

## Goal Team 1: Develop a Comprehensive Campus in Downtown Lawrence

### Meeting Minutes

June 18, 2014

Attendees: Donna Bertolino, Rich Brown, Brad Buschur, Noemi Custodia-Lora, Frank Dushame, Jenny Fieldings, Lane Glenn, Cheryl Goodwin, Ellen Grondine, Mike Hearn, Martha Leavitt, Wendy Shaffer.

Absent: Beth Donovan, Bill Heineman, Nancy Garcia, Mary Farrell, David Gingerella, Dawna Perez, Jean Poth, Lori Weir

### Updates

- 1) **Project Priority List Review** - The Team reviewed the Project Priority List & Budget. Ellen Grondine, Beth Donovan, and Rich Brown reviewed/revised the document last week and finalized updates and list of expenditures as best as they could. The team should use this prioritized document going forward as it includes all changes. It will be posted on the website and provides the most up-to-date information and costs associated with projects. Note that all projects have a priority number, and there is documentation as to where the funding will come from (donor or college operational). Other notes included:

- Priorities #1 and 2 – Rad Tech & Dental: All total costs for Rad Tech and Dental are included in these figures
- We want to be sure we have a confirmed process, full costs and start/completion date in place for all items. Rich Brown will place start dates in the last column of the project list and take responsibility for updating the document moving forward.
- Priority #3 Classrooms: Rich noted the construction will be handled in-house saving \$8K. Furniture has been ordered and the spaces will be ready for the Fall.
- Priority #4 – Library: Replaced ceiling and there is some IT work to do. Final cost numbers are noted in the last column. Mike Hearn noted that everything is moving along.
- Priority #5 Tutoring: We will need an architect and engineer to come in to evaluate the space. For this space and the FT faculty space, we need a commitment to move forward. Donna Bertolino noted that she has a layout for the Tutoring space, and had some questions on the furniture quote from Staples. Donna Bertolino, Rich Brown and Sandy (from STAPLES) will meet to review the furniture costs, and Rich will confirm the electrical costs. They will get that information to Lane and Ellen and a final decision will be made.
- Priority #6 Assessment: This item is on hold for now, but will be scheduled for Fall semester. IT needs a month to do their work. If this project can't be done by July, the group agreed that it needs to wait until September. Donna Bertolino also noted that the assessment folks need a private workspace for meetings. Ellen Grondine, Noemi Custodia-Lora and Donna Bertolino will meet once moves have been made to secure a space for that use.

- Priority #7 DCE Office Space: Ellen Grondine proposed a centrally located space (near everything). Noemi Custodia-Lora suggested that lockers be installed so that faculty don't have to carry their belongings with them at all times. It was agreed by all to look at the space right as you walk in towards the old CPAC area for this use.
- There is also workspace in the Fournier building basement. There is also hotel space, flex space, etc. All agreed that L100 could be used for DCE. Noemi Custodia-Lora will work as Bill Heineman's Liaison to work on the design and get final quotes from Rich Brown.
- Priority #8 FT Faculty Space: Furniture cost is \$50K and is dependent on the design that STAPLES came up with. It was agreed that we may not go with these designs, and the space would remain as is, with paint/patch so that there is no additional electrical or IT costs. Lane noted that, at this point, donor funds only covers up to Priority #6-Assessment
- Priority #9 Meeting Room Refurbish: It was agreed that we have plenty of meeting room space now. There are still a lot of unknowns at this point, but if paint/patch can be done to clean them up, that would be sufficient.

There was a brief discussion regarding the old bookstore and using that space for a shipping/receiving location or for DCE Faculty. Martha Leavitt also noted that there is a request of space for a mental health counselor, a learning accommodations staff person and a Merrimack Fellow. After much discussion, it was agreed that going forward, Noemi Custodia-Lora will be the point person for the Lawrence campus in her new role as Executive Director. She will co-chair the Goal Team 1 with Ellen Grondine going forward. All issues for space should be sent to Noemi who will triage the requests through the proper channels (VPs, Cabinet, etc.). It was also noted that the Project Priority list and budget will be placed on the shared drive along with the minutes.

## **2) Community Updates**

Brad Buschur noted that he and Martha Leavitt met with the Mass Works planning team regarding the Essex Street alley way. The team is concerned that the west Essex Street corridor suffers from geographic isolation from another established anchor besides NECC (Lawrence General, Everett Mills, Island St, etc.). The alleyway is not close enough for people to walk, and there is no other anchor except NECC. The planning team feels the College needs to set a flag on Essex Street to be the rejuvenating force. There was also a brief report on the discussion surrounding what the college plans are for the proposed Police/Fire academy? There was some discussion around public safety and where that process is and what facility/space it is currently proposed in? Brad noted that from a campus planning perspective, there was some discussion regarding the extent to which that could be housed on Essex Street to provide another anchor? Lane noted that if there is a viable space available, that it could be a possibility.

There was also a discussion regarding the parking lot at 420 Common Street. The proposed layout consists of 2 travel lanes with parking on either side. The dimensions are narrow and sub-standard. There is a balance of maximizing parking with parking functionality and safe walkable environment. The other issue to be addressed is where to locate a dumpster. Implementation and construction sequencing also needs to be reviewed. The work won't happen until after Labor Day. Brad will schedule a meeting with Lane, Noemi and David Gingerella on this

### **3) Facilities Updates**

Rich Brown noted that the construction at 420 Common Street for the Sal's Restaurant and Eastern Bank will be completed by August 1st. He noted that the parking lot across the street from El Hefni is nearly complete, and that campus signs are ready to be hung across the campus.

The next meeting is scheduled for mid-July. A meeting request will be sent out by Beth Donovan.