

Virginia Peninsula Community College Local Board

Facilities Committee

May 15, 2024

Member(s) Present: Allen Melton, David Durham and Izabela Cieszynski

Guests (online): Shelley Bains, VCCS Capital Outlay Program Manager; Bill Boyce, Principal, Director of Higher Education Studio, RRMM Architects; and John Massey, Project Specialist, RRMM Architects

College Staff Present: Steven Carpenter, Vice President for Finance and Administration; John Mason, Director of Facilities; and Geraldine Mathey, Executive Assistant to VP for Finance and Administration

1. Mr. Durham opened the meeting at 2:45 p.m.
2. John Mason provided a physical tour of campus projects/buildings and returned to Hampton IV at 4:00 p.m. for the remainder of the meeting.
3. As the lead on the College’s 10-year Master Plan project, Shelley Bains asked the RRMM representatives to provide an update to the Committee.
	1. Mr. Boyce stated the VCCS and VPCC are very proactive in providing necessary information, and the Master Plan is now in the space utilization review phase.
	2. Mr. Massey explained that this stage involved physically looking at every space within the College. Once this walkthrough has been completed, a report will be compiled based on the assessment.
	3. As a major part of the Master Plan final product, the team will gather input from stakeholders on current and future needs and plans. Stakeholders may/will include students, faculty, staff, Local Board members, community leaders in business/industry and others. Information gathering may be via face to face or questionnaire.
	4. Mr. Boyce said they plan to complete the project by Fall 2024.

There being no further business for discussion, the meeting was adjourned at 4:57.