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MEETING AGENDA – Facilities Committee Meeting #2

#	ITEM	ACTION
OLD BUSINESS		
FC1-1.0	The minutes from Facilities Committee #1 on 3/21/12 were distributed. Modifications to the minutes are included in New Business.	RECORD
NEW BUSINESS		
FC2-1.0	INTRODUCTION AND PROJECT OVERVIEW	
FC2-1.01	The meeting was preceded by lunch and was called to order at approximately 12:00 PM	RECORD
FC2-1.02	<u>Committee introduction</u> : WBRC distributed copies of the ARCHITECT'S AGENDA – Facilities Committee Meeting #2 , the meeting started with a re-introduction of all Facilities Committee members present.	RECORD

FC2-1.03	<u>Project overview:</u> WBRC re-confirmed the project vision, including a reminder of the Guiding Principles, aided by a review of the minutes from the last meeting on March 21. This included an overview of the primary program components, all under the heading of “Wellness,” which has been refined to include: a <u>Student Center</u> , <u>Health Center</u> , <u>Fitness Center</u> , and <u>Gymnasium</u> . The importance of campus identity at the entrances to these facilities was re-emphasized to all.	RECORD
FC2-1.04	<u>Meeting objectives:</u> WBRC distributed the agenda for the meeting and noted that the primary purpose of the meeting was to discuss each space and function agreed upon in the prior meeting and add as much <i>space specific</i> detail as possible to each area.	RECORD
FC2-2.0	STUDENT INPUT	
FC2-2.01	TC reported that he recently met with representatives from student organizations and shared the notes from the last meeting. It became clear that students are particularly interested in the inclusion of ‘ <i>child / family centered spaces</i> ’ (not <i>baby-sitting</i> but child oriented <i>activity</i> areas for ages 5-18). Additionally, other issues which the students expressed interest in included: hours of operation (access to the building should be available at night, after class); security; private spaces should be included; parents who are also students should be able use facilities as a learning laboratory (to explore and test issues studied in the classroom); children should be in controlled, supervised areas (this may not be practical after hours).	RECORD
FC2-2.02	TC noted that he currently intends to hold a second meeting with students next week.	RECORD
FC2-3.0	STUDENT CENTER	
FC2-3.01	<u>Basic Components:</u> It was agreed that the new Student Center will include a <u>Main Entrance</u> , <u>Student Commons</u> (in lieu of ‘ <i>Lounge</i> ’), <u>Dining Commons</u> , <u>Commercial Kitchen</u> , <u>Culinary Arts (teaching) Kitchen</u> , <u>Classroom</u> , (2) <u>Function Rooms</u> , <u>Informal Meeting Spaces</u> , <u>Student Organization Areas</u> , (2) <u>Offices</u> , a <u>College Store</u> , a <u>Testing Room</u> , and <u>Central Storage</u> .	RECORD
FC2-3.02	<u>Student Commons:</u> This space will have comfortable seating areas for casual student gathering in small to larger groups. Areas to study and access to food are important. Seating areas may be nooks and alcoves along area perimeters and should be flexible for rearrangement. Provide seating for up to 40-60 people, with comfortable spread-out seating for 35 in couches and chairs. Open seating areas should have visibility to the room while allowing for privacy for small groups and student / teacher discussions. It is hoped that the Student Commons will be a place for ‘ <i>students to be</i> ’, as distinct from an academic center or library. It will also be a ‘signature space’ where campus tours can meet. The space needs to be ‘technology –rich’, flexible, and intimate. It was agreed that the space should not support activities such as pool or ping-pong.	RECORD

FC2-3.03	<u>Dining Commons</u> : The main dining area will seat up to 300 with flexibility to be partitioned into two acoustically separate spaces of 100 and 200 each. Seating should be flexible, round tables preferred with 6-8 per table. Table/chair storage should be provided. It is hoped that all catered campus 'events' will be moved from other locations (such as the Conference Center) to the new Dining Commons.	RECORD
FC2-3.04	<u>Kitchen</u> : The commercial kitchen will serve 650-700 meals per day, the largest being lunch which will serve 300+ over a two-hour period.	RECORD
FC2-3.05	<u>Culinary Arts/Wellness Kitchen</u> : Adjacent and separate from commercial kitchen, flexible design for culinary arts students ((6) stations / (12) students total), or outside cooking classes. Provide direct access to a classroom (possibly utilize one of the Function Rooms).	RECORD
FC2-3.06	<u>Function Rooms</u> : Provide <u>two</u> separate rooms, about same size as Keegan Room, for meetings of about 25 users each. Consider flexible partition to combine into one larger space. One of these rooms could be used as a classroom for the Culinary Arts Kitchen.	RECORD
FC2-3.07	<u>Student Organization Areas</u> : Space for student organization activities can be shared with other meeting areas (1/2 size classroom).	RECORD
FC2-3.08	<u>College Store</u> : The store (+-1,200 sf) will sell merchandise and books but <u>will not</u> include space/facilities for 'grab-n-go' food or food warming equipment. Small packaged snack items may be sold (to be determined). Back room storage is included in this space for books not for sale on shelves. It was noted that the current book storage area (1,600 SF) is not currently utilized in an efficient manner.	RECORD
FC2-3.09	<u>Laundry</u> : Laundry facilities can be shared by kitchen and custodial. Residential washer/dryer are OK.	RECORD
FC2-3.10	<u>Testing Room</u> : The current Student Services needs a room for testing up to (25) students (potentially, this could utilize one of the multi-function areas). Food should be nearby.	RECORD
FC2-4.0	HEALTH SERVICES	
FC2-4.01	<u>Basic Components</u> : The Health Center includes a <u>Reception/Waiting Area</u> , a <u>Health Services Room</u> , a <u>Treatment Room</u> , <u>Counseling Areas</u> , and a <u>Holistic Health Room</u> .	RECORD
FC2-4.02	<u>Entrance</u> : A separate entrance should be provided for confidentiality and isolation of contagious illness.	RECORD
FC2-4.03	<u>Health Services Room</u> : Office space (+-120 sf) for nurse practitioner or other health worker.	RECORD
FC2-4.04	<u>Treatment Room</u> : A private room (+-120 sf), separate from Health Services Room.	RECORD
FC2-4.05	<u>Counseling / Multi-Use Areas</u> : (2) rooms (+-400 sf each), for individual use and collaborative seminars / workouts / etc.	RECORD

FC2-4.06	<u>Holistic Health Room</u> : A small room (+-150 sf) for individual and small group use, with sink/counter.	
FC2-4.07	<u>Walking</u> may be included in the Health Center, or walking facilities may be located in the Student Center as space allows.	RECORD

FC2-5.0	FITNESS CENTER	
FC2-5.01	<u>Basic Components</u> : The Fitness Center includes a <u>Reception Area</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
FC2-5.02	<u>Recreational Equipment</u> : It was agreed the distribution of recreational equipment will be a function of the new Gym – see item 6.05.	RECORD
FC2-5.03	<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
FC2-5.04	<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
FC2-5.05	<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
FC2-5.06	<u>Youth Area</u> : A space for youth/family fitness activities is required.	RECORD
FC2-5.07	<u>Fitness / Seminar Rooms</u> : (2) separate multi-use rooms for individual and group use (up to (20) people - Zumba / Yoga / Pilates / Step / etc. classes and formal seminar / learning areas). The rooms would ideally have resilient floors.	RECORD
FC2-5.08	<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
FC2-5.09	<u>Family-friendly changing / toilet areas</u> : (2) separate rooms are required.	RECORD
FC2-5.10	<u>Classroom</u> : (1) separate area (+-400 sf) for up to (25) students is required.	RECORD
FC2-5.11	<u>Offices</u> : (3) individual offices (+-120 sf each) are required.	RECORD
FC2-5.12	<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
FC2-5.13	<u>Laundry Facility</u> : A small laundry area (with residential washer/dryer and towel storage), ideally shared with the gymnasium facility, is needed.	RECORD
FC2-5.14	<u>Storage</u> : A locked room for mats / loose exercise equipment / towels / etc.), accessible to all individual users of the Fitness Center.	RECORD

FC2-6.0	GYMNASIUM	
FC2-6.01	<u>Basic Components</u> : The new Gymnasium includes 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> , a <u>Recreational Equipment</u> room, access to a <u>Laundry</u> , dedicated <u>Storage Room</u> , and access to <u>Public Toilet Rooms</u> .	RECORD
FC2-6.02	<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
FC2-6.03	<u>Locker Rooms</u> : (4) athletic locker room, (2) with (50) ½ size lockers ((25) assigned to student athletes, (25) available for transient use) and (2) with 15 full-size lockers (for athletes) / (35) ½ size lockers, 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
FC2-6.04	<u>Training Room</u> : Minimum 600 sf for use by the training staff – include provisions for a whirlpool, manipulation tables, and direct access to ice.	RECORD
FC2-6.05	<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
FC2-6.06	<u>Multi-Use / Meeting Room</u> : A separate room (+400 sf) to be used by both coaches and student athletes.	RECORD
FC2-6.07	<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
FC2-6.08	<u>Laundry Facility</u> : A small laundry area, ideally shared with the Fitness Center, is needed.	RECORD
FC2-6.09	<u>Storage</u> : Sufficiently sized to store indoor soccer goals (+12'-6" x 5'-0" x 6'H), volleyball standards, loose balls, nets, and other athletic equipment. Additionally, a separate room for loose chair and portable stage storage is required.	RECORD
FC2-6.10	<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
FC2-6.11	<u>Recreational Equipment</u> : A separate area (+200 sf) for the storage and distribution of recreational equipment (snow shoes, skis, bikes, tennis racquets, etc.). This area would ideally be located near the main entry.	RECORD
FC2-7.0	NEXT MEETING	
FC2-7.01	The next meeting of the Facilities Committee will be Wednesday, April 25, 11:30 AM in the Keegan Room.	ONGOING



Minutes of Meeting – FC #2
Project: **NMCC Wellness Center and Student Center**
WBRC Project Number: **3770.00**
Meeting Date: **04/11/12**
Meeting Location: **NMCC, Keegan Room, Reed Commons**

Respectfully submitted by:

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