



FLCC FACILITIES MASTER PLAN COMMITTEE

Time: 3:00 PM

Location: WebEx &

3325 Marvin Sands Dr., Carpenter Board Room, Canandaigua, NY 14424

Monday, April 24, 2023

Members Present

- David Baker, Chair (Chairman OC Ways & Means Committee)
- Dr. Robert Nye, President, FLCC, was declared necessarily absent.
- Cathy Ahern, Dir. Facilities & Grounds, FLCC
- Tom Harvey, Planning Dir. Ontario County
- Chris DeBolt, Ontario County Administrator
- Joan Geise, Chair, FLCC Board of Trustees
- Geoff Astles, Member, FLCC Board of Trustees
- David Phillips, Supervisor, Town of Manchester (OC Public Works Committee)
- Debora Ortloff, VP of Strategic Initiatives & Assessments, *via WebEx*
- Milton Johnson, Professor of Communications/Theatre
- Sara Moon, Director, FLCC Library, Pres. of Professional Association

Others Present

- Jason Tack, Vice Pres. of Admin & Finance, FLCC
- Jerry DeRomanis, Proj. Mngr., LaBella Associates
- Barbara Burke, LaBella Associates
- Chris Tuttle, CMAC Events *via WebEx*
- Julie Barry, Sr. Planner, Ontario County, *via WebEx*
- Diane Foster, Deputy Clerk to the BOS

Chair Baker called the meeting to order at 3:02 pm

Chair Baker declared Dr. Robert Nye necessarily absent.

Mr. Phillips made a motion to approve the minutes from the March 27, 2023 meeting. Mr. Harvey seconded the motion. The motion carried.

Mr. Jerry DeRomanis said the first half if the project, which is essentially an existing conditions analysis, meeting with focus groups, and looking at the existing facilities as well as the satellite campuses is complete. The presentation he gave consisted of the following; Overview of Existing Conditions report and Next Steps- Analysis and Recommendations.

He presented a graphical schedule of the status of their work.

He reviewed how the report is structured:

- Executive Summary
- Existing Conditions Analysis
- Existing Buildings Analysis
- Data Analytics
- Energy Analysis Benchmarking
- Appendix

Ms. Barbara Burke presented a sample of the report of the Campus Context and Locations. She said the next step is to analyze operational cost analysis at leased campus centers. With the East Hill location they will need some strategic direction.

Mr. Harvey said he and the County Administrator had the opportunity to meet with some people from Wayne County, and they were willing to discuss some of the opportunities and challenges with the Wayne site.

Ms. Burke presented an example of the building analysis, in particular the Canandaigua location, the building circulation, the campus circulation, and the campus signage. They will be making recommendations for signage standards and wayfinding as part of the project.

Ms. Burke presented utilization trends for classroom spaces for fall and spring semesters from 2018-2023.

Mr. DeRomanis presented a chart of the building condition survey.

Ms. Burke presented the existing occupancy numbers for programs and departments noting the dispersal and need for consolidation. She presented an example of the Net programable square footage to Gross square footage spaces as well as the utilization from classroom by classroom. Ms. Burke noted that all of the demographic data is in the report and the enrollment numbers by program continue to be refined. It was explained that the enrollment numbers are just that, and they will need to go through and determine in person versus virtual. Debora Ortloff said there is a need to be cautious on some of the data, because a lot of them have been skewed by the Pandemic.

Mr. DeRomanis reviewed the total campus energy consumption.

Mr. DeRomanis went into the next steps and listed the tasks:

- Integrate Existing Conditions Report comments and feedback
- Analysis
 - Includes operational cost analysis at leased campus centers
 - Utilization clarifications – hours of operation
 - Energy Modeling
- Civil Engineer Site Visits
- CMAC tour
- Develop Recommendations

It was asked if programming for outdoor classroom space was considered in discussion. Mr. DeRomanis said it can be, but it has not come up too much yet. Ms. Ortloff said the conservation folks did weigh in heavily on this.

Being there was nothing else to come before the committee, at 3:52 pm, Mr. Harvey motioned to adjourn the meeting, seconded by Ms. Joan Geise. The motion carried.

Respectfully submitted. Diane Foster, Deputy Clerk