

MEETING MINUTES

Project: Dallas County Community College District, Brookhaven College
Workforce Center
SHW Project No. 4907.004.00

Location: Brookhaven College, Room A103

Date & Time: Thursday, June 28, 2007; 1:30 p.m.

Re: Programming Kick-Off Meeting

Attendees:

Brookhaven College (BHC)

Dawn Bishop
Sharon Blackman
Jim Dwyer
Sarah Ferguson
Vernon Hawkins
George Herring
Richard McCrary

DMJM

Doug Wallace

SHW Group

Patrick Calhoun (via conference call)
Jill Stewart

Meeting Minutes:

1. The purpose of the meeting is to kick-off the programming process for the Workforce Center. The meeting objectives were to identify and confirm the departments moving to the building, develop a narrative for those departmental functions, perform a brief SWOT analysis to identify areas of opportunity and areas where we could potentially boost operations through responsive planning, and discuss the types of spaces required to perform the desired functions. Finally the group discussed space priorities.
2. The groups that will be part of the Workforce Center include:
 - Workforce Development (*primary function) } all groups fall under
 - Corporate Services } Continuing Education, or
 - Corporate Center } Workforce category

All will share classroom space, common space and office/administrative functional



- space.
3. The project Vision is two-fold:
 - Become the highest grossing (revenue) Workforce Education group in the District.
 - Increase working relationships with other public entities, such as schools, non-profits, etc.
 4. The **Strengths** identified for the Continuing Education group include:
 - Employees – their creativity and efficient use of resources. Also, they accomplish quite a lot even though they are scattered through different spaces.
 - Service Area/Location
 - ESOL program
 5. **Weaknesses** discussed include:
 - Historically, inconsistent leadership (issue that is being solved)
 - Lack of direction / focus / vision
 - Employees
 - Employees' knowledge is limited by what they know
 - The program mix has not adapted to changing needs and new services have not been provided.
 6. **Opportunities** for growth include:
 - Become more flexible so BHC can respond to changing needs
 - Provide employee training to change their mindset and allow environment for forward thinking.
 - Develop programs to meet the needs of the Service Area (corporate focused)
 - Work with internal constituents – collaborate with other departments at BHC as well as within DCCCD.
 - Provide spaces that are flexible and versatile, and can respond to changing demands.
 - Provide more Allied Health services (i.e., certification, etc.)
 - Corporate Center will attract the community to the campus
 - Bringing employees together will allow for better support services – all support needs will be on one campus.
 7. **Threats** to the Economic Workforce and Corporate Services Center were identified as:
 - DCCCD Sister campuses
 - The building must set high expectations and portray a professional image – design needs to liven-up/modernize by use of technology, furniture, flexibility & mobility. This will begin to eat into the square footage and will be a challenge for the overall team.
 - BHC needs to expand its horizons rather than settling for complacency or status quo.



8. The Continuing Education group (prefer to be called Workforce group) includes both Workforce Development and Continuing Education. Continuing Education, or Workforce, is a revenue-generating function, and provides package services to both the public and community. Currently, most course work is non-credit, but this will change to a “blended” program of course offerings to meet customers’ needs.
9. The Workforce Development group:
 - Assists working students to improve their skills.
 - Develops tailored training programs to meet the needs of corporate partners.
 - Provides industry training (example: Windows Vista training)
 - Holds the potential to attract a broad audience
 - Takes advantage of online training
10. Continuing Education includes a variety of types of course offerings, including:
 - Personal enrichment
 - Professional development
 - Skill development
 - GED
 - ESOL
 - Adult basic education
 - Children’s programs

Continuing Education as noted above will not be the primary focus for the future. Future educational offerings will focus more on professional development than personal enrichment. Continuing Education will also take advantage of online training.
11. The Corporate Services group works with local corporations to develop contract corporate training packages that meet the needs of individual companies. The training can occur on the BHC campus, or on-site, depending on the companies’ facilities. BHC currently services several Fortune 500 companies in the area. BHC may also consider providing space and/or equipment for rent. Corporate services, like the other departments, also takes advantage of online training opportunities.
12. The Corporate Center houses the Corporate Services group personnel and services.
13. It was noted that each DCCCD campus works to develop a Center of Excellence, or “Niche” within the District, that guide development of specific and focused continuing education. For Brookhaven, the niches include Performing Arts (media gaming, etc.) and a developing Center of Excellence in Allied Health.
14. Next, the group focused on the types of spaces in the building. The Corporate Center should portray a “corporate” image, or professional feel. The building will be expected to meet the needs of a wide spectrum of learners, from corporate clients to families. The “value-added” component of the building provides a vision of corporate success to those who are building their skills to grow professionally. Benchmark spaces to consider for this project include the UT Arlington Continuing Education Center, and the Bill J. Priest Center, within the DCCCD.



15. Classrooms:

- Need to be flexible to accommodate a variety of learning types and teaching styles
- ESL and language courses are the largest users in Continuing Education.
- The “Break Even” size for classrooms is 19 students.
- 90% of courses have enrollment of 20 to 30 students.
- Prefer to size all classrooms to accommodate 25 to 35 students. Smaller classrooms limit course offerings.
- Equipment – not use – defines the room.
- Classroom sizing and utilization can be shared amongst all users. For instance, a 30-person classroom could be subdivided into (2) 15-person conference rooms.
- Currently have 20 classrooms at BHC East, which is the minimum need at the new Workforce Center.
- Within these 20 classrooms, (2) 30-person classrooms should be able to open to create (1) 60-person room. This multi-purpose room should be located within the classroom module, adjacent to the catering area.
- Also within the 20 classrooms, (1) room should have a sink, extra storage and should be designed for more high-impact use while still maintaining flexibility.

16. Computer Labs:

- Team should consider moving to laptop computers for increased room flexibility.
- Within the 20 classrooms noted above, the Workforce Center requires (1) large open lab, that will serve as a drop-in facility for on-line tutorials or provide computer access for any student needing such access. This lab should have 20 to 30 stations, and must be located on the north end of the campus.
- Requires (2) Scheduled Computer Labs (also part of the 20 classrooms noted above). There is some potential these two Scheduled Computer Labs could be shared with other campus departments.

17. Distance Education:

- (1) or (2) of the rooms in the Corporate Center should be set up for Distance Education.
- All Classrooms are Smart Classrooms, per DCCCD Standards. Cameras should also be added for video conferencing.
- Campus standards should be followed for IT closets, etc.
- Infrastructure to be designed in as “future-proof” a way as possible.
- The new Workforce Center will backbone into the B Building.

18. Departmental Offices:

- Need (12) offices/workspaces. Consider “corporate” model, with some open areas and some unassigned private spaces. Need (1) private office (of the 12). Of the (12) offices:
 - (4) are for Corporate Services staff



- (8) are for Workforce Development staff
 - Require a reception area, which can accommodate some part-time staff.
 - Workroom – multi-purpose room that provides space for printer, file cabinets, copier, work area, storage, mailboxes, etc. This room should also have a sink and coffee area. Staff can share kitchen with the Corporate Center area.
 - Storage closet.
19. Support spaces include:
- Building Lobby – must be inviting to all users.
 - More localized gathering areas and food service. “Barnes and Noble” type coffee bar, set up for team-based work, relaxation, etc.
 - Small Kitchenette for staff and students that includes a sink, microwave, vending, etc.
 - Catering/dining area that can serve 200 people using 8-person round tables. This area will need a large storage area and will also need an accessible entrance for caterers.
 - Family waiting area.
 - If there is room, BHC would like some outdoor space (courtyard, learning area, etc.).
 - Would like to dedicate 15 to 20 parking spaces to this facility.
 - Workroom can be shared with Departmental Offices.
 - CE Registration will stay in the S Building, and will not move to this new building.
20. Classroom space is the key priority for this project.
21. The next steps include developing a draft Program Summary (*attached*) and conducting more detailed interviews with the Continuing Education leadership.

End of Minutes

The above notes document items discussed and conclusions reached. If there are any errors or omissions, please contact the undersigned.

Jill Stewart
Sr. Project Manager

c: All attendees
Don Hensley
Project Team
SHW Project File



Space Types	Priority	New Construction				Required Adjacency	Program Comments
		Proposed Quantity	Desired Number of Occupants	Assignable Area New Construction Unit Area	Proposed Total New Const. Assignable Area		
1 Classrooms/Meeting Spaces							
Classrooms							
1.01 Standard Classroom		14	20	750	10,500		total number of 700-900 SF classroom equivalent spaces is 20. All classrooms to be wireless, video-conference capable, fully tech-enabled spaces. 1 classroom to be equipped for video conference.
1.02 Flex Classroom		2	20	750	1,500	near entry/lobby for pre-function space, adj. to catering kitchen, near toilet rooms	connected with an acoustic operable partition
1.03 Computer Lab Classroom		1	20	900	900		Large classroom fitted with fixed computer stations. Two schedulable computer labs will be accommodated as part of other classroom space.
1.04 Heavy Duty Classroom		1	20	900	900	plumbing	typical classroom, modified with heavy duty finishes, hard surface flooring, additional power, plumbing
1.05 Conference/Seminar Rooms		4	10	375	1,500		four half-classrooms connected in pairs with an acoustic operable partition to make two standard classrooms
1.10 Multipurpose Room		2	100	1,300	2,600	near entry/lobby for pre-function space, adj. to catering kitchen, near toilet rooms	Primary user is Corporate Services Video conference capability Two rooms connected with an acoustic operable partition
Subtotal Net Area Workforce/Continuing Education		NSF		17,900			
2 Department Offices/Support							
Classrooms							
2.01 Lobby		1	0	350	350	receptionist, multipurpose classrooms, toilet rooms	Professional appearance, capable of welcoming business leaders while providing space for Continuing Ed students and their families (some families wait for students during class due to transportation problems). Acts a pre-function space for larger meetings.
2.02 Receptionist		1	2	150	150	open office area, lobby, workroom	space for two part-time receptionists typ. reception equipment storage for secure documents
2.03 Workroom / Break room		1	6	350	350	open office area	copier, printer, fax, typical workroom equipment, supply storage kitchenette (sink, microwave, coffeemaker)
2.04 Corporate Services Workstations		4	1	80	320		open office area
2.05 Workforce/Continuing Ed Workstations		6	1	80	480		open office area
2.05 Unassigned Workstations		2	1	80	160		open office area
2.06 Director's Office		1	1	120	120	open office area	(2) file cabinet, (2) side chairs, (1) desk/chair
2.07 Small Conference Room		1	4	120	120	open office area	acoustically separated, small conference room. Available to employees for private conversations and phone calls.
Subtotal Assignable Area School of Public Health		ASF		2,050			
Internal Circulation (20%)				410			

Space Types	Priority	Proposed Quantity	Desired Number of Occupants	Assignable Area New Construction Unit Area	Proposed Total New Const. Assignable Area	Required Adjacency	Program Comments
Subtotal Net Area School of Public Health		NSF			2,460		
TOTAL NET ASSIGNABLE AREA		NSF			20,360		
3 Building Support							
General							
3.01 Catering Kitchen		1	0	250	250	Multipurpose room	
3.02 Receiving		1	0	200	200	storage	
Restrooms							
3.10 Women		1	0	400	400	lobby	
3.11 Men		1	0	400	400	lobby	
Storage							
3.20 General Storage		2	0	200	400	receiving	
3.21 Furniture Storage		1	0	400	400	Connected to multipurpose rooms for furniture storage	
Technical Support							
3.40 MDF Room		1	0	120	120		
Sub-total Building Support					2,170		
TOTAL NON-ASSIGNABLE AREA		NSF			2,170	7% of gross area	
Subtotal Assignable Area and Non Assignable Area NSF		NSF			22,530		
Construction Area (% of gross area)		8%			2,627		
Circulation (% of gross area)		15%			4,926		
Mechanical/Electrical Area (% of gross area)		8%			2,756	calculated	
TOTAL GROSS AREA		GSF			32,839	62% Net to Gross ratio	