

MEETING MINUTES

1331 L Street NW, Suite 600
Washington, DC 20005
202/461-3260
Fax 202/461-3266
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Date of Meeting: *July 21, 2009, 9:30am*
Project: *Germanna Community College
Fredericksburg Campus
Phase III - Academic Services Building
Programming Meeting*
Purpose of Meeting:
Location: *Fredericksburg, VA*
Project Code: *260-17701*
CN Ref. No.: *3143*

This meeting is the second of a series of Programming / Design charettes 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
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
RON WILLIAMS, Capital Project Manager	- Germanna Community College
LYNN BROWN, Library Technician	- Germanna Community College
KAREN BOWERS, Librarian	- Germanna Community College
JOHN W. FRANCIS, Dean of Arts and Sciences	- Germanna Community College
JOHN SHORT, Associate Professor, AS Engineering	- Germanna Community College
GARLAND FENWICK, Facilities Manager	- Germanna Community College
GILI MEEROVITCH, Principal, Library Planner	- Pfeiffer Partners
WISSAM ALDABBAGH, Laboratory Planner	- SST Planners
HELENA CERDÁ KUN, Laboratory Planner	- SST Planners
JOHN COOK, Vice President, Technology	- The Sextant Group
MICHAEL KERR, Senior Consultant, Technology	- The Sextant Group
PETER TROZZE, Vice-President / Project Manager	- Clark-Nexsen
LISA SCHMIDTKE, Programming	- Clark-Nexsen
ADRIAN LAZARO, Project Architect	- Clark Nexsen
RACHEL ISLIN, Architectural Intern	- Clark Nexsen

ITEMS DISCUSSED:

Educational Technology (by Sextant)

1. Base building bid—the goal is to establish all required infrastructure to create a technologically adaptable learning environment.
2. An infrastructure for virtual connections/distance learning needs to be established.

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3. New pedagogical approaches integrate teaching with technology. It is the GCC faculties' desire to move toward this method of teaching higher education.
4. Technology capabilities are to be provided to cater to current and future needs of the "Create & Consume" generation, as well as older generations also attending the college.
5. It is important to envision the students of tomorrow and what expectations, habits and skill sets they will bring to campus in the future.
6. A new building is often a catalyst for change and a rare opportunity to re-examine the curriculum and current teaching methods without the limitation of present learning spaces. This encourages innovative thinking about what new learning spaces might become.
7. At this phase in planning, it is important to define the full program and plan the infrastructure to support the full program, even though the day one implementation of equipment may be incomplete; the equipment can be added later.
8. Learning spaces should support active learning and facilitate student engagement.
9. Separate discussions with the campus security staff will be required to cover needs related to access control and surveillance. This typically often occurs after the architectural SD drawings are prepared.

Program (by Lisa Schmidtke)

10. Currently Labs are planned for 24 students; how can the design of these rooms be flexible to the potential of a greater occupant load?
11. The Chemistry Labs will require a prep room.
12. Is the programmed Open Office space to be utilized by adjunct faculty?
13. The Gallery, Multi-Media Center, etc. are not per the original program of the Library/LRC. The exact requirements of these spaces need to be identified for square footage.
14. Where will additional spaces be located throughout the new facility?
15. The wiring closets will be a part of the current assignable spaces.
16. Sustainability ideas are to be explored and incorporated into the design of the building.

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Office Space Breakout Session (by Lisa Schmidtke)

17. Dean "suite" will include the 2 dean offices and the 2 clerical offices.
18. Faculty offices should be easily accessible to students, perhaps across from the science labs.
19. Faculty and adjunct offices should be designed in pods, each consisting of 6 offices @ 80 SF each with a shared collaboration space @ 120 SF. (Faculty @ 3 pods = 18 spaces and Adjunct @ 2 pods = 12 spaces) Allow for common space.
20. Adjunct offices can be open, but will have to allow for some privacy for a visitor. Base the square footage on "office" being systems furniture (desk, desk chair, guest chair) and a common space.
21. The 24-person conference room will have VTC capabilities, mobile furniture, and will be located in a public space vs. office space.
22. IT will have 4 staff offices @ 64sf each, and a server room.
23. The security office should be situated near the Lobby and the Library, and shall have a vision window and security/monitoring equipment.
24. Dining area shall be defined as 1 staff break room and 1 student break room. Both rooms shall be equipped with the latest technologies for TV/Gaming/iPods, etc. Spaces may also be used for small group work sessions.
25. Two main Copy/Fax/Office Supply Areas shall be strategically located in the building.

Renovation Space Breakout (by Lisa Schmidtke)

26. The Bookstore is hopeful to get more space than the 1460 allocated. It would be best if the Bookstore, its Offices and Storage be adjacent to each other. Technology-wise, basic infrastructure is sufficient for the space. Follet will fit out.
27. Typical percentages for Bookstore design are 80% retail/office and 20% storage.
28. Financial Aid will need 3 employee spaces instead of 2. The actual amount of space required for Financial Aid Records will be provided by Rick Brehm.
29. It is not clear yet which Faculty will be in the Renovated Office Spaces.
30. Anne Woolford-Singh would like for GCC to define exactly what the Renovation Space will consist of.

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General Spaces Breakout Session (by Lisa Schmidtke)

31. "Public" student gathering spaces are most utilized, and preferred for this building. There are private spaces elsewhere that the students have access to.
32. "Theater-like" activities can occur in the General Classrooms (2 36-person classrooms with folding partition between).
33. Lost and Found is an operational issue, and will be taken off the program.
34. A Catering Kitchen would be preferred if space allows. An option might be to use the Break Room casework/sink.
35. GCC will discuss internally their wishes for an additional Art Classroom and a Wellness Center/Clinic. They are outside the scope of this project.

Library/LRC Break-out Session (by Gili Meerovitch)

36. Per the State's approved program, the assignable area of the future Library is approx 10,000 NSF, which is nearly twice the size of the current Library.
37. Also in the State's approved program, an area of approx 3,000 NSF is allocated for two Open Computer Labs. As discussed during the June 25th programming meeting, there is a need for a Multi-Media Center/Lab rather than two open computer labs. The original area allocation could be split between a Media Center and the Library's computer areas. The proposed program options test these scenarios. GCC Librarians and Library staff to review and advise.
38. The proposed program describes assumptions made in regards to the makeup of a 30,000 volume collection and the corresponding shelving types. GCC Librarians and Library staff to review and advise.
39. GCC Librarians noted that a greater space allocation may be required for reference materials. GCC Librarians shall review and advise.
40. Microform collections are currently centralized at another campus library. GCC Librarians shall confirm the requirements for accommodating storage of Micro-form materials, and the reading equipment at this Library/location.
41. It was noted that the proposed program accommodates for minimal storage capacity. GCC Librarians and Library staff shall review, discuss with colleagues at peer institution and advise of specific storage requirements.
42. The proposed program indicates a count of 126 reader seats in the Library; this includes Library Instruction Room and excludes the Multi-Media Center. GCC Librarians and Library staff shall review the seating types and quantities currently noted in the proposed program to confirm the program meets the needs and requirements, or advise of required modifications.
43. The proposed program indicates 28 computers at the Library, including 10 look-up stations (per 1.8, 2.1, 2.3, 2.5, 5.1 of the Library and Academic Computing Center Programming Information Worksheet). The Librarians noted that a greater number of computers may be needed. GCC Librarians and Library staff shall determine the number of computers workstations required in the future Library and advise.

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44. During the design development phase, the design team will explore layout options that cluster the Library computers in one zone to form "Information Commons."
45. The Library Instruction Room could possibly be shared with the Writing Center when not in use. Moveable furniture will enable ease of reconfiguring the set-up in the room.
46. The proposed program provides a blend of project rooms sizes accommodating one, two, six, and eight persons. The Librarians and Library staff observed that currently, most groups that use the Library are between four and six persons. The single and two-person rooms are less suited for the current needs of the Germanna students. GCC Librarians and Library staff to review and advise.
47. Possibilities for incorporating audio-visual technology into the Library spaces were reviewed and discussed with the Sextant team.
48. The following areas are likely to receive AV capabilities:
 - Library Entry (possibly as part of building's overall way finding)
 - Group Study rooms
 - Library Instructional space
 - Multi-Media Center (outside of Library secured zone)
49. Project Rooms and the Library Instruction Room shall accommodate reading/viewing/listening to electronic media materials that are part of the open collection, but cannot be checked out.
50. The Multi-Media Center should provide for students' production, i.e.—generating podcasts, videos, and simulations.
51. The technology requirements for the Project Rooms will be better defined once the number and size rooms are finalized. While it is possible that not all Group Study rooms will be fitted with identical AV capabilities, a basic set of requirements need to be accommodated in 4-6 person rooms or larger.
52. It is anticipated that the following capabilities will be provided in Group Study Rooms:
 - Projection Screen (plasma??)
 - Ability to project the screen/content of Users' devices
 - Ability to view & listen to electronic media (VHS and DVD player)
53. The technology requirements for the Library Instruction Room include:
 - Projection Screen (multiple screens? plasma??)
 - Ability to view & listen to electronic media (VHS and DVD player)
 - Ability to project the screen/content of Instructor's and Users' devices
 - Ability to capture and document content of instructional wall/s (camera or smart-board)
 - Ability to broadcast (web based remote learning, video-conferencing with other campuses)
54. GCC Librarians and Library staff shall review and advise on modification required to the proposed program by Friday, 24 July 2009.
55. GCC Librarians and Library staff shall review and complete the Rooms Data Sheets will be due by Friday, 31 July 2009.

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Lab/Classroom Breakout Session (by Wisam Aldabbagh)

- 56. GCC faculty emphasized the importance of differentiating between the area for LABS and TEACHING LABS from the space required for CLASSROOMS.
- 57. LABS are highly demanding spaces with regards to services, code clearances, and safety requirements that will have a big impact on the decision-making process as the team establishes the appropriate ratio for square footage per student.
- 58. Areas for lab spaces in the program are based on a 45 SF / Student station for Biology & Chemistry, 60 SF / Student station for Engineering, 40 SF / Student station for Physics, and 20 sqft / Student station for General Purpose Classrooms. These numbers came from VA Department of General Services DEB Notice 050109.
- 59. SST presented numbers for lab spaces based on Space Planning Guidelines for Institutions of Higher Learning, commonly known as "HEGIS: Higher Education General Information Survey", and was superseded by "IPEDS: Integrated Postsecondary Education Data System". These guidelines recommend the following:
 Biology : 55-65
 Chem/Physics: 60-75
 Engineering: 80-120
- 60. After discussing and verifying space requirements with lab users the team came out with the following required program spaces for the College:

	LAB	STORAGE	PREP	MISC
BIOLOGY	4	2	2 (INCLUDE DESK FOR TECHNICIAN)	2 NEW ENVIRONMENTAL CHAMBERS
CHEMISTRY	2	1	1 (INCLUDE DESK FOR TECHNICIAN)	1 NEW INSTRUMENTS LAB
ENGINEERING	2	1		
PHYSICS/GENERAL PURPOSE	2	1	1	
TOTALS UNITS	10	5	4	3

- 61. It was discussed that the ideal square footage ratio per student in the labs should be 60 SF. This would allow for more flexibility. This needs to be further studied as assumptions are based on BCOM/CPSM requirements.

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62. The Biology Labs will be classified as the following:

- 1 PHYSIOLOGY/ANATOMY
- 1 MICROBIOLOGY
- 2 GENERAL BIOLOGY

63. In the Biology Labs, 2 Prep Areas are to be shared as follows:

PREP 1, between 2 GENERAL BIOLOGY labs, containing Prep space, Office space (desk area for technician) and Storage
PREP 2, between PHYSIOLOGY and MICROBIOLOGY labs. This area, however, is different from PREP 1, in the sense that IT has to include the Prep space, office space and a storage area with key accessed only from the office area. Consider that storage space will be built inside the lab and the Prep areas as well.

64. 2 NEW ENVIRONMENTAL CHAMBERS (10'x10') will have to be included in the Biology Prep area. MICROBIOLOGY and GENERAL BIOLOGY students will have access to them and will run experiments in a controlled environment. Exact requirement will be determined later.

65. GCC would like to see the labs connected through a GHOST CORRIDOR to facilitate interaction and for safety reasons.

66. Install sinks and services at the peripheral and organize moveable tables in the middle for BIOLOGY labs for instructor station with sink and services.

67. PHYSICS / GENERAL PURPOSE LAB:

2 equal labs with Storage, Prep/office in between.
Labs to be used for Physics, Natural Sciences, & Forensics.
Organize the spaces considering ghost corridor as well.

68. The possibility of a moveable partition between 2 adjacent labs was discussed to facilitate the creation of a bigger space. Acoustics will have to be considered.

69. CHEMISTRY:

Faculty mentioned the need for maximum flexibility as possible. Bring services and cap them for future use.

70. CHEMISTRY LABS will teach:

- 1 GENERAL CHEMISTRY
- 1 ORGANIC CHEM. /BIOCHEM.

In between will be located a space divided in 3 as described below:

To the back, an INSTRUMENT ROOM with doors opening to both labs at each end (10'x30' approx).

In the middle, CHEMICAL STORAGE with only one door opening to the PREP/OFFICE area, also connected with both labs.

71. HOODS: GCC needs one 6' fume hood every 2 students with services at each side (CHW, G, A)

A total of 12 hoods will be needed at Organic Chem. where students attend class for usually 4 hrs at a time.

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Big concern is the proper mechanical ventilation, energy conservation and safety precautions, such as emergency showers/eye washes. Limit access of students when supervision is not present.

72. 24 students per lab is the number provided by the faculty.
73. Working surfaces: Epoxy resin, perforated to provide support for racks and with sinks and services. These are long island benches fixed in the middle of the room.
74. Fume hoods will be located at the periphery. Instructor station with sink and services at front or at the corner. The classroom may require the option of black out day light.
75. ENGINEERING LABS:
2 labs.
ENG 1, bigger, with heavy bulky items, hands on, noisy, high ceiling, group discussions over an experiment that is happening. Close to loading dock, on first level. Creates vibration.
ENG 2, more traditional classroom for lecture, although bigger items are at times brought in on carts for demonstrations. Darkening of the room may be necessary for some experiments.
76. The vibration produced at these labs is a concern for the Chemistry faculty, since they have very sensitive instruments like the NMR or the balances for which vibration may compromise the performance of the instruments.
77. WASTE: Science lab waste is collected once a year, but there will be biological waste including cadavers since Forensic Science will be taught. Preferred locations are the Prep rooms.
78. Other relevant equipment in general:
Bench top autoclaves at all Biology prep rooms.
Moveable hoods are being used currently and they will eventually move to the new building.
BioSafety cabinets are to be used.
Distilled water is to be used in all places for Biology and Chemistry. Centralized would be preferred with a tap at each lab for students to fill the containers; also at Prep labs.
Compressed air will be needed at labs.
Engineering labs will need steam.
79. HUMAN RESOURCES:
10 faculty full time, with individual offices (located anywhere but preferably close).
2 lab technicians with office space inside Prep areas.
1 lab Manager with office space inside Prep area.
80. Faculty expressed that the teaching philosophy for the College is the LEARNING COMMUNITY model where the teaching/learning opportunities are increased by generating interaction opportunities everywhere.

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This concept would translate in spaces that can provide and facilitate these interactions. Many times informally outside or inside the faculty offices for student/faculty and also collaboration between the faculty staff as well.

81. ROOF AND OUTDOOR SPACES ACCESS.

GENERAL BIOLOGY prefer outside access for BOTANICAL experiments. Interest in the creation of a GREEN ROOF.
PHYSICS interested in roof access for ASTRONOMY classes. This also opens the possibility for ENGINEERING to use the space for invention and experimentation with antennas, environment, electromagnetic radiation, solar energy, hydroelectricity, etc.
It may be a great opportunity for generating energy to be used in the building as well.

82. Engineering students will benefit from being able to ACCESS the different SYSTEMS in the building and use them as a teaching tool for them to be able to understand how they really work.

83. SST mentioned the experience of Montgomery College- Rockville, MD where there is a mechanical room exposed to the public and accessible to the faculty and students to be used as a teaching tool.

84. INFORMATION TECHNOLOGY (See Sextant Group for details):

All labs will need computer connections, wireless and hardwired.
Instructor stations with audiovisual capabilities at corner of front locations preferred. CPU mobile.
Camera connected to screen to show demo at instructor station is desirable.
3 screens at labs for group discussions and to be able to show images for longer periods of time.

85. DISTANT LEARNING

Capture audio and video for the classes and also the graphics to be posted later as part of the Distant Learning courses.

86. SST reviewed Room Data Sheets and space requirements with faculty members and verified the data provided by the users as part of their response to SST check list in terms of Services, Fume Hoods & BioSafety Cabinets, Equipment...etc.

Labs/Classrooms Additional Notes (by Adrian Lazaro)

87. The total NSF currently programmed for the Labs and Classrooms spaces is 15,552 sf.

88. Lab Techs and Lab Managers will occupy spaces at the Prep/Office.

89. The Prep/Office Rooms will have negative pressure relative to adjacent areas to keep particles from leaving the room.

90. The slab beneath the Engineering Lab may require isolation to hinder vibrations from affecting adjacent spaces.

91. All faculty can be located in one space; there is no foreseeable reason to spread out.

92. There is a desire to incorporate sustainable design into the project as much as possible.

93. The Chemistry Lab will not require a Balance Room.

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94. The General Purpose Classrooms and Physics Lab will require three monitor screens. The monitor location is to take into consideration the provision of moveable partitions.
95. The Engineering Labs will require three screens for lecture-based classes (smaller), and one for experiment-based uses (larger). The design of the classroom is to make provisions for a video camera/tripod (larger). The Engineering Labs will require a high ceiling.
96. The Biology and Chemistry Labs will require a Flex Cam.
97. Interactive white boards are to be provided in each Lab/Classroom.
98. Digital signage may be considered. This will be discussed further with GCC.
99. CCTV will be provided as allowed by current codes.
100. The Chemistry Labs and the Biology Labs will have secured locks.

Debrief (Office/Renovation/General Spaces)

101. There are to be 18 full-time faculty members and 12 adjunct faculty members.
102. The conference Room is to be located in a public space accessible to staff.
103. It was clarified that IT will have 4 offices at 64sf each plus a server room.
104. There are to be provided two Copy/Fax/Office Supply spaces.
105. Security is to be provided at the Lobby and in the Library; GCC to verify if this security is solely for Facility 3, or if Facilities 1 and 2 will also utilize this space.
106. The storage at the Faculty spaces must be secured.
107. There will be two Break Rooms. These will be equipped with technologies to accommodate a TV and gaming.
108. The Renovation Space is to accommodate an additional Financial Aid office.
109. It is possible that the Bookstore be moved up and use the space below. This will require further discussions with GCC.
110. GCC to discuss the program of the Renovation Space, with an emphasis of the location of the faculty spaces currently planned to occupy it. This will require an internal discussion by GCC.
111. Theatre space is not currently programmed. A programmed space or spaces may be used to provide the functions of a Theatre.
112. The Lost and Found Area will be addressed by GCC.
113. The Designers will review the current space allocation to consider a Catering Kitchen. The functions of a Catering Kitchen may be incorporated into the two designated Break Areas.

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114. The addition of an Art Classroom is to be considered. There is the possibility of an Art/Graphics class using the Multi-Media Lab Production Room as a classroom.

115. There is currently no programmed space for a Wellness Center/Clinic.

Debrief (Library/LRC)

116. Further clarification regarding Library collection size, nature of the materials as well as the number and type of reader seats is required. GCC Librarians and Library staff shall review the specific collection needs and advise.

117. There will be 10 project rooms. A blend in sizes is desired (1, 2, 6, and 8 person rooms). GCC input is required.

118. Space for a Library Instruction Room will be provided.

119. Given the overall programmatic needs and size of the library, accommodating it on a single level is recommended.

120. The proposed program provides for a Gallery and a Multi-Media Center that were described by the Users in the June 25th programming meeting. These functions were not described in the State's approved program.

121. It was noted that there is a substantial collection of art that is intended to be displayed within the building; however, the size and quantity of art materials is not confirmed. GCC to review and advise

122. While it is understood that the art collection will be displayed in the library and within the building, it is not clear whether the Gallery requires a dedicated room/space. GCC to clarify and advise.

123. The requirements of the Multi-Media Center need further discussion.

Debrief (Labs/Classrooms)

124. Furniture at the Physics Lab will be moveable. The intent is to keep the Lab flexible for the possible use as a General Purpose Classroom. There is a concern, however, that the size and weight of the Lab furniture will make it difficult to convert to a general classroom use.

125. It was clarified that of the three General Purpose Classrooms per the program, 1 will be converted to a Physics Lab, increasing the Physics Lab quantity to 2. Two (2) General Purpose Classrooms will remain.

126. What is the cost implication associated with the additional Prep Rooms?

127. Clark Nexsen will revise the space program per the suggested changes. GCC needs to review.

128. Changes in cost associated with the additional Prep Rooms and Environmental Chambers are to be provided by Wisam Aldabbagh.

129. The questions that arose per these discussions must be responded to by the end of the week, Friday, July 24.

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Questions for GCC

130. What direction does GCC want to take in terms of programming for the Library/LRC? Clark Nexsen/Pfeiffer Partners proposed Option 'A' or 'B.'
131. What are the space requirements for the "Gallery?" What is the size of the collection to be displayed?
132. What are the expectations of GCC pertaining to the Multi-Media Center? What are the primary functions GCC wants the Multi-Media Center to accomplish, and who is to use it?
133. Room Data Sheets are to be returned to CN by Friday, July 31.

END OF MEETING