a need for separate entry and control. There should be approximately 1,500 volumes, 9 computer work stations for patron use, a story area with capacity for 20, and distributed independent reading areas for ten individuals. A dedicated self-service check-out kiosk is desirable.
- D. Chandler, Arizona has a model high school/ public library that is an example of successful integration of two –normally separate- programs.

IX.	Other Issues	12:00pm to 1:00pm
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- A. Stormwater collection and distribution will need a point of discharge on-site. This may be at the south end of the site, if permission is available to discharge pre-treated stormwater into the flood-control channel.
The on-site soil conditions are not appropriate for re-infiltration of stormwater. Distributed detention systems are proposed with collection in a final detention area prior to discharge off-site.
- B. The water line to KCC is 12 inch and was designed for the ultimate 250,000 square foot expansion that was projected in earlier versions of the master plan.
- C. The sanitary sewer system on site should also be capable of supporting the proposed expansion of KCC, but intermediate mechanical lift stations may be required if slopes to existing inverts are not possible.
- D. The gas service to the site should be sufficient for future expansion.
- E. Transportation. Access management permits govern both the north and south entrances to campus. Oregon Department of Transportation has indicated in the past that signal warrants for either entrance are unlikely.

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