

ATTENDEES	Initials	Company / Affiliation	Email
Tim Crowley	TC	NMCC, President	tcrowley@nmcc.edu
Barry Ingraham	BI	NMCC, Director of IT and Facilities	bingraham@nmcc.edu
Robert Smith	RS	NMCC, IT Department	rsmith@nmcc.edu
Larry LaPlante	LL	NMCC, Director of Finance	llaplante@nmcc.edu
Chuck Brown	CB	NMCC, Business Office Manager	cbrown@nmcc.edu
Tammy Nelson	TN	NMCC, Director of Counseling	ntnelson@nmcc.edu
Carl Allen	CA	NMCC, Safety and Security Manager	ncallen@nmcc.edu
Bill Casavant	BC	NMCC, Athletic Director	wcasavant@nmcc.edu
Rob Ottaviano	RO	NMCC, Food Service Director	ottaviano-robert@aramark.com
Alan St. Peter	AS	NMCC, Plumbing/Heating Instructor	nastpete@nmcc.edu
Dave Cote	DC	NMCC, Electrician	ndcote@nmcc.edu
Pam Buck	PB	NMCC, Drafting Instructor	pbuck@nmcc.edu
Lori Googins	LG	NMCC, Ergonomics Instructor	lgoogins@nmcc.edu
Janet Durgin	JD	NMCC, Nursing Instructor	jdurgin@nmcc.edu
Jeff Davis	JRD	WBRC, Project Architect	jeff.davis@wbrcae.com
Steve Pedersen	SEP	WBRC, Project Manager	steve.pedersen@wbrcae.com

DISTRIBUTION	Initials	Company / Affiliation	Email
Attendees			
Ray Bolduc	ARB	WBRC, Principal in Charge	ray.bolduc@wbrcae.com
File/Docs/Arch			

MEETING AGENDA – Facilities Committee Meeting #1

NEW BUSINESS		ACTION
FC1-1.0	INTRODUCTIONS AND PROJECT OVERVIEW	
FC1-1.01	The meeting was preceded by lunch and was called to order at approximately 12:00 PM	RECORD
FC1-1.02	<u>Committee introduction:</u> TC led off with an introduction of the Facilities Committee members and an overview of the project vision. This included a discussion of the 2/29/12 Concept Design Committee meeting and reiterated that this project will have an overall emphasis on “WELLNESS”.	RECORD
FC1-1.03	<u>Meeting objectives:</u> WBRC distributed the agenda for the meeting and noted that we are now beginning the Programming and Schematic Design phases. The goal of the Programming phase is to identify 1) What kind of space is needed, 2) What size spaces are appropriate, and 3) What function will the space(s) serve.	RECORD
FC1-1.04	<u>Initial NMCC ideas:</u> RS presented a SketchUp (computer) model of both Reed Commons and the existing gym space (as originally developed to facilitate initial conversations with the donor). The model showed conceptual layouts of the new Wellness and Student Centers.	RECORD

FC1-2.0	PROGRAM - GENERAL	
FC1-2.01	<u>Project Description</u> : After much discussion, it was agreed that the overriding 'label' for this project will be a "Wellness Center" which includes both <u>Student Center uses</u> and <u>Health/Fitness Center (including a new gymnasium)</u> uses. The Student Center will be located in the existing gymnasium areas within Christie Hall and the Health/Fitness Center will be located in the present Reed Commons building (with the new gymnasium in an attached addition or separate stand-alone facility).	RECORD
FC1-2.02	<u>Identity</u> : The entrances to both new facilities should be both <i>transparent</i> and <i>apparent</i> to show what's happening inside and must be inviting to students. It was agreed that the spaces should be designed to promote an ease of wayfinding in accessing the facilities.	RECORD
FC1-2.03	<u>Commuter Students</u> : It was noted that this constituency currently has no campus 'home' when not in class and that the new Student Center and Health/Fitness Center will fill this void.	RECORD
FC1-2.04	<u>Sense of Security</u> : A safe and secure environment is essential. A dedicated Office/Area for campus security is a desired component of this project.	RECORD
FC1-2.05	<u>Access from Parking</u> : Parking should be available close to the main entrances of the both facilities (cold temperatures, ice, and snow are issues).	RECORD
FC1-3.0	STUDENT CENTER	
FC1-3.01	<u>Overall</u> : The Student Center will be located in the space currently housing the existing gymnasium in the Christie Building. The basic components of the new Student Center should include a <u>Student Lounge</u> , <u>Dining Commons</u> , <u>Kitchen</u> , <u>Student Kitchen and Classroom</u> , <u>Function Room</u> , <u>Informal Meeting Spaces</u> , <u>Student Organization Areas</u> , <u>Offices</u> , a <u>College Store</u> , and <u>Central Storage</u> .	RECORD
FC1-3.02	<u>Main Entrance</u> : It is hoped that once on campus, the new Student Center will have a logical and apparent "front door".	RECORD
FC1-3.03	<u>Student Lounge</u> : This space will have area for informal meetings/activities, gathering, talking, studying, working, snacking and light recreation (possibly including ping pong or pool tables). Student access to convenience food and microwave oven heating should be provided.	RECORD
FC1-3.04	<u>Dining Commons</u> : Three meals (breakfast, lunch, and dinner) will be served. It was noted that currently there is a 70% participation from resident students in the food program. A major goal of the new program is to be revenue producing. The new Dining Commons should provide seating for 300 and will serve student dining and offer grab-n-go items for casual use. It is anticipated that <u>swipe cards</u> will eventually be used for food and other services. <u>Hand washing</u> facilities must be provided within the Dining Commons. Additionally, a separate <u>washing room</u> (specifically for alternate religious observances) should be considered. Direct access to lockable storage (for chairs, tables, equipment, etc.) is required.	RECORD

FC1-3.05	<u>Kitchen</u> : A commercial kitchen to support the Dining Commons, function spaces, and other campus catering events is required. The kitchen should be sized to serve 500 meals a day (it was noted that the existing kitchen size is sufficient for current operation and could handle up to 100% additional capacity). Adjacent areas for receiving (potentially with fork-lift capability), loading, laundry, central and dedicated storage are also required.	RECORD
FC1-3.06	<u>Student Kitchen</u> : An adjacent Culinary Arts teaching laboratory with (6) stations (12 students) is needed. Direct access to a separate <u>Classroom</u> is needed for lecture and discussion.	RECORD
FC1-3.07	<u>Function Room</u> : A formal space sized for a minimum of (25) people with multi-function capability and flexible seating. Access to the food and dedicated storage is essential.	RECORD
FC1-3.08	<u>Informal Meeting/Use Areas</u> : There is the need for ‘transient’ use space within the Student Center. This could be met through seating areas ‘at the edges’, study areas at the perimeter of public spaces, and movable furniture.	RECORD
FC1-3.09	<u>Student Organization Areas</u> : (1) room (≈± ½ size classroom) is needed for student organization uses, it was agreed that this space can be shared with other users for small conference uses.	RECORD
FC1-3.10	<u>Office Space</u> : (2) rooms are required for student organizations for storage of records, supplies, and use by Directors.	RECORD
FC1-3.11	<u>College Store</u> : This should include space for merchandising, ‘grab-n-go’ food, food warming equipment, a copy center, and dedicated storage. The existing bookstore serves approximately 400 students per day – it is hoped that the new College Store will increase use by students/staff.	RECORD
FC1-3.12	<u>Central Storage</u> : Please see item FC1-3.05 for additional information.	RECORD
FC1-3.13	<u>Walking Track</u> : It is currently anticipated that the walking track be located in the upper level of the Student Center due to the space availability within the existing gym and adjacency to faculty offices (if located on the second level views into the new Dining Commons could be achieved). Although outdoor walking is highly encouraged, access to an indoor area during the colder months is a necessity).	RECORD
FC1-3.14	<u>Security</u> : An area for an adult attendant, adjacent to the main entrance of the Student Center, is required.	RECORD
FC1-3.15	<u>Laundry</u> : Laundry facilities should be provided for the Kitchen and Student Center, ideally separated from laundry facilities in the Fitness Center/Gym.	RECORD

FC1-4.0	HEALTH/FITNESS CENTER (<u>Health</u> Component)	
FC1-4.01	<u>Basic Components:</u> The <i>Health</i> portion of the Health/Fitness Center includes a <u>Reception/Waiting Area</u> , and areas for a <u>Nurse Practitioner</u> , a <u>Treatment Room</u> , and <u>Counseling Areas</u> for (1) or (2) staff, and a <u>Holistic Health Room</u> .	RECORD
FC1-4.02	“Wellness Counseling” will be a major function of the new Wellness Center (it was agreed that as other counseling services including Financial Aid, Admissions, Registrar, and Academic Counseling are currently part of Student Support Services, they will <u>not</u> be a part of the new project). Academic Counselors currently work closely with the Wellness Center and should continue to have convenient access to this area. It was confirmed that as <i>Mental Health Counseling</i> is not a service that the College is currently licensed to provide; <u>no</u> formal mental health treatment will be provided in the new project.	RECORD
FC1-4.03	<u>Reception / Waiting:</u> The Health Center should include a separate entrance distinct from the Fitness Center.	RECORD
FC1-4.04	<u>Nurse Practitioner:</u> The nurse practitioner needs a dedicated office with areas for exam, one-to-one conversations, and secured storage.	RECORD
FC1-4.05	<u>Treatment Room:</u> Must be private, includes dedicated storage.	RECORD
FC1-4.06	<u>Counseling / Multi-use Areas:</u> (2) rooms / areas, 400 SF each for both individual use and collaborative seminars, workouts, etc.	RECORD
FC1-4.07	<u>Holistic Health Room:</u> A small room (150 sf) for individual and small group use with sink.	RECORD
FC1-4.08	<u>Testing Room:</u> The current Student Services needs a room for testing up to (25) students. This could utilize new multi-function areas in the new Student Center. Food should be nearby. An additional small space should be provided for individual or small-group testing.	RECORD
FC1-4.09	<u>Walking</u> is an important component of the Wellness program and will be located in either the Student Center or Health/Fitness Center, as space allows. See item FC1-3.13 for additional information and clarity.	RECORD
FC1-5.0	HEALTH / FITNESS CENTER (<u>Fitness</u> Component)	
FC1-5.01	<u>Basic Components:</u> The <i>Fitness</i> component of the Health / Fitness Center includes a <u>Reception Area</u> , an area for the <u>Distribution of Recreational Equipment</u> , <u>Cardio Areas</u> , an area for <u>Free Weights</u> , multi-use <u>Fitness / Seminar Rooms</u> , <u>Locker Rooms</u> , a <u>Classroom</u> , <u>Offices</u> , general <u>Toilet Facilities</u> , a <u>Laundry Facility</u> , and dedicated <u>Storage</u> .	RECORD
FC1-5.01	<u>Reception:</u> The Health / Fitness Center should have an identifiable ‘front door’ which is safe and secure. Within the general reception area, dedicated space for an adult attendant is required.	RECORD
FC1-5.02	<u>Recreational Equipment:</u> A new campus function of the Fitness Center will include an area for the storage and distribution of recreational equipment (snow shoes, kayaks, tennis racquets, etc.). This area would ideally be located near the reception/main entry of the Fitness Center.	RECORD

FC1-5.02	<u>Cardio Areas</u> : Adequate space for up to (30) people actively utilizing cardio equipment (including stationary bicycles, treadmills, stair machines, elliptical, etc.) is required.	RECORD
FC1-5.03	<u>Free Weight Area</u> : Adequate space for up to (20) people (both female and male) actively working out on free weights is required. Although this area will be designed / located so as not be intimidating to ‘soft’ users, it needs to have a <i>visible identity</i> within the Fitness Center.	RECORD
FC1-5.04	<u>Fitness / Seminar Rooms</u> : (2) separate multi-use rooms for individual and group use (Zumba / Yoga / Pilates / Step / etc. classes and formal seminar / learning areas). The rooms would ideally have wooden floors.	RECORD
FC1-5.05	<u>Locker Rooms</u> : (2) locker rooms (F/M) each with (100) ½ size lockers, private changing areas, and shower/toilet facilities. The female locker room should also have a small area for (private) stretching.	RECORD
FC1-5.06	<u>Classroom</u> : (1) separate area for up to (25) students is required.	RECORD
FC1-5.07	<u>Offices</u> : (3) individual offices are required.	RECORD
FC1-5.08	<u>Public Toilets</u> : Separate, <i>code minimum</i> toilet facilities (located outside of the locker rooms) should be centrally located – could be shared with the Gymnasium.	RECORD
FC1-5.09	<u>Laundry Facility</u> : A small laundry area, ideally shared with the gymnasium facility, is needed.	RECORD
FC1-5.10	<u>Storage</u> : A locked room for mats / loose exercise equipment / towels / etc.), accessible to all individual users of the Fitness Center.	RECORD
FC1-6.0	HEALTH / FITNESS CENTER (<u>Gymnasium Component</u>)	
FC1-6.01	<u>General</u> : It was agreed that although the new Gym does not necessarily need to be connected to the Fitness Center, it would be preferable to do so (to allow convenient use by Fitness Center users (for basketball, volleyball, etc.). It is important that users are able to access the Gym without going <i>through</i> the Fitness Center.	RECORD
FC1-6.02	<u>Basic Components</u> : The <i>Gymnasium</i> component of the Health / Fitness Center should have a proper <u>Gym</u> , <u>Locker Rooms</u> , a <u>Training Room</u> , <u>Offices</u> , a <u>Multi-Use / Meeting Room</u> , a <u>Concession Area</u> , access to a <u>Laundry</u> , dedicated <u>Storage Room</u> , and access to <u>Public Toilet Rooms</u> .	RECORD
FC1-6.03	<u>Gym</u> : Should be sized for a 50’ x 94’ basketball court with bleacher seating for 1500 (750 each side), proper vertical clearance for volleyball, and have direct access to a dedicated storage room.	RECORD
FC1-6.04	<u>Locker Rooms</u> : (4) athletic locker room, each with (50) ½ size lockers (25) assigned to student athletes, (25) available for transient use), private changing areas, and shower / toilet facilities. During non-athletic events, the locker rooms will be available for use by Fitness Center users utilizing the gym.	RECORD
FC1-6.05	<u>Training Room</u> : Minimum 300 sf for use by the training staff – include provisions for a whirlpool, manipulation tables, and direct access to ice.	RECORD

FC1-6.06	<u>Offices</u> : (3) Offices ((1) <i>Athletic Director</i> (2) <i>shared</i> (coaches, visiting coaches, officials, etc.). (1) shared office should have toilet and shower facilities.	RECORD
FC1-6.05	<u>Multi-Use / Meeting Room</u> : A separate room to be used by both coaches and student athletes.	RECORD
FC1-6.06	<u>Concession Area</u> : With ‘food warming’ (<u>not</u> food preparation) components and water – ideally located adjacent to both the Gymnasium and Fitness Center.	RECORD
FC1-6.07	<u>Laundry Facility</u> : A small laundry area, ideally shared with the Fitness Center, is needed.	RECORD
FC1-6.08	<u>Storage</u> : Sufficiently sized to store volleyball standards, loose balls, nets, and other athletic equipment.	RECORD
FC1-6.09	<u>Public Toilet Facilities</u> : Separate, <i>code minimum</i> toilet facilities (located outside of the locker rooms) should be centrally located – could be shared with the Fitness Center.	RECORD
FC1-6.10	<u>Not included</u> : Racquetball / Squash courts, a climbing wall, dedicated weight rooms, etc. will not be included in this facility.	RECORD
FC1-7.0	GENERAL FACILITY ISSUES	
FC1-7.01	<u>Existing Campus MDF</u> : It was confirmed that Reed Commons contains the central fiber hub (for the entire campus) and will remain in place. Data and communication trunk lines run through the existing building and must remain unchanged.	RECORD
FC1-7.02	<u>Exterior skin</u> : The existing EIFS exterior skin at the existing gym is in poor condition and should be replaced as part of the new project.	RECORD
FC1-7.03	<u>Other support spaces</u> : It was noted that appropriately-located / sized spaces for IT / storage / custodial / etc. will be included in the project.	RECORD
FC1-8.0	FUTURE MEETINGS	
FC1-8.01	The next meeting is to be determined. WBRC will confer with BI to set next meeting date. Future meetings should try to limit time to two hours. Meetings will be held on Wednesdays.	SEP/BI
	Four or five more meetings are anticipated to complete the Programming and Schematic Design phases. TC would like to wrap up by May 15-16 because faculty leaves by May 20.	ONGOING



Minutes of Meeting – FC #1
Project: **NMCC Wellness Center and Student Center**
WBRC Project Number: **3770.00**
Meeting Date: **03/21/12**
Meeting Location: **NMCC, Keegan Room, Reed Commons**

Respectfully submitted by:

Steve Pedersen, AIA, LEED AP
Project Manager
Maine Licensed Architect

WBRC ARCHITECTS • ENGINEERS
44 Central Street
Bangor, ME 04401-5116
(207) 947-4511 phone (207) 947-4628 fax
www.wbrcae.com