



MEETING REPORT

REPORT DATE 10 November 2009
REPORT BY Jean Stark
PROJECT North Country Community College
Facilities Master Plan Review and Schematic Design
PROJECT NUMBER 0916
MEETING DATE/TIME 5 November/10:00 A.M.
MEETING LOCATION NCCC Campus
DISTRIBUTION Meeting Attendees

ATTENDING	OF
Carol Brown	NCCC President
Bill Chapin	NCCC Vice president for Fiscal Operations
Shane Chatelle	NCCC Assistant Dean for Facilities & Grounds
Tenée Casaccio	JMZ
Jean Stark	JMZ

Introduction/General Issues

- Dr. Brown presented her vision for the master planning process and discussed her experience with campus planning and construction projects at Eastfield College in Dallas County, Texas.
- Dr. Brown stressed that she wants the planning process to be transparent and involve all campus stakeholders. She would like JMZ to encourage “thinking outside of the box” as they work with the campus community. While there are many pressing facilities issues that must be addressed, the goal should be to focus on building the future of NCCC.
- A project Steering Committee is being formed to guide the work of the planning team.
- The College is in the process of developing a Strategic Plan. NCCC’s Middle States Review is scheduled to occur in two years.
- It was agreed that an up-to-date site survey is essential for the planning process. The existing site plan is based on the original 1978 survey and may not accurately reflect existing topography, buildings, roadways and parking lots. The planning team will develop a scope of work for a site survey to include topographic data, campus boundaries, building locations, and other pertinent information that will be specified in the proposal. Shane indicated there is a contingency fund that will be used to offset the cost of the survey, but that the process would be handled through JMZ’s contract.

JMZ Architects and Planners, P.C.

190 Glen Street
P.O. Box 725
Glens Falls, NY 12801

tel 518-793-0786
fax 518-793-1735
JMZarchitects.com





Enrollment

- There was an 11% increase in enrollments in the fall 2009 semester.
- Most courses are taught during the day with few evening or weekend classes.
- The enrollment projections in the 2007-2008 Master Plan should be re-evaluated. Currently there are approximately 700 FTEs; roughly 2,100 headcount. Scott Harwood, Assistant Dean for Institutional Research & Support, will be available to help with this effort.
- Students on the Saranac Campus are generally traditional age college students.

Facilities/Planning Issues

- It has been 25 years since the last major construction project on the campus.
- Challenges that the project should address include:
 - Determining natural pathways and congregation points on the campus
 - Creating a true “front door” to the campus
 - Maintaining a good relationship between the College and its residential neighbors
 - Improving the green footprint of the campus
 - Expanding workforce development efforts
 - Creation of a “Weekend College” (Friday through Sunday) to serve the community and improve space utilization
- To be considered successful, the final product of this planning effort must be realistic and implementable; sustainable so people will embrace it and work to make it a reality; and cost effective. Dr. Brown indicated she is looking for a high quality plan to guide the College during the coming years.

Schedule/Process

- JMZ will make a presentation to the College community to introduce themselves and the planning process on January 11 or 12, 2010. Jean will let Shane know JMZ’s preferred date. This presentation will be at the “30,000-foot level” and will be used to help set the tone for the entire planning process. **Note: January 20 has been selected as the date for the presentation.**
- JMZ will hold Design Workshop sessions to encourage student input into the planning process. A Design Charrette will also be held where the planning team and representative members of the College community will work together to create and evaluate a variety of concept plans for the College’s future.
- The project has three distinct phases: Master Plan review; creation of concept alternatives; and development of the selected concept. At the end of each phase the planning team will make a presentation to the Board of Trustees, and potentially County representatives, to keep them informed about the project.



- JMZ will prepare a revised scope of work that addresses the specific needs of the College. For example, a functionality study of all spaces on the Saranac Campus will be vital to the development of concept plans, as will a comprehensive utilization study of all instructional spaces.
- The original project timeline set May 2010 as the proposed date for the beginning of construction. JMZ will prepare a revised schedule outlining project benchmarks. The goal is to complete the project by the end of June 2010.
- JMZ will send the following to the College:
 - Revised project scope and proposed schedule
 - Site survey scope of work
 - Project contract
 - Preferred date for a presentation to the College community
- Shane will provide JMZ with the following (electronically, when possible):
 - Survey information
 - Existing site plan
 - Building floor plans (CAD drawings and pdf files)
 - Campus boundary information
 - SUNY's Building Condition Assessment Survey (BCAS) for the Saranac Campus
 - Physical Space Inventory (in electronic format from SUCF)
 - Hazardous materials reports
 - Previous master plans
 - Bernier, Carr & Associates reports
 - Campus Memorandum of Understanding
 - College Organization Charts

JMZ WILL PROCEED ASSUMING THIS REPORT TO BE ACCURATE. DISCREPANCIES SHOULD BE REPORTED TO OUR OFFICE WITHIN SEVEN (7) DAYS.