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MEETING AGENDA – Concept Design Team Meeting #1

	NEW BUSINESS	ACTION
CDT1-1.0	WELCOME AND COMMITTEE MEMBER INTRODUCTIONS– All	
CDT1-1.01	Call to order: 5:30 P.M.	RECORD
CDT1-1.02	Tim welcomed and thanked the Committee members and the WBRC team for coming this evening. Committee members and the WRBC team briefly introduced themselves.	RECORD
CDT1-1.03	Minutes of meetings will be recorded by Shannon Cook and Steve Pedersen.	RECORD
CDT1-2.0	OVERVIEW OF CONCEPT DESIGN TEAM ROLE AND PROCESS MOVING FORWARD – Tim Crowley	
CDT1-2.01	The object of this project is to make a difference for NMCC students and the Presque Isle community. This will help to ensure that the future workforce of the region and state is physically able to perform the tasks as needed by employers.	RECORD
CDT1-2.02	Tim briefly outlined the ‘charge’ and process for the work of the Concept Design Team.	RECORD

CDT1-2.03	<u>Charge of the Concept Design Team</u> : To identify the principles that will guide the College and WBRC in the concept design phase of the project, to review the work of the Campus Facilities Committee to confirm alignment with the <i>guiding principles</i> , and to approve final concept designs.	RECORD
CDT1-2.04	<u>Process to be followed</u> : A six step process will be utilized in the execution of the project: <ul style="list-style-type: none"> • Programming • Concept Design (Schematic Design) • Final Design (Design Development) • Construction Documents • Contractor Procurement (Bidding) • Construction (Renovation activities) <i>followed by:</i> Project Close Out and Grand Opening	RECORD
CDT1-2.05	<u>Overall schedule</u> : This project will likely take up to 24 months to complete. We will be solicit students’ input through meetings and surveys.	RECORD
CDT1-2.06	<u>Architect procurement</u> : WBRC was one of fourteen firms that submitted Statements of Qualifications for this project, four were interviewed, WBRC was selected..	RECORD
CDT1-3.0	ARCHITECTURAL FIRM INTRODUCTION AND OVERVIEW OF QUALIFICATIONS – WBRC Team	
CDT1-3.01	Ray, Steve, and Jeff gave a brief introduction and overview of WBRC’s background and qualifications. <ul style="list-style-type: none"> • WBRC is 60 person architectural/engineering firm; • locations in Bangor, Portland, and Florida; • have been in business for +-110 years; • are committed to sustainable design principles with nearly half of WBRC’s design staff LEED accredited professionals; • have successfully completed many projects in Aroostook County; • have completed 15 projects at Northern Maine Community College; • take cost control seriously – helps keep budgets on target; • Steve Pedersen will be the project manager and primary contact for this Project; • Showed numerous examples of <i>Wellness</i> and <i>Student Center</i> projects that they have completed across the state of Maine. 	RECORD
CDT1-3.02	Three primary questions: WBRC noted that the Committee’s work will ultimately answer three (sequential) questions: <ul style="list-style-type: none"> • 1. <u>Why</u> (do we need to do something)? • 2. <u>What</u> (are we going to do)? • 3. <u>How</u> (are we going to satisfy the need)? 	RECORD

CDT1-4.0	ROUND TABLE DISCUSSION ABOUT FACILITY USES/NEEDS – <i>Facilitated by WBRC</i>	
CDT1-4.01a	<u>Overview</u> : The initial vision for the project is to create space for two new facilities at NMCC: The <u>Akeley Fitness and Occupational Wellness Center</u> and the <u>Rodney Smith Student Center</u> . This will be accomplished through the repurposing/renovation of two existing campus buildings: Reed Commons and the gymnasium located in the Christie Building. Three distinctive functions will be served in these areas, hereafter referred to as the <u>Wellness Center</u> , <u>Fitness Center</u> , and <u>Student Center</u> .	RECORD
CDT1-4.01b	<u>Physical location of the Wellness Center</u> : Initial discussions assumed that the Wellness Center would be included within the Fitness Center. More focused discussion proposed that this location may not provide adequate privacy and that confidentiality could be an issue (as this facility will serve both students and for the overall Presque Isle community). It was agreed that the eventual physical location and adjacency of this program needs further study.	RECORD
CDT1-4.02	WELLNESS CENTER	
CDT1-4.02a	<u>Student Based</u> : The Wellness Center will be primarily student based, but could include access for NMCC employees. Students will have drop-in access to the Nurse Practitioner for evaluation, examination, advice, preventative intervention, and recommendations for treatment (by an outside health facility if needed). The Health program is run by an outside entity and should have proximity to college-run related student services.	RECORD
CDT1-4.02b	<u>Separate Entrance</u> : Confidentiality is important for students who visit the Wellness Center. Provide a separate entry for access by students for both confidentiality and reducing exposure to illness. Consider separate entry and exit doors. The entrance may include a small waiting area.	RECORD
CDT1-4.02c	<u>Treatment</u> : Provide accommodations for drop-in wellness treatment, examinations, preventative interventions, and referral to outside health providers.	RECORD
CDT1-4.02d	<u>Obesity Intervention</u> : Obesity intervention and treatment will be a primary function. Confidentiality of access is important. Some students are on meal plans and some have had bariatric surgery.	RECORD
CDT1-4.02e	<u>Nutrition</u> : A nutrition program should be included, possibly through programmatic inclusion in the facility, but may not need a separate area. This could be integrated with the dining facility in the Student Center.	RECORD
CDT1-4.02f	<u>Mental Wellness</u> : Mental health intervention and treatment will be a primary function. Confidentiality is of primary important.	RECORD
CDT1-4.02g	Walking facilities, described in the Student Center section, may be considered as a component of the Fitness Center.	RECORD
CDT1-4.02h	The Wellness Center should include immediate access to student health records.	RECORD

CDT1-4.03	FITNESS CENTER	
CDT1-4.03a	<u>Community Based</u> : The Fitness Center will be both student and community based. It will be a primary area for student activity and will encourage use by outside community members.	RECORD
CDT1-4.03b	<u>Open Door Policy</u> : The Fitness Center should have an “open door” policy and may initially offer facilities without cost to outside users. Use will be on a first-come, first-serve basis. An important goal will be to break down socio-economic barriers that will allow users access who otherwise cannot obtain access to similar privately run facilities.	RECORD
CDT1-4.03c	<u>Fitness/Seminar Spaces</u> : The Fitness Center should include two separate rooms for at least 25 users each that could be used as classrooms or instructional areas for yoga, Zumba, etc. classes.	RECORD
CDT1-4.03d	<u>Large Group Exercise Area</u> : The Fitness Center should include space for large group exercise. This could be provided by combining two Fitness/Seminar spaces that are separated by an operable partition.	RECORD
CDT1-4.03e	<u>Cardio Area/Free Weights</u> : The Fitness Center should include a Cardio Area with space for cardio and weight machines. Free weight areas should be semi-isolated so as not to be intimidating to other users. Consider flexible space with options for group interaction or more private use.	RECORD
CDT1-4.03f	<u>Locker/Shower Facilities</u> : Locker Rooms, including shower and toilet facilities, should be provided for Fitness Center users.	RECORD
CDT1-4.03g	<u>Semi-Private Areas</u> : The space should encourage social interaction while offering elements of privacy for a wide range of users. Design of the space should encourage use by both “fit” and “unfit” users. Provide adequate privacy for users who want to work out or do stretching exercises without being “on display.”	RECORD
CDT1-4.03h	<u>Sensitivity to Gender</u> : Consider specialized areas for female users (e.g. stretching areas, mirrored walls, etc.).	RECORD
CDT1-4.03i	<u>Self Assessment/Recording</u> : Provisions for student access to technology for self assessment should be provided.	RECORD
CDT1-4.04	STUDENT CENTER	
CDT1-4.04a	<u>Student Lounge</u> : A primary function of the Student Center will be social gathering for students. The Student Lounge will provide facilities for social interaction, study, and leisure use. Access to food from vending machines or served from the kitchen should be provided.	RECORD
CDT1-4.44b	<u>Dining Commons</u> : Primary use will be by students but will also encourage use by outside users from the community. It should be a flexible area that will include space for movable tables and chairs for up to 300 diners. Chair seating will be an option for larger events. Provide storage for movable equipment. Provide accommodation for swipe card for student use.	RECORD

CDT1-4.04c	<u>Kitchen</u> : Primary use will be as a commercial kitchen to prepare meals for students and outside users. Secondary use will be for resident students. The kitchen area could consider including academic facilities for culinary instruction, which NMCC is considering as a new program (such facilities could include small, residential-size equipment for home cooking instruction). The Kitchen should be located with convenient access to serve the Edmunds Center and other areas of the campus. Provide service access for deliveries and trash. Include facilities for waste management and recycling.	RECORD
CDT1-4.04d	<u>Separate Function Room</u> : Provide a separate Meeting Space with room for 150 people seated. Typical uses might include a <i>Foundation Dinner</i> or <i>Phi Beta Kappa induction ceremony</i> . The Meeting Space could be adjacent to the Dining Commons and could be separated by an operable partition to allow combined expansion with the Dining Commons of occasional very large functions. Good acoustic separation is important. Use of the Meeting Space should be careful to not cause competition with local businesses.	RECORD
CDT1-4.04e	<u>College Store</u> : Provide space for a bookstore and a range of convenience items for purchase.	RECORD
CDT1-4.04f	<u>Student Organization Spaces</u> : Include at least two separate rooms for use by student organizations. Currently there are 12 student organizations, the two most active being the Student Senate and Phi Beta Kappa.	RECORD
CDT1-4.04g	<u>Office Space</u> : Include a common office for student support services and testing. Include space for file cabinets.	RECORD
CDT1-4.04h	<u>Student Support Services</u> : Provide easy access to Student Support Services.	RECORD
CDT1-4.04i	<u>Central Storage</u> : Provide facilities for central storage with convenient access for general use.	RECORD
CDT1-4.04j	<u>Walking Facilities</u> : A walking component is a major goal for the project. An indoor walking track or social walking route may be incorporated into the Student Center. The Committee expressed a common vision for a walking component to be added as a mezzanine level within the space currently occupied by the gym. Walking facilities may also be considered as part of the Fitness Center or possibly between the Fitness Center and the Student Center. The walking component may compete with several other similar facilities in the city including a new community center being planned.	RECORD
CDT1-4.05	GYMNASIUM	
CDT1-4.05a	Planning should include consideration for a new gymnasium, adjacent to the Fitness and Wellness Center.	RECORD
CDT1-4.05b	Primary use of gym will be for the college athletic program and will also be available for use by the community. The gym is a focus of identity for campus life.	RECORD
CDT1-4.05c	Gym should have shared access to locker rooms provided in the Fitness and Wellness Center. Provide bleacher capacity for 1500 persons.	RECORD

CDT1-4.05d	Good audio acoustics are important.	RECORD
CDT1-4.05e	Office and storage space should be included.	RECORD
CDT1-4.06	GUIDING PRINCIPLES	
CDT1-4.06a	<u>Overview</u> : During the course of the evening’s discussion, all in attendance agreed to compile a list of ‘Guiding Principles’ which will serve as a set of checks and balances for all future facility decisions. The guiding principles, as of the conclusion of the meeting, are as summarized in the following item.	
CDT1-4.06b	The features of this project will: encourage ties to current/future curriculum; have sustainable features; maximize daylight; have a ‘WOW’ factor; encourage ties to/within NMCC and the Presque Isle community; provide for ease of wayfinding without compromising security; provide for ease of facility access at the arrival point(s); be user friendly and inviting; provide for a healthy environment; promote the year-round use of the facilities; be accessible in a barrier-free environment; provide for a quantifiable positive impact on the wellness of our campus; acknowledge the history/story of NMCC; increase our residential enrollment; and increase student participation in athletics.	RECORD
CDT1-5.0	COMMUNICATION ON PROJECT MOVING FORWARD – Tim Crowley	
CDT1-5.01	Tim noted that all meeting notes will be distributed to committee members and will also be posted on the NMCC webpage at www.nmcc.edu (under Business and Community – construction RFPs).	ONGOING
CDT1-6.0	FUTURE MEETINGS	
CDT1-6.01	To be determined.	ONGOING

Respectfully submitted by:

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