

# MEETING MINUTES

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Date of Meeting: **June 25, 2009, 9:00am**  
Project: **Germanna Community College  
Fredericksburg Campus  
Phase III - Academic Services Building  
Programming Charrette**  
Purpose of Meeting:  
Location: **Fredericksburg, VA**  
Project Code: **260-17701**  
CN Ref. No.: **3143**

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*This meeting is the first of a series of Programming / Design charrettes as the Project Team moves forward with establishing the best design solution for the Project.*

**ATTENDEES:**

RICK BREHM, Vice President for Administrative Services	- Germanna Community College
ANN WOOLFORD-SINGH, Vice President for Academic Affairs and Student Services	- Germanna Community College
RAYMOND BURTON, Chair, Science (Biology)	- Germanna Community College
GARLAND FENWICK, Facilities Manager	- Germanna Community College
JACQUE LARSEN, Information Technology Manager	- Germanna Community College
BRENDA LEVOY, Administrative Assistant to Rick Brehm	- Germanna Community College
YANYAN YONG, Dean of Academic Tech and Learning Support	- Germanna Community College
OLLIE BURTON, ISO-Network Manager	- Germanna Community College
MARY GILKEY, Dean, Nursing and Allied Health	- Germanna Community College
MARK GIBSON, Engineering Program Director	- Germanna Community College
BILL FIEGE, Dean of Professional & Technical Studies	- Germanna Community College
JEANNE WESLEY, VP, Workforce and Community Relations	- Germanna Community College
RON WILLIAMS, Capital Project Manager	- Germanna Community College
LYNN BROWN, Library Technician	- Germanna Community College
GERALD MILLER, Information Systems Technology, Asst. Professor and Program Head	- Germanna Community College
GILI MEEROVITCH, Principal, Library Planner	- Pfeiffer Partners
WISSAM ALDABBAGH, Laboratory Planner	- SST Planners
HELENA CERDÁ KUN, Laboratory Planner	- SST Planners
PETER TROZZE, Vice-President / Project Manager	- Clark-Nexsen
LISA SCHMIDTKE, Programming	- Clark-Nexsen
ADRIAN LAZARO, Project Architect	- Clark Nexsen

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**ITEMS DISCUSSED:**

Mind Expansion Presentation (by Peter Trozze)

1. Design of the new facility should look 10-20 years beyond. This requires spaces to be flexible and adaptable. Technology, present and future, will be one of the main considerations in the decision-making process.
2. Provide for social gathering spaces that will encourage learners to interact and stay in the campus, especially during time between classes. Such spaces may include coffee stations, laptop stations, group seating, private alcoves.

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3. Learning environments will be provided with the adequate tools needed for learning, with emphasis given on technology to allow for distance learning and interactive connectivity. Flexibility in the design layout will allow for different learning configurations.

Briefing on Libraries (by Gili Meerovitch)

4. The Library design objective is to provide for Germanna Community College's specific programmatic needs. We understand Library collections continually evolve: some parts of the collection might be shrinking while others grow; collection's materials could be in traditional format (printed) as well as in digital format. We hope to find the specifics of the collection in discussions with librarians and users.
5. Social spaces may be provided within the Library space.
6. Some of the emerging trends in Library design:
  - a. Collection Management – collections can grow or shrink
  - b. Roles of the Librarian – some may act as tutors and be more engaging with learners
  - c. Adaptability – learning spaces being less specialized allowing groups to work together in different ways
  - d. Space Utilization – corridors / alcoves used as learning stations
  - e. Flexibility
  - f. Mobility
  - g. Technology throughout – spaces should accommodate current and future trends and need to respond to learners' social, academic, technological needs
  - h. Blended spaces – to allow for multi-tasking, accommodate learners' needs, and maximize interaction between faculty, staff, and students.
  - i. Natural daylighting and ventilation to address well-being and quality of life

Briefing on Laboratories (by Wissam Aldabbagh)

7. The development of the Laboratory design will be done in close collaboration with the Client. Layouts will be dictated by the end users' needs and different methods of learning with the importance of flexibility, adaptability, and accessibility being carefully addressed. Also, the idea of the new labs is to allow for more hands-on teaching and less lecture.
8. Spaces to be considered in the lab areas are the following:
  - a. Laboratory
  - b. Lab Prep
  - c. Discussion Rooms
  - d. Offices
  - e. Storage
9. GCC wanted moveable lab tables that are capable of supporting required utilities – gas, water, steam. SST mentioned that there are options to address this requirement.
10. Safety measures are to be provided in the Labs – emergency showers, eye wash stations, first aid
11. The Laboratories should consider the latest and the best available IT technologies.

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12. The entire building can also be developed into one, big external lab by being sensitive to environmental concerns. Ways of achieving this is by utilization of solar panels, provision of a green roof, harvesting natural sources of energy such as wind.

13. All laboratories will need computer access.

Our New Building "In Words" (by Lisa Schmidtke)

14. The new facility will address the need for more space, labs, classrooms while incorporating new science, computer, and engineering technologies.

15. GCC needs a space or spaces to create a "gallery" for displaying college art works. Multiple spaces can be spread out within the entire building instead of a dedicated space. Adequate security for art pieces should be addressed.

16. A Cyber Café, possibly in the Library, may be considered. This can be similar to what commercial bookstores (i.e. Borders) have in-store.

17. Public spaces in the new facility will encourage socializing, be inviting, encourage students to stay and interact, and allow for co-mingling by different disciplines.

18. The facility, especially the learning spaces, should adapt to new and future teaching / learning styles.

19. Moveable / flexible walls can be provided to integrate spaces and / or to adapt to different configurations.

20. This charrette is a first of a series of dialogues between the designers and end-users / staff. There will be meeting/s where the participation of students is strongly encouraged. Students will be able to provide significant inputs; they will be able to share great ideas.

21. The Library / Learning Space needs to be a hub for learning.

22. The design layout can provide for wide hallways with comfortable, flexible seating and maximize natural daylighting. GCC has indicated that this works well with the existing facility.

23. GCC would want to have more storage spaces in the new facility.

24. Flexibility is essential in the over-all design. The Team needs to think about future trends in teaching / learning. Dimensions, flow, adjacency are all very important and will be developed together with GCC staff and students as the design gets into more detail.

25. For the Lobby / Entrance, the following need to be considered:

- a. Computer Kiosks
- b. Welcoming Center
- c. Comfortable
- d. Efficient Way-finding
- e. Open Space

26. Consider vision glass walls at the classrooms, to "see learning as it happens".

27. It was noted that learners in the GCC community are very diverse. They share different qualities which need to be considered. Some of these qualities are:

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- a. Age (15-92)
- b. Some are technical; some are techno-phobic
- c. Needy; hand-holding required
- d. Different social backgrounds

28. Security features will be provided. This will be further discussed with GCC personnel, particularly Facilities and IT, for coordination.

Breakout Sessions for Labs/Classrooms, Library, Admin/Offices (see attached Flip Chart document)

Debriefing / Group Discussion

29. Each Laboratory will require a space for 24 stations, configured with octagonal or pentagonal lab benches capable of accommodating groups of 4. The space should be universally designed (flexible and adaptable) and accessible.
30. Labs and Classrooms will allow for tele-education.
31. Lighting is a very essential part of the design. The function of the space and the intended use of the latest technologies will dictate the lighting design.
32. Acoustics will be properly considered. If moveable partitions are utilized in the design, specified products should comply with requirements for STC rating between classrooms and can be operated with ease.
33. Classrooms will be more universal with interactive capabilities. Video feeds between classrooms and the main auditorium is desirable.
34. The College may expand teaching to subjects related to forensics, criminal justice, and homeland security. Facilities will be flexible and adaptable to adhere to these future needs.
35. Infrastructure for future labs should be provided at the general classrooms. GCC would not like to encounter future challenges of bringing in utilities if they decide to use a classroom or classrooms as Laboratories. Such infrastructures may include rough-ins for a sink and refrigerator.
36. Physics Labs will not require a wet lab.
37. GCC confirms that 3 General Classroom for 36 students each is what they need.
38. Interactive white boards are being provided for each lab and classroom. GCC would like to have the best available board.
39. While labs and classrooms will be interactive, GCC pointed out that virtual learning will only be accessory to preferred teaching / learning styles.
40. Consider the use of digital signage that will provide information on ongoing activities, lectures, and schedule at the labs and classrooms.
41. GCC would want to have a telephone in each lab and classroom.
42. Library planning shall provide for library collection size of 30,000 volumes.
43. Collection security needs to be provided for books, laptops, art collections. It is possible to secure the areas by zone.

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44. There is a need for a space for a photocopying and imaging center. What level of service would GCC want?
45. Consider "Computers-On-Wheels" as storage for laptops.
46. Bookstore will probably be run by a third party. It was noted that this function will be located at the renovated areas, not part of the library.
47. At the Library, there is a need for a loading dock with secured storage. Space allocations to be further discussed with GCC.
48. GCC would want a multi-media lab, not necessarily part of the Library, with stations for computers and scanners.
49. Provide for a Break room for library staff.
50. We can extend the reading space beyond the interior of the building; a "Reading Garden".
51. There will be 1/3 full-time and 2/3 adjunct faculty. GCC would want a sufficient number of offices – private for full-time and, possibly, common for adjunct. Exact number of offices to be further discussed with GCC.
52. The Faculty space will encourage face-to-face interaction between tutor and learner.
53. Provide for a Faculty lounge and lockable storage.
54. Provide for student gathering areas, with a few private and quiet spaces.
55. GCC would want a space for "Lost and Found" items. This space should be manned and secured. Possible to have this in Facility 1.
56. Office spaces need to be flexible. Exact requirements to be further discussed with GCC.
57. Adjacency between faculty room / offices and classrooms is not critical.
58. GCC would want a space for a Wellness Center that may also serve as a Clinic.
59. As part of the green initiative, it is possible that rainwater can be collected in stormwater structures and be used for irrigation.
60. The GCC campus is going green. As part of the ongoing efforts, recycling procedures are being expanded, housekeeping is using green cleaning agents, and energy conservation is being practiced. These efforts are being extended towards the design and operations of the new facility.

#### Action Items

61. The Design Team will put together a revised space program per discussions held today. This will be shared with GCC for verification and comment.
62. The next scheduled session between the Design Team and GCC will be on Tuesday, 21 July 2009, at 9:00am.

END OF MEETING

## General Ideas/Thoughts

Why are we building a building?

- The building is being built because of the need for more **space** (labs and classrooms)
- There is a new Engineering program
- There is a need to accommodate new sciences, and new science technologies
- Should take advantage of the new space to build what can't be renovated into the old space (due to cost)

What are some things we're trying to accomplish?

- Handicapped/Impaired **accessibility**
- Flexibility** is paramount (Room dividers? Sinks in classrooms?)
- Computer lab options (layout varieties)
- Make space for **latest and best technology!**
  - IT classes could actually be held in these rooms
  - IT instruction to all – Cross-fertilization
- Display **college art collection** somewhere
- An additional art classroom would be nice (**Not in current program**)
- Reach out to new learning styles
- The building should be an innovative “showplace”, even a marketing opportunity
- The space should support “community” and be flexible for events and small functions
- The library should be the ‘hub’ of this “learning center”
- Wide corridors at the exterior wall w/ student gathering areas would be nice (comfortable, flexible seating)
- STORAGE** is an issue for everyone!

Entry

- Information kiosk?
- Upon entry, it should be apparent that learning is taking place
- It should be welcoming and comfortable and open
- Security** and ease of visibility is important (safety overall)

Students

- Range in age from 15-92
- They are technical and techno-phobic
- They are poor and wealthy
- They have diverse educational backgrounds and goals
- Some students are never “seen”
- Many students require hands-on guidance
- A “theater”-like space would be nice (**Not in current program**) This could be a series of Classrooms separated by moveable partitions.
  - A place to show films, history channel events, etc.

Public spaces

- Social-gathering spaces (have the ability to form social communities)
- Support student collaboration and group study (cyber café, digital displays, and white boards)
- Laptop hubs – mixed-use groups

Family-friendly restrooms

- How do we make this a learning lab? Incorporate sustainability efforts?
- What about a wellness area? (**Not in current program - Germanna to advise**)
- The storm water system is over-stressed
  - Harvest for irrigation?

Master plan considerations

- What is the view upon approach? (Campus vs. Building)
- Need to address access to new facility from existing parking area
- “Green” housekeeping services are utilized
- Expand recycling

Incorporate sharing of sustainability? (students, tours, information, a place to get ideas)  
Green Technologies as exterior labs? (Green roof, wind farm, solar farm)

### **Office Breakout Session**

(Diane Frausto, Sharee Robinson, Ron Williams, Susan Brown, Martha O'Keefe, Peter Trozze)

Faculty 1/3 Full time, 2/3 Adjunct

Full time to be in offices

Adjunct can be in shared spaces

Non-credit adjunct – Could use (share with adjunct?)

Student/Adjunct interaction – By E-mail or in adjunct office; maybe a small meeting room

Staff/Faculty – Maximum use of space

Sharing/Co-habitation

Multi-use in office hours

Technology – How to make changeable, adaptive?

Faculty/Staff (w/ adjuncts) lounge (private)

Faculty available to student (public)

### **STORAGE**

Gathering (public spaces)

Central area – gather

Quiet areas throughout

Location, Location, Location!

### **Flexibility**

Instruction spaces that can be made into a gathering space

Classrooms with a sink and refrigerator

Customer service desk (information kiosk)

Lost and found center was brought up (Not in current program)

Admission & Records information? (Not in current program)

Forms availability? (Not in current program)

### **Labs and Classrooms Breakout Session**

(Mary Gilkey, Raymond Burton, Garland Fenwick, Wissam Aldabbagh, Helena Cerdá Kun, Lisa Schmidtke, Adrian Lazaro)

Q. What will happen to the spaces being abandoned? A. They won't be abandoned. The new spaces will be additional.

Q. What about IT labs? A. **Are these the Engineering Labs?**

Labs should support a minimum of 24 students (groups of 4)

Lab benches should be octagonal or pentagonal vs. rectilinear

Lab areas should be universally designed (table-heights and accessibility overall)

All lab and classroom spaces should be tele-educational "ready"

Rooms should be hyper-text capable (non-dedicated)

Lighting is critical, and so is glare

Noise/Acoustics are critical

Labs should be "teaching labs", somewhat non-dedicated rooms

The Community College population is likely to grow, and programs may change

Envision more bio-technology and forensics courses

Envision Homeland Security/Nanotechnology courses in the future

No daylight in organic biology, chemistry, other intense biology labs

Really DO need more than 4 biology classrooms (anatomy, physiology, genetics, and microbiology)

Could general classrooms be set up (infrastructure-wise) to be future labs?

Furniture should be mobile and flexible

Multi-use storage that can be mobile would be nice

Shared prep areas are preferred

2-3 CPU's per lab classrooms (**Verify count**)

Storage rooms are needed in addition to storage within the lab spaces  
 Students are larger (be aware of tablet arm, chair width restrictions for some)  
 Need to verify who can and cannot use certain labs  
 Any moveable walls must be acoustically sound  
 Interactive white boards in classrooms and labs  
 Digital microscopes will be used  
 Any virtual learning in labs for now would be for remediation, tutoring, not core classes (accessory learning)  
 An ability to link to a remote auditorium would be nice  
 “Digital Signage” that updated throughout the day would be nice  
 Card key access  
     Staff to labs, IT rooms  
     Student to record attendance  
 Programmed security and building management would be beneficial  
 Motion-activated sensors for lighting/Programmed HVAC  
 Phone in each classroom  
 It’s difficult to attract science students...let’s make the building a “mecca” of learning tools

### **Library Breakout Session**

(Ann Woolford-Singh, Jacque Larsen, Yanyan Yong, Lynn Brown, Rick Brehm, Gili Meerovitch)

Library consists of:

- Collection
- Learning Resources
  - Integrated learning, Extended learning experience
  - Academic Computing Center

Shared Spaces

Recent Information (tabled for today’s meeting)

- CC Partnership with public library system??? This would not happen in the short term; not part of program
  - Volume
  - Funding
  - Services – circulation???

Concepts:

- Integrated learning
  - Librarians – multi-task, teach across multiple platforms
  - Spaces – used by all (not one particular activity)
  - Students – learn in context

Collection security

- None at the moment
- “Collection” security
  - Books
  - Laptops
  - Art

Various “zoning” options for the building were discussed

Services

- Circulation
- IT Services – Currently campus-wide (require a dedicated space?)
- Photo copy/Imaging room
  - Currently free
  - Use a pre-paid card in the future
  - Use an outside vendor?
- Library Tech Collection Services – cataloging and processing
- Library Administration (offices, break room)
- Student work-study
- Under-grad research
- Library instruction (30)
- Book drop?

Collections = 30,000 volumes  
All open, browsable  
Reference  
Periodicals  
Leased collection (fiction)  
General Collection  
Media collection  
RBSC Special collection? Future?  
Art  
Book drop  
Reader spaces

ACC (Academic Computing Center)  
“Open computer lab” ----integrated services  
No testing  
No tutoring  
Yes – writing center (suite) 1+4

Shared (can be outside secured zone)

Lib Library lobby/entry  
Multi-media lab (not dedicated library space)  
Lounge (students)  
Lib Project/Study rooms (individual and group) with technology (AV/presentation tools)  
Blend small (4-5) and large (7-8)  
24/7 desired (extended hours)  
Lib Art display (expandable)  
Lib STORAGE  
C.O.W. (Computer on Wheels)  
Office and copy supplies

Renovated Spaces

Book Store  
Financial Aid  
Student Activities

General Building Services Issues:

IT – Redundancy/Back-up (cable run/switches)  
Loading Dock (access to chained/secured holding storage)  
Catering kitchen (warming kitchen)-----Events  
Landscape – Reading Garden -----Events

*What do the students think? (Engage the students, either with a suggestion box, questionnaire, involvement in a presentation?)*