

## MEETING MINUTES

**Project:** Dallas County Community College District  
Brookhaven College  
Workforce & Corporate Continuing Education Center  
SHW Proj. No.4907.004.00

**Location:** Brookhaven College, Room A203

**Date & Time:** July 26, 2007, 1:00 pm

**Re:** Programming Meeting

### Attendees:

#### **Brookhaven College (BHC)**

Dawn Bishop  
Joy Chase  
Jim Dudlo  
Jim Dwyer  
Sarah Ferguson  
Vernon Hawkins  
George Herring  
Richard McCrary  
Kendra Vaglianti

#### **DMJM/Bond Office**

Doug Wallace

#### **SHW Group**

Patrick Calhoun  
Jill Stewart

### Meeting Minutes:

1. The goal of today's meeting is to confirm our interpretation of the previous meeting, including the types and quantities of spaces, the relationship between spaces, etc. We are not focusing specifically on square footage, but rather on use and number of occupants, along with any other particular information of importance when organizing the space in the new building.
2. Regarding Classrooms, the draft program summary (attached) includes 20 classrooms:
  - 14 Standard Classrooms



- 2 Flex Classrooms (movable partition between, so space can be opened up to a single larger space)
- 1 Computer Lab
- 1 Heavy Duty Classroom
- 2 Conference/Seminar Rooms
- 2 Multi-Purpose Rooms

3. Classroom discussion included:

- The Multi-Purpose Room is intended to be similar to EMG-1, for meeting space. If the Multi-Purpose Room were made up of 4 standard size classrooms that could be configured as 4, 3, 2 or 1 room by way of movable partitions, then these 4 classrooms could serve the needs of 4 of the 20 standard classrooms requirement.
- If the Multi-Purpose Room is located near the lobby, it could be separated (along with the lobby) from rest of building to be used for weekend or off-hour functions, without having people walk thru the rest of the building.
- The campus is gaining classrooms with both this building and the new Science Building. The goal is to be able to return some of the space that is currently being used as classroom space back to its original use as meeting space.
- By creating the flexibility in the Multi-Purpose Room, the Flex Classrooms can be eliminated from the program.
- BHC will plan for laptops at the Computer Lab, so the room can serve other functions as well. A storage area will need to be provided to accommodate the Laptop Carts (for charging batteries). The overall Lab itself should be slightly larger than the standard classroom.
- The Conference/Seminar Rooms will be utilized by various groups for meeting space. They are a lower priority than Classrooms. After discussion, the group felt that it would be appropriate to have two Conference Seminar Rooms that could be separate, or combined by opening a movable partition. The combined space of the 2 adjacent Conference Seminar Rooms would be equal to a larger size Classroom.
- The Conference/Seminar Rooms should be located adjacent to the office space so they can serve as a meeting place for offices and/or privacy rooms. Also, they could serve as corporate break-out space, or could be student meeting space when not utilized otherwise.

4. At the conclusion of the Classroom discussion, the resulting count was:

- 13 Standard Classrooms
- 0 Flex Classrooms
- 1 Computer Lab, sized larger than the Standard Classrooms
- 1 Heavy Duty Classroom, sized larger than the Standard Classrooms
- 2 Conference/Seminar Rooms with a movable partition separating them. When opened into 1 room, the larger space is the same size as a larger Classroom.
- 1 Multi-Purpose Room, made up of 4 Standard Classroom sized spaces, adjacent



to each other and sub-dividable by movable partitions.

5. Discussion with regards to Work Spaces and support spaces included:

- The group questioned the adequacy of the Lobby, and it should be sized to fit the scale of the building.
- Many ESOL students, out of necessity, bring families along with them (typically children are toddlers down to infants). This phenomenon, however, occurs primarily during the registration periods. Now that these classes will be taught on the main BHC campus, families will have more options for waiting areas. Also, registration will continue to be held in S Building. Therefore, while the Lobby needs to be sized to fit the size and scale of the building, it does not need to be over-sized to accommodate the family waiting function.
- Receptionist needs to be linked to the Departmental Offices so he/she can support that staff.
- The Receptionist needs to maintain a Corporate “front door” image, even though the Workforce/Continuing Education group is very active and noisy because of the type of work they do. Workforce/Continuing Education and Corporate Services groups should not be located in the same open area, because of a conflict of working style. However, BHC does not want any perceived differences between the groups in terms of type and quantity of workspaces. All groups should be treated equally.
- The BHC Project Committee felt that open plan workspaces would satisfy their needs, and commented that:
  - The team should be sensitive to the culture and history of academe, that typically provides a private office for faculty.
  - The space should have as much natural light as possible.
  - There is an intrinsic benefit of having BHC faculty/staff working in and portraying a corporate image, to which the students are striving.
  - Because of the shift from private office to open workspace, the team should consider some type of trade-off(s). For instance, perhaps a very nice exterior patio/courtyard that creates views and a potential exterior work/learning environment could be considered. In addition, all spaces should be equal, equitable, etc., in terms of space, amount of open vs. closed spaces, views, etc.
- Because BHC intends to keep registration functions in the S Building, this group may consider only having 1 receptionist instead of 2.
- The Workroom/Break Room should provide space for some vending machine(s) and a lunch table for 4.
- The proposed staff levels have taken growth into consideration. It should be assumed the growth would be split evenly between Workforce/Continuing Education and Corporate Services.
- The Catering Kitchen should include a sink/drain, and an ice machine.
- The square footage allocated to toilet rooms may change as the building begins to



take shape. The final fixture count will be dictated by code, and is based on occupancy.

- Jim Dwyer reported that MDF Room(s) typically have their own cooling unit.
  - The building will need a Custodial Closet with a mop sink and shelving/storage space for standard toilet room supplies.
  - Separate vending should be accommodated, near the main corridor. This could/should include coffee vending. BHC would like to be able to set up portable food/beverage kiosk in the lobby area, similar to a "Starbucks" type of establishment. While this type of service could be provided at times and closed at times, it would not be portable, because of the required utility connections.
6. BHC pointed out that this building, while primarily serving Continuing Education, will not be owned by Continuing Education. CE will still need to share other space on campus, and also expects other classes to occur in this building.
  7. Jim Dwyer expressed concern regarding furniture set-up and movable partition arrangement, and the potential time required of physical plant staff. The intent is to create systems that are automated, power assisted, or similar, and can be used without taxing the facilities staff.
  8. Classrooms are the single highest priority for this project. BHC would rather lose some office space than classrooms. The building must have at least 20 classrooms to replace those they will be vacating at East. There may be some vacant administrative space elsewhere on campus, and it is possible that some Administrative/Office/Support functions could be located elsewhere on campus.

End of Meeting 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		
<b>1 Classrooms/Meeting Spaces</b>							
<b>Classrooms</b>							
1.01 Standard Classroom	1	13	20	750	9,750		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		0	20	750	0	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	1	20	900	900		Large classroom fitted with fixed computer stations. Two schedulable computer labs will be accommodated as part of other classroom space. Use laptops and allow lab flexibility to become classroom at times. May need to add a small storage area for laptop carts.
1.04 Heavy Duty Classroom	1	1	20	900	900	plumbing	typical classroom, modified with heavy duty finishes, hard surface flooring, additional power, plumbing
1.05 Conference/Seminar Rooms	2	2	15	450	900	Adjacent to CE office space	four half-classrooms connected in pairs with an acoustic operable partition to make two standard classrooms. Locate adjacent to office space so they can serve as a meeting place for offices and/or privacy rooms. Also, could be corp. break-out space; could be student meeting space when not utilized otherwise.
1.10 Multipurpose Room	1	4	100	750	3,000	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 if near lobby, can it be separated (along with the lobby) from rest of building to be used for weekend or off-hour functions without having people walk thru the rest of the bldg
<b>Subtotal Net Area Workforce/Continuing Education</b>		<b>NSF</b>		<b>15,450</b>			
<b>2 Department Offices/Support</b>							
<b>Classrooms</b>							
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. Needs to be larger than currently planned to accommodate ESOL families, pre-function, etc.
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 With registration function not coming into this building, may only need 1 receptionist position. Does it need to be sized for 2?
2.03 Workroom / Break room		1	6	350	350	open office area	copier, printer, fax, typical workroom equipment, supply storage kitchenette (sink, microwave, coffeemaker) Vending + 1 lunch table for 4 people
2.04 Corporate Services Workstations		4	1	80	320		open office area; currently have 3, will have 4 by time bldg opens. This group may need quiet space so they can make phone calls to clients.
2.05 Workforce/Continuing Ed Workstations		6	1	80	480		open office area; currently have 5, will have 6 by time bldg opens; noisy group and can work together
2.05 Unassigned Workstations		2	1	80	160		open office area growth; assume growth is split evenly btwn Workforce & Corporate
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.
<b>Subtotal Assignable Area School of Public Health</b>		<b>ASF</b>		<b>2,050</b>			
<b>Internal Circulation (20%)</b>				<b>410</b>			
<b>Subtotal Net Area School of Public Health</b>		<b>NSF</b>		<b>2,460</b>			
<b>TOTAL NET ASSIGNABLE AREA</b>		<b>NSF</b>		<b>17,910</b>			
<b>3 Building Support</b>							
<b>General</b>							
3.01 Catering Kitchen		1	0	250	250	Multipurpose room	must have plumbing/drain and ice machine
3.02 Receiving		1	0	200	200	storage	
<b>Restrooms</b>							
3.10 Women		1	0	400	400	lobby	may flex in size when final occupancy is calculated. Dictated by code.
3.11 Men		1	0	400	400	lobby	
<b>Storage</b>							
3.20 General Storage		2	0	200	400	receiving	
3.21 Furniture Storage		1	0	400	400	Connected to multipurpose rooms for furniture storage	
<b>Technical Support</b>							
3.40 MDF Room		1	0	120	120		typically on its own a/c need custodial closet w/mop sink and TR storage need to add separate vending, near corridor, including coffee vending. Want to be able to set up portable food/beverage kiosk "Starbucks" vending in lobby area
<b>Sub-total Building Support</b>				<b>2,170</b>			
<b>TOTAL NON-ASSIGNABLE AREA</b>		<b>NSF</b>		<b>2,170</b>		8% of gross area	
<b>Subtotal Assignable Area and Non Assignable Area NSF</b>		<b>NSF</b>		<b>20,080</b>			
Construction Area (% of gross area)		8%		2,311			
Circulation (% of gross area)		15%		4,333			
Mechanical/Electrical Area (% of gross area)		7%		2,163		calculated	
<b>TOTAL GROSS AREA</b>		<b>GSF</b>		<b>28,887</b>		<b>62% Net to Gross ratio</b>	