

Advanced Technology/Technical Trades Wing Renovation Committee  
June 25, 2024

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

Minutes from May 28, 2024 were approved; motion by Annette, support from Tracy.

### Planning/Design

The Design/Construction Workgroup met June 19. Discussion highlights include:

- Design/Construction Workgroup will conduct site visits PRIOR to compiling RFP to gather information
- RFP
  - Information is being gathered
    - Discussion regarding benefit to leaving as much of areas “exposed” as possible
    - Question relative to gutting and/or overhauling existing equipment
      - Per Dannie, existing will definitely be reviewed/evaluated relative to energy efficiency, meeting current technology needs.
  - Project Structure
    - Lead A-E firm who would then identify firms for inclusion in the RFP specializing in
      - Content (in technical trades)
      - Mechanical issues
    - The lead firm would be responsible for oversight of the content and mechanical firms
    - There would be 2-3 firms on the project, depending on abilities of the respective firms
  - Plan is to distribute by first of August
    - Purchasing will be point of contact for ALL communications
    - On-site tours/external site visits anticipated
    - Responses to be submitted within 30 days

### Fundraising Update

Annette stated that the Wattles Family Foundation has made a pledge to the campaign

- Communication Plan
  - Feasibility Study
    - A grant has been submitted to the Gilmore Foundation for support of a Feasibility Study for the campaign
      - Consultant was recommended and has familiarity with the Kalamazoo area from previous engagements
        - Will identify and meet with 35 of the areas top donors who would most likely support the project
        - Foundation is compiling lists for the consultants review that include:
          - Trades companies (Tier 1, 2, 3)
          - KVCC vendor list
          - Top Foundations
          - College Advisory Boards
        - The Foundation will schedule appointments once potential donors have been identified
    - Foundation/Federal grants will be pursued once final designs/costs are available
    - Public phase of the campaign will be launched once 50-75% of goal has been met (donations/pledges) from major donors
    - Website
      - Will show project progress
      - Anticipate going live mid-late fall

Advanced Technology/Technical Trades Wing Renovation Committee  
June 25, 2024

- Other communication mechanisms
  - Paige indicated need to have
    - messaging ready when fall semester begins
    - talking points for faculty in anticipation of conversations with companies/vendors with whom departments may have an established relationship
      - Suggestion made to incorporate information relative to process for acceptance of in-kind gifts for the campaign
  - Per Dr. Washington above items to be
    - Discussed and reviewed/approved: Dr. Washington, Dannie, Paige, Mark, Alisha
    - Finalized by 8.1
  - Advisory Committee
    - Suggestion was made to identify, for Advisory Committee members, the key faculty member/contact person for each technical trades area
- Draft Campaign Policies
  - In-kind Donations
    - Are not calculated within project budget
    - Process for proposals for equipment donations
      - Dannie, Paige, Mark to review
        - Dannie to determine the need/compatibility with the project
          - The following criteria will need to be included in the review
            - Costs associated with
              - installation
              - any software needed
          - Paige/Mark to determine the compatibility with the curriculum
        - If, after review, determination is made accept the proposal, proposal will be sent to Foundation Board for review/approval, per the Board's Gift Acceptance Policy.
        - Per Brian, will need to have documentation of fair market value for the donation
        - Approval process:
          -
      - Discussion was held re: benefit of developing a "wish list" for equipment
  - Naming
    - Members were in favor of having "naming" rights for the project
    - This group will review/approve all naming instances
    - Criteria to include
      - Specific dollar threshold to name an area
        - Will review previous campaigns for levels
      - College's ability to
        - deny naming
        - to remove the name designation, dependent on certain circumstances/situations
  - Trustee Updates
    - To be given quarterly by Dr. Washington and members of the committee

**Other**

Dannie stated the Gantt chart will be update and shared with the group

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