

Advanced Technology/Technical Trades Wing Renovation Committee  
March 26, 2024

Present: Dr. Washington; D. Alexander; A. Chapman; M. Dunneback; P. Eagan; T. Labadie; B. Lueth; G. Pestun; A. Siebers; V. Warkoczeski

Absent: E. Dominianni

Minutes from February 27, 2024 were approved; motion by Alisha, support from Annette.

### State Planning Process

Dannie shared information from his conversation with the state's Project Director

- Equipment
  - Equipment specifically pertaining to the project can be included within the project budget
  - Can be mobile; does not have to be affixed to a surface
  - No restrictions on size
  - Both Dr. Washington and Brian stated to plan on the full project amount (\$39M) being used for construction costs
- Timeline
  - Final construction plans are due to the state by Sep. 30, 2026
    - Internal plans are projected to be submitted prior to that date
  - After submission, there will be an on-site visit to verify plan components
  - The state will then review and hopefully approve moving forward with the project
  - After approval of project plans, project budget must be submitted to the state for approval
- Matching Funds
  - KVCC Funds and/or Funds raised via the campaign (including pledges) will be expended first
    - Three years was suggested as an appropriate length of time for payment of pledges
  - Pending appropriate documentation, the State will disburse dollars after KVCC funds have been expended
- Budget/Expense
  - If the project comes in under budget, the state will decrease support proportionately
  - All change orders are to be submitted to the state
  - Expenses can be submitted to the state up 12 months after "significant" completion of the project; expenses incurred after 12 months will be KVCC's responsibility
- Bid Process
  - The state must review the RFP details and rubric for selecting contractors prior to sending the RFP for bids
  - KVCC is not required to select the lowest bid
  - Suggested parameters for reviewing RFPs: 20% for design elements/80% for technical elements
  - Previous experience with a capital outlay project is helpful

### Update: Initial Design/Renderings

- TowerPinkster is compiling renderings, focusing on the exterior portions the project
- ALL angles of the construction/renovation project will be addressed, insuring a “tie in” to the entire wing
- Renderings will be available in the next few weeks

### Fundraising Update

- Alisha led a discussion relative to “making an ask”
  - Purpose is to help the donor achieve his/her philanthropy goals
  - Discover issues etc., that resonate with the donor
- Additional discussion highlights include:
  - A representative from the Foundation will accompany individuals on any visit
  - It is important for the “asker” to have contributed to the campaign
  - Awareness of the donor’s affiliations (political)/connections (business and industry) is critical
    - “state need” v. “governor’s” program
  - Make detailed notes as soon as possible after the visit
- Helpful Information to have in anticipation of donor questions
  - Annette suggested reviewing a recent Grant from Lowes
  - How does KVCC support students?
  - Current partnerships
    - “KRESA partnership is good”
  - Current apprenticeships
  - Current workforce need for graduates from technical trades programs
    - Filling current and future vacant positions
  - Stackable degrees/certifications
  - Numerous educational opportunities in areas other than technical trades
  - Refer to regional “impact”
  - Project Case for Support
    - Project mission statement
    - Responsive to changing needs/pivoting
  - Tailor presentation to the donor

### Other

- In-kind Donation Parameters
  - If the item/value is large enough, would need to get independent third-party appraisal
  - Per Dr. Washington
    - Paige and Mark to develop recommendations/process for in-kind gifts focusing on
      - Item’s value to the college
      - Costs associated with
        - acquiring the item
        - needed maintenance, etc.

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- Timeline for Temporarily Relocating Current Programs in Anticipation of Construction
  - Per Dr. Washington, within the next 3-4 months
  - Per Dannie
    - Project will be phased
    - Initial plan is for the project to begin with the new addition to allow for temporary location for programs as renovations are underway in the affected areas
- Work Groups (Design/Construction and Fundraising)
  - Should provide report at the next Committee Meeting

Next meeting, Tuesday, April 23, 9 a.m., Board Room