



Facilities Master Plan  
2013



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## Acknowledgements

Dille and Traxel, LLC would like to thank the Board of Trustees for giving us the opportunity to perform this important work for the future of Three Rivers College. Without the help of key members of the college administration we would not have been able to create this comprehensive document. These people include but are not limited to Dr. Devin Stephenson, President, Dr. Wesley Payne, Vice President, Division Chairs, the Board of Trustees, Members of the Development Office, the Communications Department, Faculty, Facilities and Grounds, and the Athletic Department.

We would also like to offer appreciation to outside sources who have contributed to the creation of this plan. Those include but are not limited to Smith & Co. Engineers, Strickland Engineering, Toth & Associates Engineering, Schultz Engineering, Poplar Bluff Regional Medical Center, The Greater Poplar Bluff Area Chamber of Commerce, The Poplar Bluff R-I School District, The K2 Development Group, KAJACS Contractors, and Poplar Bluff Medical Partners.



# Introduction

## Section 1

2012 marked Three Rivers College's 45th year in operation. This institution of higher learning has continued to grow since its start in 1967, culminating in record enrollment the past three years.

In 2010, Three Rivers College contracted with Dille and Traxel, LLC to assess the space needs of the college and to develop a Facilities Master Plan for its main Poplar Bluff campus. The results of this space assessment showed a deficiency to the tune of over 63,000 ft<sup>2</sup> of building space. It also identified several key areas of new and expanded programming that would provide services for the district currently underserved and additional income for the college.

This document proposes to expand the existing campus to provide Student Services, Applied Technology, Fine Arts, Fitness and Recreation, Athletics, Maintenance and other renovations. By adding approximately 100,000 ft<sup>2</sup> to the existing campus, Three Rivers College will be in better position to meet the needs of its taxing district and beyond.

The goal for this master plan is to demonstrate the current need for growth, identify potential areas of development, and estimate project budgets. The intent is to help continue Three Rivers' reputation as a quality learning institution with a community setting and provide guidance for the ongoing development of a competitive campus for the future.

Three Rivers College is a growing higher education institution with a mission to provide quality, accessible, and affordable learning opportunities and services for academic scholarship and professional success. Established in Poplar Bluff, MO in 1966, Three Rivers is a public two-year institution that provides open-access higher education opportunities in Southeast Missouri. The vision of the college is to become the preeminent, cutting-edge

community of learners with a student-first focus, and to operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.



During the 2008-2009 school year, members of the Three Rivers Board of Trustees made the decision to install new leadership at the important positions of President and Vice-President. Once these new administrators had time to assess the state of academics and facilities, plans were made to adjust the direction of the college and focus on furthering opportunities and creating successful outcomes. Making sure the college maintains its accreditation with the Higher Learning Commission and a positive working relationship with the Missouri Department of Higher Education was the first priority and many steps were taken to ensure Three Rivers was providing the best educational experience for its students. Part of this accreditation is to create and maintain a Facilities Master Plan, the last of which was drafted twenty years ago in 1993.

The purpose of this Facilities Master Plan is to record a physical facilities design vision for Three Rivers College for a minimum of the next ten years. Several of the factors that affected the design of this document include new strategic and operational needs, safety concerns, efficiencies, and room utilization effectiveness. Together with the vision of the college administration we have created a plan to provide quality, technologically advanced instructional space as well as community environment that will serve the college well into the next two decades.



## Team

Many people associated with the college provided information that went into the formulation of this Facilities Master Plan. Major contributors are listed below.

Dr. Devin Stephenson	President
Dr. Wesley Payne	Vice-President for Learning
Mr. Steve Lewis	Division Chair
Dr. Mary Lou Brown	Division Chair
Ms. Emily Parks	Director of Development
Mr. Benjamin Traxel, AIA	Dille and Traxel, LLC
Mr. Mark Strickland, PE	Strickland Engineering

## Background

Three Rivers College was founded April 5, 1966, when citizens of Butler, Carter, Ripley and Wayne counties located in Southeast Missouri, voted into existence the Three Rivers Junior College District. Since that time, the college has grown and prospered. Beginning in storefront facilities in downtown Poplar Bluff with 138 students, the college moved to its current 80-acre campus in August of 1979. Three Rivers has over 4,500 students enrolled in college transfer, career technical, developmental, continuing education, and workforce development courses.



Three Rivers College also offers in-district centers in Doniphan, Piedmont and Van Buren, and full-service centers in Kennett, Malden, Dexter, Portageville, Sikeston, and Cape Girardeau. This plan covers the facilities on or bordering the main campus in Poplar Bluff.

On the main campus, there are seven primary buildings. The Westover Classroom and Administration Building was the first constructed in 1978 followed a year later by the Rutland Library. In 1982 the college moved into the new Bess Activity Center which was added to with building additions several times since. The Crisp Technology Center was next to be occupied, having been renovated from its prior use as a maintenance shed. It too has been expanded and remodeled. The Tinnin Fine Arts Center was completed in 1996 providing additional classroom space and a location for the growing music and fine arts departments. The most recent large construction project involved the building of the Rivers Ridge student housing complex. The Three

Rivers Foundation provided funding from a donation by Kay Porter, for the Porter Distance Learning Center that is used by the college for classes and houses the IT department. This building continues to be owned by the Foundation.

The most recent Facilities Master Plan was completed in 1993. This document was limited in its scope but identified facility requirements through the year 2000. The plan called for construction of four large projects of which all have been completed. These included the Tinnin Fine Arts Center, Crisp Technology Center, Porter Distance Learning Center, and construction of a child care center which has since been dissolved. An addition to the Bess Activity Center was also suggested and since completed as was the creation of a student housing complex.

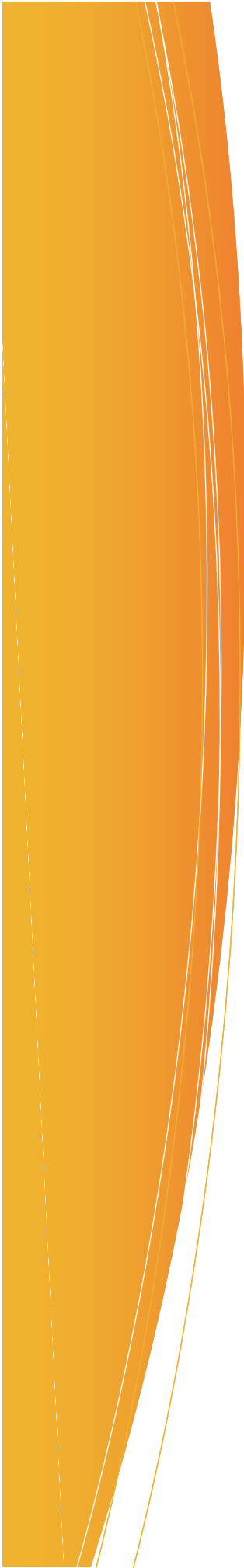
Due to the time since the last Facilities Master Plan was developed, and the limited content it provided, a new plan needed to be created. The Board of Trustees voted to have this document prepared to review the condition of the existing building and grounds and create a vision for the image and direction of campus facilities well into the next two decades.

## Vision

The community of Poplar Bluff, Missouri is far from stagnant. There are major projects underway consisting of highway construction, a large retail center, industrial park expansion, and several medical complex developments. Three Rivers College plays a major role in this growth the area is seeing. Without the educational opportunities offered to the current and future workforce of the region, much of this community expansion would not be able to happen. Thus, Three Rivers must also expand and develop as an institution to stay ahead of the area growth projections.







A campus that is capable of supporting a cutting-edge community of learners is the vision of this Facilities Master Plan. Terms such as Technologically Advanced, Green, Vibrant, and Dynamic were provided by the planning team as goals. Also were ideas that currently limit the achievement of higher learning such as Lack of Resources, Disoriented Processes, Poor Quality Learning Environs, and Need for Beautification.

From this information, it was established that a campus identity, a character for which the college can be positively recognized, should be a vital goal of the plan. Continuity of buildings, signage, beautification, and other systems on campus should be established through approved guidelines.

Spatial accommodations should meet the needs of the users. Each department has separate requirements that should be addressed differently to provide an ideal environment for that particular subject. A calculated plan for growth of the institution shall be implemented for future expansion. A clear pattern of traffic, both vehicular and pedestrian, shall also be established.

These are all visions for the future of Three Rivers College and the concepts were taken into account in the development of this plan.

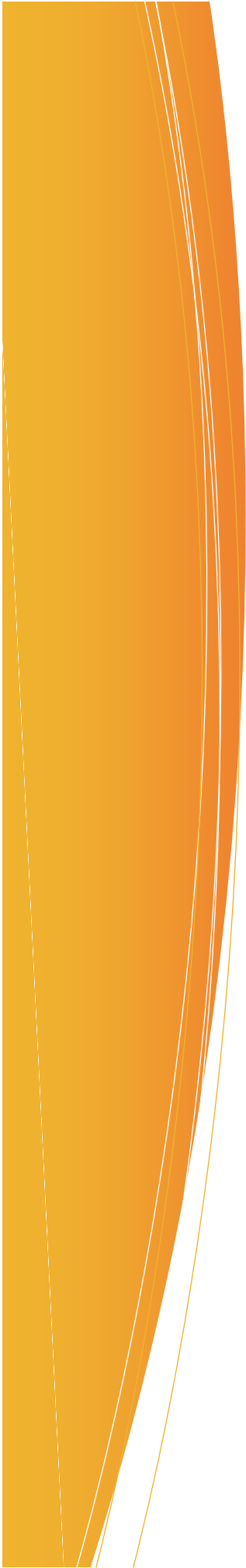
## Process

The first task was to take an inventory of the existing building and site conditions. Floor plans were input into a computer database and the site plan survey was compiled. Separate meetings were conducted with each department on campus to identify the items that currently work well and the lacking needs.

The academic vision of the college was reviewed with the administration to identify what programs were expanding and what new services might be offered in the future.

The site was evaluated for vehicular and pedestrian traffic patterns and overall beautification. Demographics were also studied to identify what future needs may be offered.

Once this information was collected and evaluated, diagrams were developed showing where expansion would best be constructed and existing buildings would be better utilized. This was put on a site plan so traffic



patterns could be developed. Once all data were collected and reviewed, a list of needs was developed. The new campus site plan was then created to implement these ideas and reviewed by administration. After several iterations a final master site plan was developed.

Building design then began based on the needs discerned through research. Identifying the different areas of need and the degree of deficiency allowed us to create a priority list of campus projects. This Facilities Master Plan defines this priority list and order with which it is recommended to be accomplished.



# Trends and Projections

## Section 2

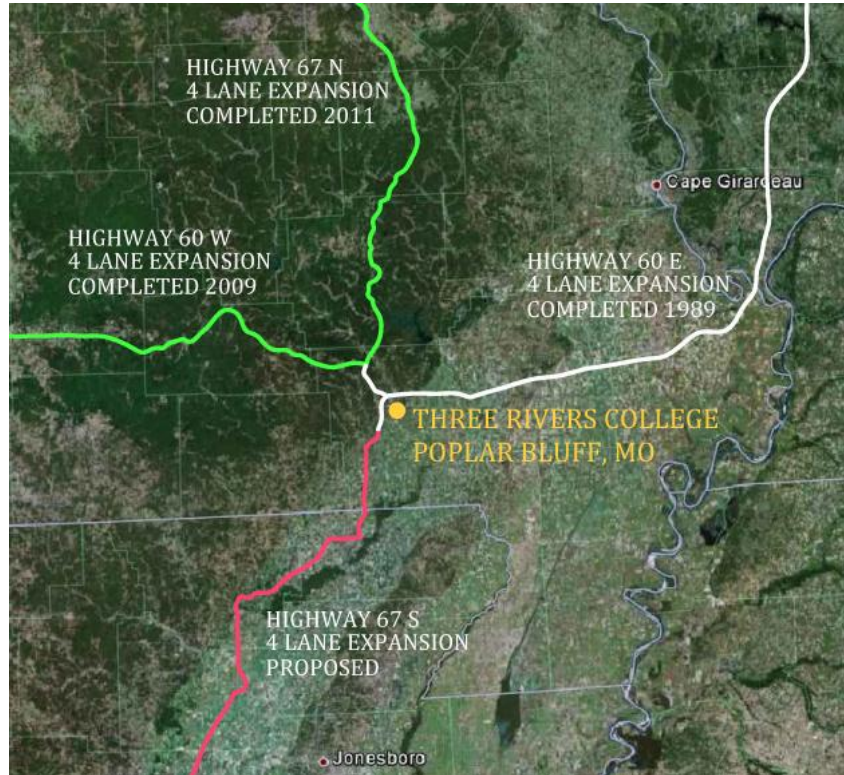
While the languishing economy on a national level has hit all areas of the country, Poplar Bluff, Missouri appears to have withstood the effects better than most. Seeing developments larger than the city has ever experienced, not only being planned, but actually under construction and recently completed, has allowed this area to flourish instead of recess. Road construction, from highways, to local streets and boulevards are being planned and built to serve the expected growth of the retail, industrial, and medical industries.

This Facilities Master Plan for Three Rivers College has reviewed these trends while making decisions about the future of the college's physical plant. The Chamber of Commerce has provided data from past and recent demographic studies for evaluation. The local school systems have made their own projections which have also been taken into consideration. The following information documents large scale projects that have/will have a direct link to what we project to be a continuing increase of college enrollment.

### Regional

In 2005, the citizens of Poplar Bluff voted to assess a ½ cent sales tax to partially fund the Highway 67 expansion to 4 lanes for a 50 mile stretch north. Once completed, this rebuilt road provided the final link for a divided highway to the St. Louis metropolitan area 150 miles to the north. Poplar Bluff is now at the crossroads of 4 lane divided highways for the first time. Plans are

being made to extend the 67 road expansion to the south which would provide major highway access from all four directions.



Three Rivers College is positioned regionally to cover its taxing district of Wayne, Carter, Ripley and Butler Counties. With the new highway expansion it is more easily accessed by students who live in nearby counties just outside the district. This is one reason enrollment has increased the past several years and is anticipated to continue to rise.

## Local

With the regional accessibility to Poplar Bluff and Three Rivers College being improved, in 2005 the city created their first master plan in over a decade. Calling for local transportation enhancement and retail development to be expanded this plan was the first step. In the several years that followed, the City of Poplar Bluff has begun one of its most extensive transformations in its history. Major road, medical, industrial, and retail developments have either

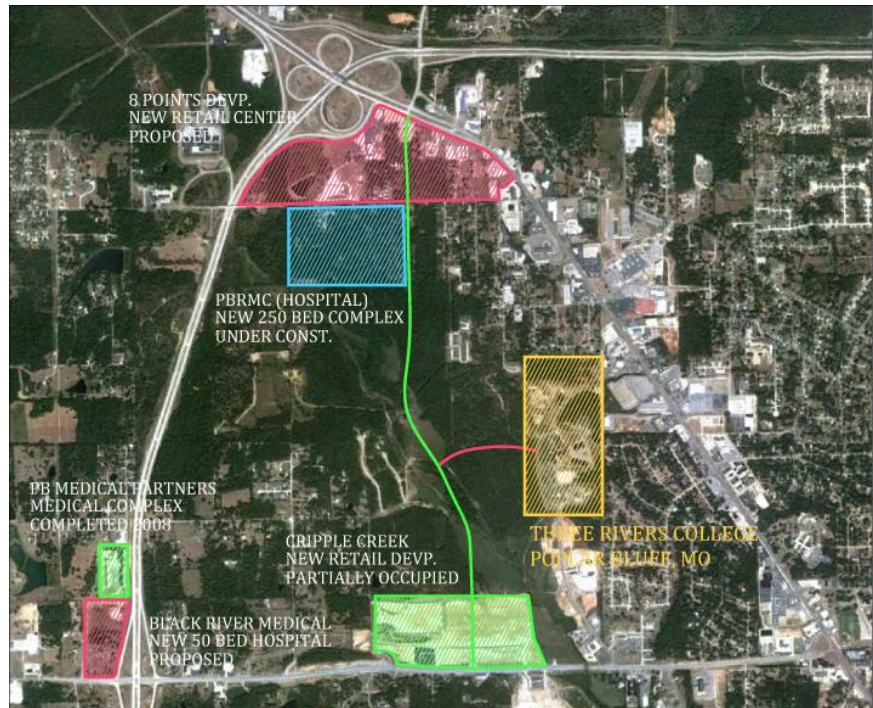
been recently completed, are under construction, or currently being designed.

Shelby Road was opened for the first time in 2011. This 4 lane road provides Three Rivers College the opportunity to construct a sorely needed Main Entrance road to its campus. Shelby Road is proposed to be extended to the south and connect to Highway 53, another major corridor leading into the city. By adding the south leg of this new road and the Three Rivers entrance road, a more direct route to the college is provided from towns southeast of Poplar Bluff.



The Poplar Bluff Industrial Park has also received a new entrance road. Truck access has always been an issue as they are routed down small city streets if coming from the East, North or West. With the completion of the Industrial Park Bypass road, trucks now have much better access to the local industries. The town has not been considered for industrial development in the past due to the traffic situation. Industrial park growth is projected by the city by the completion of the bypass road. Workforce Development opportunities for the college will be expanded with further expansion of area industries.

## Three Rivers College



Near the Three Rivers Campus, several developments are in the works. To the north a St. Louis company is acquiring property for a \$400 million retail, professional, and medical center on a 200+ acre site. It is proposed to bring 1,400 jobs when completed. This is a significant number considering the population of Poplar Bluff is 17,000 and Butler County is 40,000.



On the south end of this site is the new location for the relocating hospital. Poplar Bluff Regional Medical Center has begun construction on a new 250 bed, 425,000 square foot facility to be completed in 2014. The existing

## Three Rivers College

hospital in town will continue to be used by PBRMC for other medical services. A large amount of utility infrastructure is being installed on this end of town, adjacent to Three Rivers, to support this growth.



In addition to the new PBRMC, another entity is planning on constructing a hospital in town, within two miles of the college. Poplar Bluff Medical Partners has recently constructed a three bed hospital and has plans to expand to 50 beds within five years.

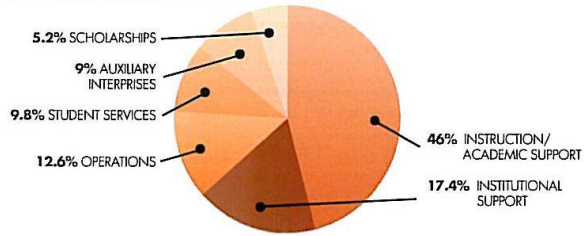
Lying just to the south of the Three Rivers campus is the Cripple Creek development. Site work on this property became building construction ready in 2006 and several establishments have since located in this area. The Poplar Bluff R-1 School District built a new Kindergarten school and a retail and professional office complex is 100% occupied on this site.

Three Rivers College will be relied on to provide educated people for the jobs that are anticipated due to this local development. Trained healthcare workers, teachers, business professionals, and industrial workers are all expected to be in demand in the coming years. The college is in a prime location to expand and satisfy these upcoming needs.

## HOW WE BENEFIT THE AREA

Economic Impact of Three Rivers' Budget

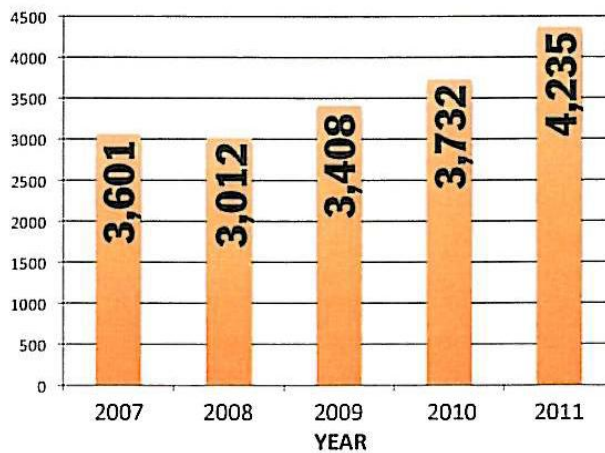
Three Rivers' **\$19.5 million** budget has an estimated impact of **\$117 million** on the area economy.



## College Enrollment

Three Rivers is in the midst of an enrollment spike that is anticipated to continue. 2011 was the third straight year of approximately 10% growth in enrollment for the fall semester.

### ENROLLMENT HISTORY



This growth has not been isolated to the Poplar Bluff campus as new Centers have been opened in Dexter and Cape Girardeau. Approximately half of all students enrolled are taught at the main campus. Workforce Development and other non-credit continuing education classes are also a part of the college's curriculum. By adding these students the total number served by Three Rivers is at an all time high.



## ENROLLMENT

# 7,477

TOTAL SERVED BY THREE RIVERS

## 4,235

students taking  
44,248 credit hours

## 3,242

students taking non-credit/workforce training  
classes or using college resources in past year

38% of students are registered as full-time and 62% are part-time. The average student age is 25 years old and two-thirds of all students are female.



## Academic Services

Classes at Three Rivers College are divided into three academic divisions for degree seeking students.

**Three Rivers College**

## ACADEMIC DIVISIONS

- Humanities and Social Sciences
- Health and Human Services
- Business, Education, Math, Science, and Technology

Three Rivers partners with four-year colleges to offer bachelor's degree completion programs on its Poplar Bluff campus. These institutions include Southeast Missouri State University, Central Methodist University, and Hannibal-Lagrange College. The following are two-year degrees available:

## DEGREES CONFERRED

- Associate of Arts
- Associate of Arts In Teaching
- Associate of Science
- Associate of Applied Science
- Certificates

Over 80 majors are available to students seeking a two-year degree.

## TOP 10 MAJORS BY ENROLLMENT

- |                            |                              |
|----------------------------|------------------------------|
| 1. General Education       | 6. Early Childhood Education |
| 2. Pre-Nursing             | 7. Criminal Justice - Police |
| 3. Elementary Education    | 8. Business Management       |
| 4. Business Administration | 9. Administration of Justice |
| 5. Psychology              | 10. Nursing                  |

Faculty members include 62 full-time and 157 part-time. There are 107 professional and support staff. This amount fluctuates based on enrollment. Part time instructors are not assigned office campus office space at this time.



# Facility Assessment

## Section 3

The Three Rivers College main campus is located on 80 acres in Polar Bluff, Missouri. Building construction on campus consists of 249,709 square feet plus an additional 59,000 square foot student housing complex. Of the academic facilities, 57 percent were constructed between 1978 and 1985, 21 percent 1985-1995, and 22 percent 1995-2005. The replacement value of these buildings is \$39.3 million, or approximately \$140 per square foot. Most of the space is academic; auxiliary facilities comprise 15 percent of the total. The replacement value of auxiliary space is \$120 per square foot; that for academic space is \$150. The age of the facilities reflects the creation of the college in the late 1970s and more than half of the space is at least 20 years old.

The large uses of non-auxiliary campus building space is for either classrooms/laboratories (21%), or offices/administration (13%). Other large spaces include the gymnasium, the library, and the theater. There is 10,616 square feet of unoccupied space, located mostly in the Rutland Library building. This is due to the Nursing and Allied Health departments being relocated off campus. There are a total of 55 active rooms designated as classrooms, computer labs, or laboratories. These classrooms are scheduled close to 100 percent of the time during regular school days and evenings during peak times (daily 9am – 2 pm, evenings 7pm – 9pm) and about 40 percent of the time during the 8 am hour and late afternoons.

Each building on the Poplar Bluff campus of Three Rivers College has been reviewed and scored based on condition and usefulness. Areas such as mechanical and electrical systems, accessibility, circulation, code compliance, image, character, educational adequacy, equipment, security,

and finishes were evaluated on an individual basis. Worksheets were created and can be viewed in the Appendix of this document. With approximately 250,000 square feet of facility space on its 80 acre grounds (excluding student housing), this equals to just over 110 square feet of space per full time student. This number has declined due to the spike in enrollment of recent years. In relation, peer community colleges in the state of Missouri have an average of over 150 square feet of space per full time student.



One method for comparing institutions is to compute the square footage, either gross or net assignable, for each full-time equivalent (FTE) student. For comparable community colleges in the state of Missouri, the average gross square feet per FTE student is 151.1. The following chart lists the gross square footage of peer community colleges in the state of Missouri and compares the amount of square footage per full time student at each institution. Statistics were taken in fall of 2009 from a survey provided by Ozarks Technical College with current figures for Three Rivers College being updated.

<b>Institution</b>	<b>Gross Sq. Ft.</b>	<b>Full-Time Enrollment</b>	<b>Sq. Ft. per FTE Student</b>	<b>Acres</b>
Three Rivers College Poplar Bluff, MO	249,709	2,208	113.1	80
East Central College Union, MO	273,432	2,160	126.6	200
Moberly Area College Moberly, MO	355,450	2,715	130.9	32
State Fair Com. College Sedalia, MO	335,588	2,455	136.7	128
St. Charles Com. Col. St. Charles, MO	565,045	4,068	138.9	235
Jefferson College Hillsboro, MO	537,212	3,179	169.0	420

Mineral Area College Park Hills, MO	380,749	2,167	175.7	226
Crowder College Neosho, MO	454,126	2,083	218.0	608

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**TOTAL** **3,179,311** **21,035** **151.1**

Totals not including Three Rivers College:

**TOTAL** **2,901,602** **18,827** **154.1**

Note: St. Louis Community College, Ozarks Technical College, and Metropolitan Community College (Kansas City) were not included due to demographics being far different than Three Rivers College. North Central Missouri College was also not included due to low enrollment totals.

Upon evaluation of the information above, it is learned that Three Rivers College provides the least amount of space per FTE (full-time enrolled student) when compared to its peers in the state of Missouri. To match the average of all other comparable institutions in the state Three Rivers would need to add an additional 90,543 square feet. Part of this has since been alleviated by the addition of the Downtown Poplar Bluff building being used by the Nursing and Allied Health Departments, adding 24,430 square feet. However, an obvious shortage of space remains. Also, enrollment figures have grown since the statistics above were compiled.

Available parking is another area that can indirectly affect enrollment. Existing parking areas are broken down as follows:

Crisp Center area	93
Student Housing	130
BAC rear and side	22
BAC front	195
Tinnin Center front	318
Road on north end	86
Baseball lot	20
Porter Building	60
Road between Westover & BAC	20
Top of hill	152
<b>TOTAL (existing parking spaces on campus)</b>	<b>1,096</b>

The number of people on campus at the peak time (10:00 am MWF):

Faculty/Staff (75% of total employed)	244
Students (peak time at PB campus)	1,512
<b>TOTAL (people on campus at peak hours)</b>	<b>1,756</b>

The percentage of students, faculty, and staff that drive individually to campus is approximated at 90%. This means the number of parking spaces needed to serve the peak time would be 1,580. By these figures the college is

31% deficient of parking, or lacking 484 spaces during a typical mid semester day at peak hours.

The largest event location on campus, The Bess Activity Center, has occupancy of approximately 2,000 including staff and event participants. Attendees to typical events arrive on average two per vehicle leaving the needed parking spaces at 1,000. This amount matches closely with what is available, leaving little room for overflow.

The average number of parking spaces per 100 students for all colleges nationwide is 55. With a total of 2,208 FTE students enrolled on the Poplar Bluff Campus, this ratio would call for 1,188 parking spaces. This leaves the college 118 spaces short of the national average.

## College Divisions

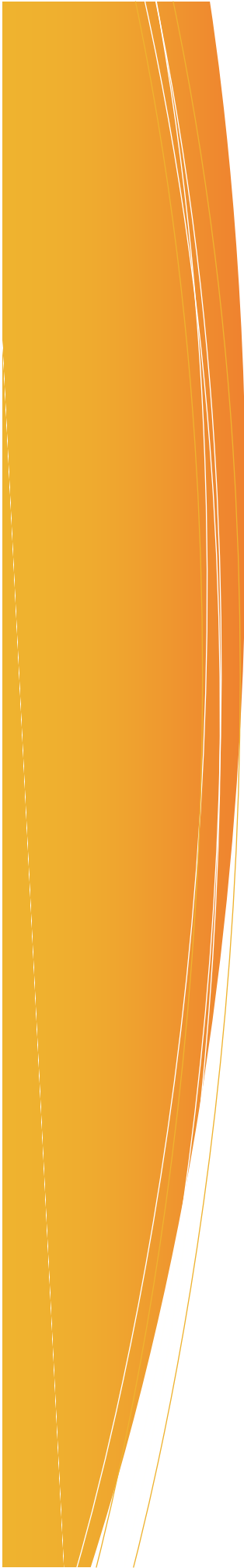
All divisions throughout the campus, both academic and ancillary, were interviewed and evaluated based on existing environs and needed spatial requirements. The following is an abbreviated version of the findings of each department.

**ATHLETICS:** Of all departments on campus, this one appears to be in the most need. There is no central administration area for the entire department as faculty is spread across campus in multiple buildings. The softball team currently has no space allocated other than a coach's office in the BAC. Practice facilities are limited to the multi-use gymnasium for all sports during winter months, which creates a scheduling strain. With the image of the college heavily dependent on athletics, this department is tremendously lacking.

**BOOKSTORE:** This facility is located in a separate building, away from regular pedestrian traffic. Being an entity that provides income to the college, there is money being lost based on its location. It would be much better served adjacent to enrollment and financial aid offices and food services.

**CAMPUS LIVING:** These buildings are somewhat newly constructed, being 8 years old. They are full during the fall semester but have been 5-8% vacant during the spring on average. A study has not been performed to evaluate whether the college would benefit by additional housing being constructed.

**FINANCIAL SERVICES, CFO, PURCHASING, HR:** This department is located on the lower level of the Westover building. It is not needed to be in a high student traffic area. This department, actually consisting of three separate departments, is lacking in space by about 50%. Current space has no natural light.



**FOOD SERVICE:** Located in the back of the BAC, this department is leased to a local company. It is open all day except for Friday afternoons. While it is not a full service cafeteria, it provides an assortment of breakfast and lunch selections. At some time in the future, a full service cafeteria will be needed on campus.

**HEALTH AND HUMAN SERVICES:** Having been relocated to an off-campus building provided by the Poplar Bluff Regional Medical Center, this department has not been figured into the master plan. It is expected that the building will eventually be donated by PBRMC which will then provide ample space for expansion. On campus, the fitness center is available for students and faculty. It is rather small and not adequate to serve as a true Fitness and Wellness Center. The athletic department uses this space for training as well. There also is no medical center on campus. This is a much needed service that would benefit the college greatly.

**HUMANITIES AND SOCIAL SCIENCE:** Classes in this department are broken up between the Westover and Tinnin buildings. Having separate locations has created oversight issues. This department is quite large with 18 full time instructors and a very large number of adjuncts. Being in one facility would provide a much more efficient program.

**INDUSTRIAL TECHNOLOGY:** All classes in this department are located in the Crisp Center. This building is at 100% capacity. Specialized equipment would be added if space were available. The lab space also serves as a large storage area. Preliminary discussions of design, function, and funding have taken place for a new proposed facility. New centers for industrial technology, math, and science are a high priority for the college to provide and train a workforce for a growing local economy.

**INFORMATION TECHNOLOGY:** The College has expanded this department through the years and it serves the needs of the college well. Located in the Porter building, sufficient space has been allocated for services. Depending on technology and college expansion, a tower may need to be incorporated.

**LIBRARY:** This space had not been updated or remodeled in a number of years. Offices were separated from main student areas only by bookshelves. The circulation desk was distant from services and in poor condition. No quiet study lounges were available for use. Technology for libraries has become extremely important and forced a change in how a library functions. The entire library has undergone an extensive \$2.2 million renovation, a high priority for the college.

**MAINTENANCE AND EQUIPMENT:** The maintenance department appears rather unorganized with some broken and unused equipment sitting outside the garage. Drawings of all campus facilities exist but need to be better filed and used. A large garage dedicated to housing the maintenance department including office space and equipment storage facilities is sorely needed.

**MATH, SCIENCE, AND BUSINESS:** Located entirely in the Westover building, this department appears to be lacking in storage space. Desired rooms for the math department could be larger to allow for additional students per class, but overall, work satisfactorily. Several updates would help and added space will be needed as enrollment rises. In addition, funding sources have been sought and preliminary discussions have taken place for a new Center of Math and Science building.

**MUSIC, THEATER, AND ART:** The music department appears to have adequate space for its services, but could add a computer classroom. The art department could use space for canvas construction and storage. Its location appears to work but may be better served for theater use. The theater department is new but has no place for classroom activities. This will need to be addressed quickly. The theater is used for a film class but it is desired to keep the room separate from daily academic activities.

**ACADEMIC AND CAREER OUTREACH SERVICES:** Continuing education classes are scheduled wherever there is an available classroom on campus. Having additional academic space would allow this department to expand. The Tech Prep department has files in the Crisp Center that are controlled by an office in other buildings. Efficiency is an issue with the number of services under this umbrella.

**POLICE DEPARTMENT, ACADEMY, FIRE SCIENCE, AND SEMA:** The police department has relocated twice in the past two years and remains in a location better suited for other functions. The police academy and fire science academic departments are expanding tremendously and in need of additional space for training and storage among other things. A shooting range, area for controlled burns, and a gym would be beneficial. With the possible teaming with SEMA for a facility, additional building requirements may also be needed.

**STUDENT SUCCESS:** Plans for most services of this department call for them to be relocated to the Rutland building. Currently there are parts located in three different buildings requiring new students to walk throughout the campus to find all necessary offices. The consolidation of this department is another high priority.

**UPPER LEVEL ADMINISTRATION:** Needs include a conference room, close proximity to the board room, and location accessible to non-student campus visitors. The current space may be best suited for classrooms.

**WORKFORCE DEVELOPMENT:** Classes for this department are held in one classroom with a 30 student limit. Many times there is a need for a much larger classroom and the college can not accommodate. Having banquet type space would allow this program to expand tremendously. Expansion in facilities and technologies in this department is mission critical to the college and is expected to be housed within the new proposed Center for Workforce Development and Technology.





## Buildings and Grounds

Information derived from the building evaluations and worksheets (appendix) have lead to a number of deficiencies throughout the campus. The following is a breakdown of each building.

**BESS ACTIVITY AND STUDENT CENTER:** Containing all indoor athletic facilities, food service, student support services, and other departments directly related to student aid, this building is a campus high traffic area. Being the first place students need to go upon entering the college for the first time, the access to these uses is inadequate. The gymnasium bleachers have limited attendance due to lack of comfortable seating. Building exterior has not been updated and shows sever signs of age. The interior of the non-athletic spaces has been remodeled and appears be as high quality as possible without a radical change in use.

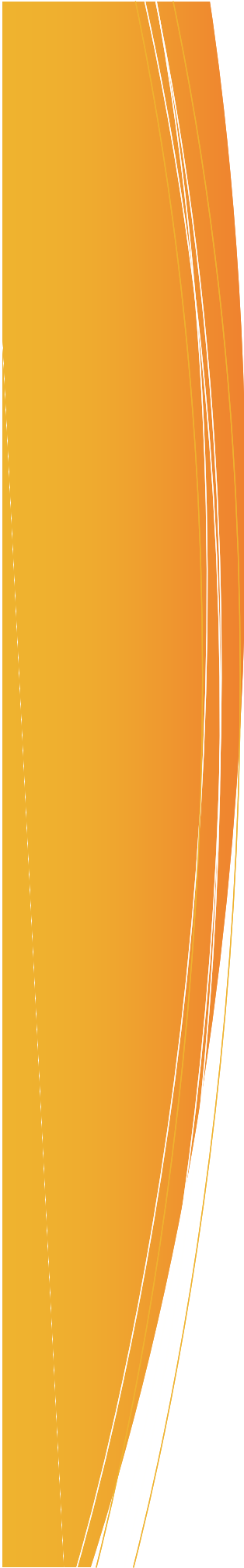
**BOOKSTORE:** This department has moved around campus multiple times throughout the years. The building for which it currently resides was originally constructed as the athletic dormitory. It has been remodeled and a building addition was added approximately 8 years ago. The building is not large enough nor in the correct location to adequately serve as its current use. The interior, while somewhat newly remodeled, does not appear as a quality retail space.

**CRISP TECHNOLOGY CENTER:** The original portion of this building was constructed to be a maintenance shed. It was remodeled into classrooms with additional classrooms added to the north. The current facility is completely inadequate, as the department it houses is a high growth area and college priority. The Technology Center along with the Division of Workforce Development are currently planned to merge into a new Center for Workforce Development and Technology facility.

**LEARNING ANNEX:** Originally constructed as a daycare, this building is now occupied with adult learning services without having been remodeled. With a sloped roof it is not in character with other buildings on campus.

**PORTER DISTANCE LEARNING CENTER:** Though this building lacks continuity with any building on campus, it has a strong modern appearance and good presence in its location. The 10 year old building is in good condition other than regular maintenance issues.

**RUTLAND LIBRARY BUILDING:** This building has been remodeled. Its exterior character is severely dated, especially three sides which are clad with metal



siding. The interior, other than paint, has not been updated in several decades with worn out finishes and poor lighting. This building is in extremely poor aesthetic condition.

**TINNIN FINE ARTS CENTER:** Having multiple uses, this building serves a number of different community organizations. The theater and lobby have an adequate character and the art/music classrooms serve their purpose. The administration offices and board room appear to be out of place in this building but are kept in acceptable condition. The exterior of the building, while different in style and material colors, is in decent condition. Pathways leading to and from the front doors and the condition of the entrance needs to be updated into a more vibrant space. The main entrance on the north is not easily accessed from parking areas and is in the wrong location as campus patterns currently exist. The roof is in need of maintenance as there are a number of reported leaks.

**WESTOVER ACADEMIC BUILDING:** The original building on campus serves as the primary location for most classes and departments. New finishes have been added in most areas excluding the entrance lobby which appears tired and dated. The exterior appearance is also dated and in need of an upgrade.

**GROUNDS:** Construction throughout the campus appears to have evolved on an “as-needed” basis. After the original two buildings, the Rutland Library and the Westover Academic Building, were constructed, other buildings were located based on available space and proximity to existing facilities. Without clear direction and planning this has created a scattered development with cumbersome vehicular and pedestrian traffic patterns. Landscaping, Wayfinding, and adequate lighting are all areas in need of an overhaul.




# Need Identification

## Section 4

Once an evaluation of existing buildings and grounds was complete, academic divisions were reviewed for spatial needs. Information was then compiled and a priority list of needs was created. Many of these lacking areas were obvious and well known before beginning this exercise and several others were discovered due to the research involved. Creating a list of needs is different than creating a list of projects. Some needs will require several projects to adequately service the college and others will require certain projects to be performed before others can be completed.

### PRIMARY PRIORITIES:

1. Develop a plan for the Rutland Library Building.
2. Develop a plan for the athletic department.
  - a. Softball team building
  - b. Athletic Department central office space
  - c. Gymnasium / Arena
  - d. Ballfield upgrades
  - e. Training facilities
3. Additional classrooms and rework of existing classrooms throughout the campus.
  - a. New classroom building
  - b. Crisp Center and Center of Math and Science
  - c. Reassignment of existing classrooms and departments

- 
4. Campus traffic patterns, beautification, and site upgrades.
    - a. New entrance road
    - b. Acquire BSU property
    - c. Clear traffic patterns

SECONDARY PRIORITIES:

5. Maintenance shed, storage warehouse, etc.
6. Campus Union
  - a. Student services provided in one easily useable/findable area
  - b. Food service
  - c. Bookstore (high priority)
7. Tinnin Center south entrance
8. Location for the Police Academy, Fire Science, etc. departments
9. Additional property acquisition
10. Permanent location for upper administration

FUTURE:

11. Campus Medical Center
12. Recreation Center for students, faculty, and athletic training
13. Additional Student Housing



# Master Plan

## Section 5

Three Rivers College is a growing higher education institution with a mission to provide quality, accessible, and affordable learning opportunities and services for academic scholarship and professional success. Established in Poplar Bluff, MO in 1966, Three Rivers is a public two-year institution that provides open-access higher education opportunities in Southeast Missouri. The vision of the college is to become the preeminent, cutting-edge community of learners with a student-first focus, and to operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

### Phase 1: 1-2 Years

1. Academic Resource Commons
2. Classroom Building
3. Softball Building
4. Entrance Road
5. Wayfinding
6. Acquisition of Campus Property (BSU and Porter Building)

### Phase 2: 2-5 Years

7. Westover Renovation
8. Event Center \*
9. Bess Conference Center Remodel
10. Campus Drive, Parking, and Beautification
11. New Crisp Center of Workforce Development
12. Maintenance Building
13. Center for Math & Science

Phase 3: 5-10 Years

- 14. Ballfield Complex
- 15. Student Recreation Center
- 16. Academic Resource Commons Addition
- 17. Public Safety Institute
- 18. Student Housing

Phase 4: Beyond 10 Years

- 19. Property acquisition

The site plan below (see appendix for larger size) has been created to meet the growing needs of the college. It shows the location and proximities of existing to new buildings, parking, and traffic ways. Existing buildings are shown in yellow, proposed buildings in orange.



## 1. Academic Resource Commons

This Building is currently being used as the Rutland Library. The Nursing and Life Sciences program has relocated, leaving one half of the building unoccupied. Due to having unused space available this project is the top priority for the college.



The Library will remain in the building and the additional space will be occupied by relocating the Tutoring Center and Student Support Services. Other spaces will include student collaboration study rooms, an Educational Resource Library, and open computer areas. A coffee shop is also integrated into the design of the building.

The Academic Resource Commons will provide a location for students to feel comfortable studying, conducting research, asking for academic help, or relaxing.

The exterior is to receive a complete renovation creating a new character that is to set the standard for future campus construction. Brick and stone cladding on all sides, a new entry element, and covered canopies help soften the appearance. Windows are to receive muntins and trim to match the character of the new cornice.

This project is to be the first phase of the "Academic Triangle" encompassing the existing Westover Building and a new classroom building.



Cost estimate: \$2.2M

**Three Rivers College**

## 2. Classroom Building

There is a need for additional classroom space on campus due to growth in enrollment. A new classroom building will allow the relocation of programs currently housed in spaces not constructed for their use.



The location for a new classroom building was chosen based on the location of several existing academic facilities. This building, along with the existing Westover Classroom building and the Academic Resource Commons, would form a new "Academic Triangle". The space between these three buildings would be an outdoor green space used by students and faculty as a pedestrian friendly gathering area.

The new classroom building would anchor the "Academic Triangle". It needs to house approximately 40,000 square feet of new classrooms, offices, and lecture halls to properly serve the future needs of the college.

Exterior design of the building is to match the standards set by projects in Phase 1 of this Master Plan. Cohesive exterior materials and design traits are important for the campus image, to provide the best student, faculty, and visitor experience the college can offer.



Cost estimate: \$6.0M



### 3. Softball Building

The Three Rivers softball team has the fewest resources of any department on campus. Other than the head coach's office in the Bess Activity Center, there is no location for equipment or uniforms other than player dwelling units.

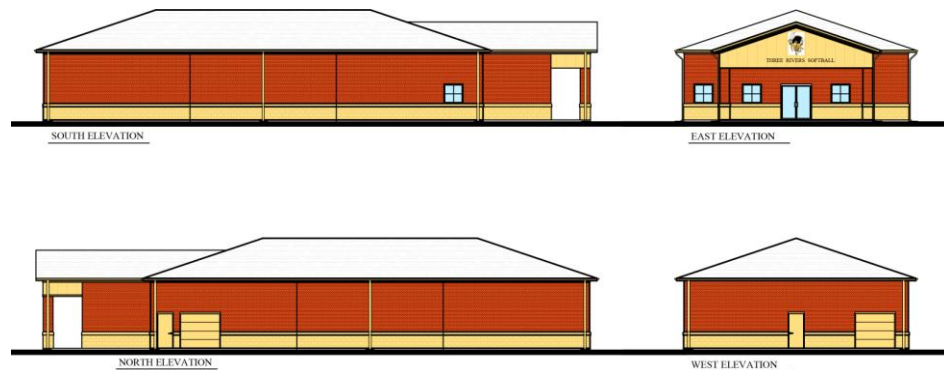


The new home for the Lady Raiders softball team will be located next to the softball field. It will provide a new coach's office thus freeing up space in the BAC for other uses.

A storage area for field maintenance equipment will have an overhead door for easy access. The locker room will provide space for up to 20 players and restroom and laundry facilities. A large multi-purpose room will be used for pitching and hitting drills during times of inclement weather.

Masonry construction to match school guidelines, will be used due to its durability.

The building also fits within the plan for an expanded ballfield complex for both the baseball and softball teams.



Cost estimate: \$350K

#### 4. Entrance Road



There are currently two vehicular entrances to the college. The one from the northeast corner was constructed first when the campus opened in 1978. It comes from Business Highway 67 and is not well defined as a front door. Its understood circulation pattern causes visitors confusion. The entrance from the south was expanded to a usable road in the 1990's and leads to State Highway PP. This entrance is also rather convoluted as it approaches the campus in what feels like a back door. Neither road could be categorized as a satisfactory approach to the college campus and neither one provides a focused pathway that is easily broached.

A new expanded entrance is much needed for Three Rivers. Through a land donation, a corridor has been given to the Three Rivers Endowment Trust to construct a new entrance from the west to Shelby Road. This is a much better location to enter the campus as it leads directly to the center of activity and large parking area. The road should be designed as a boulevard, one that expresses the image of character and class that the college would like to portray to the public.



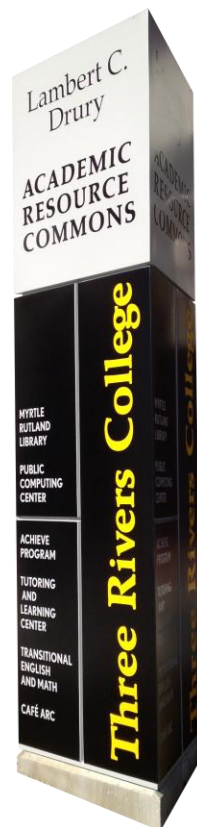
Cost estimate: \$1.2M

**Three Rivers College**

## 5. Wayfinding

Having an effective sign system entails much more than placing a sign at every entrance, door, or cubicle. It is a process that considers the layout and design of a facility or grounds, how best to guide pedestrian or vehicular traffic, and how to address any future changes that may occur. This process is known as wayfinding.

Wayfinding can have an impact on how visitors perceive a building or campus. When people enter unfamiliar settings, with no clear direction on where they need to go, their levels of frustration and stress can increase. Planning an effective system can help ensure that visitors will not leave with a negative image. It addresses the information they need, such as the layout of the facility, where they are, where their destination is, and the directions to get them there and back to their car. Another way signs can enhance campus image is through design. When all exterior and interior signs are consistent in design, they become easier to recognize and follow.

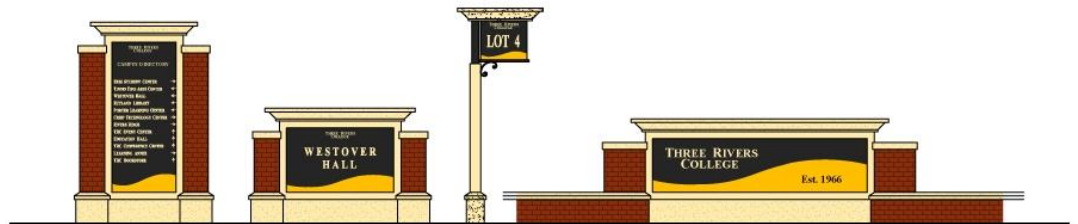


Exterior Wayfinding and Building Identification Signage Standard



### Interior Wayfinding Room Identification Signage Standard

Currently there is a lack of consistency from building to building in both interior and exterior signage. There is also a need for additional exterior signage, both informational and introductory. The addition of a new entrance will provide a perfect opportunity to enhance one's visit to the campus. Tying this exterior signage design to a comprehensive interior signage system will lead to a better experience and visually attractive campus as a whole.



Cost estimate: \$250K

## 6. Acquisition of Campus Property (BSU and Porter Building)

Three Rivers College is the primary provider of higher education in the region. As adopted into their Mission Statement, Vision Statement, and Coordinated Plan, the College is positioning itself as an institutional leader in providing accessibility to cutting edge facilities, technology, and learning opportunities to the region. The acquisition of The E. K. Porter Distance Learning Center and the Baptist Student Union is critical to achieving this goal.

The E. K. Porter Distance Learning Center and the Baptist Student Union facilities are currently owned by outside entities. Acquisition of these properties is necessary for the development of a consistent, unified campus and would allow the College to utilize the existing space of the Porter building in continuing to develop and grow their distance learning programs. The property where the Baptist Student Union sits would be used for building expansion to form the new Center for Math and Science. These facilities would provide the space to allow Three Rivers College to further their goals of providing the highest quality, low cost education to Southeast Missouri and beyond.



Cost estimate: \$4.0M

## 7. Westover Building - Renovation

The Westover Building was built in 1978. The building provides almost 60,000 ft<sup>2</sup> of space and is in mostly sound working order mechanically. The original boiler/chiller systems have been replaced and the electrical system and plumbing appear to be adequate for future use.



The pertinent issues with the Westover building are a matter of functionality for the future plans of the College. In addition to the renovation of the Bess Activity Center as well as the construction of the new classroom building mentioned previously, the interior space of the Westover building will need reconfigured to provide the classroom and administrative space required. The restroom entrances do not currently meet ADA guidelines and will also need reworked. Traffic circulation will be redirected from the widely used west entrance to the front of the building as campus parking and overall traffic patterns are redesigned.

Cosmetically, the building is in need of an update as many of the fixtures and design elements are original to the building. The exterior of the building should be renovated to match the design elements of the other facilities that make up the aforementioned "Academic Triangle" consisting of the Library and new classroom building.



Cost estimate: \$2.5M

## 8. Event Center

The men's basketball team has been one of the most successful in the country since the college was created in the late 1960's. Since 1982, both the men's and women's teams have been practicing and hosting games in the Bess Activity Center.



This building was constructed as a temporary home for these programs that has now lasted over 30 years. These facilities do not provide adequate space for training, offices, or lockers for these teams to compete nationally. Of the five regional teams, Three Rivers has the smallest and most dated facility for training and games.

The basketball teams are the most community recognizable programs the college offers. Men's games often draw over 1,000 spectators. This number may increase should facilities allow. A new event center should be designed to house 2,000 to 3,000 seats, multiple locker rooms for all college teams and visitors, and ancillary spaces for concessions, merchandise, athletic classrooms, laundry, storage, etc. Box seating could be designed for income from local corporations.

This being the location community members will frequent the most, the design of this building should portray a positive image and connection to the rest of the campus. Adequate and well lit parking that is easily navigated as well as good building traffic patterns will be essential in the design of this facility.



Cost estimate: \$11.0M

**Three Rivers College**

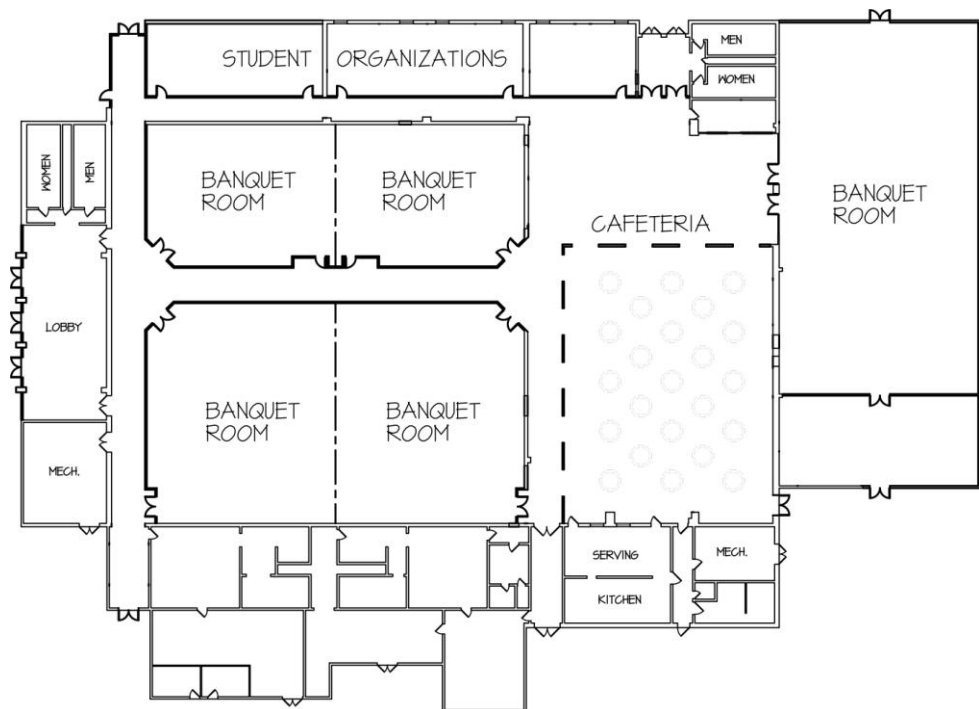
## 9. Conference Center

Once the athletic department vacates the existing Bess Activity Center, this building will be available for adaptive reuse. Due to a lack of campus space for large meetings, banquets, seminars, conferences, etc., a building the size of the BAC is needed.



The transformation of the BAC into a Conference Center would entail creating flexible sized banquet rooms in the existing gymnasium, adding new smaller meeting rooms, creating a full food service operation, and repurposing space for storage, administration, retail, and other uses.

The location of this center works well with existing parking areas, allowing visitors coming on site for a Conference Center event to easily find their way.

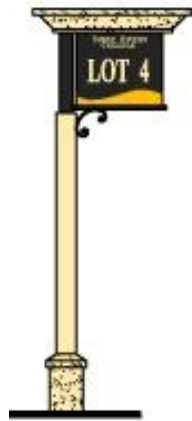
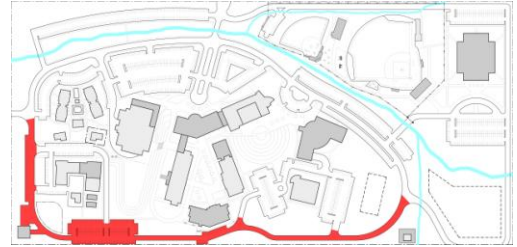


Cost estimate: \$800K



## 10. Campus Drive, Parking, Beautification

Parking and Beautification are two elements that can easily be linked. Parking lots do not have to be large expansive seas of asphalt but can be made into smaller, more aesthetically pleasing spaces. With more parking areas, less vast in size, the campus can be an inviting place for visitors.



Vehicle circulation patterns are critical for a positive campus experience. Being able to find where you are going (see section 4, Wayfinding), being able to easily park and navigate your way to and from your car are important factors for visitors. By installing a road that would now circle the bulk of the Poplar Bluff campus would help create smaller parking areas and provide an easier path for the public to navigate throughout the college grounds.



Areas of the campus that are central to current traffic patterns were not designed properly. Areas where topsoil has washed under sidewalks, little cohesion in landscaping materials, varying styles and sizes of memorial plaques, sidewalk heaving, etc., are all quite evident throughout. A comprehensive beautification plan by a professional Landscape Architect is needed.

Cost estimate: \$1.5M

## 11. Crisp Center For Workforce Development

The current facility is at 100% capacity and, due to being constructed as an addition and renovation to an old maintenance shed, is completely inadequate as a high growth area. Area manufacturers and other employers are dependent on the college to not only provide them with a highly skilled workforce but also to provide state of the art continuing education facilities and technology programs for ongoing training as new technologies and other various needs arise.



An addition to the current Crisp Center can connect to a building previously used as a child care center to form a new Crisp Center for Workforce Development. This new facility would enable Three Rivers to expand its customized training and workforce development programs.

The new facility would be large enough to house a state of the art robotics lab, materials testing and fabrication facilities, and Agronomy and Ag Technology labs. All programs will be supported by software for CAD, simulation, cost estimating, project management, and technology based teaching modules. These computer labs should feature large scale digitizers, color printers and plotters, a high speed large format plotter, and 3-D modeling printer.



Cost estimate: \$3.0M

## 12. Maintenance Building

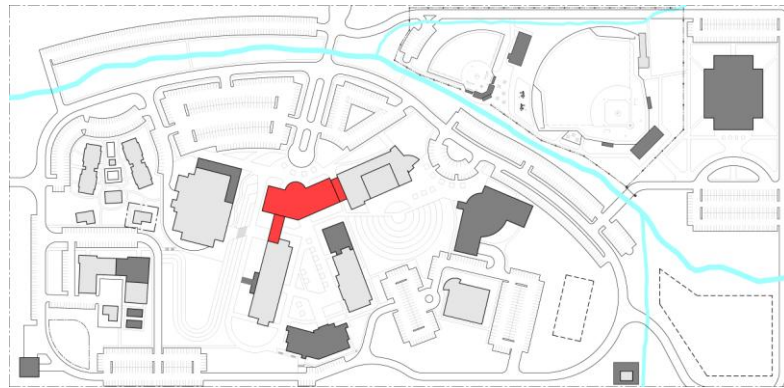


The maintenance department is in need of a facility solely dedicated to housing the maintenance department. This facility should include office space and a large garage for the storage, repair and maintenance of equipment.



Cost estimate: \$500K

### 13. New Center for Math and Science



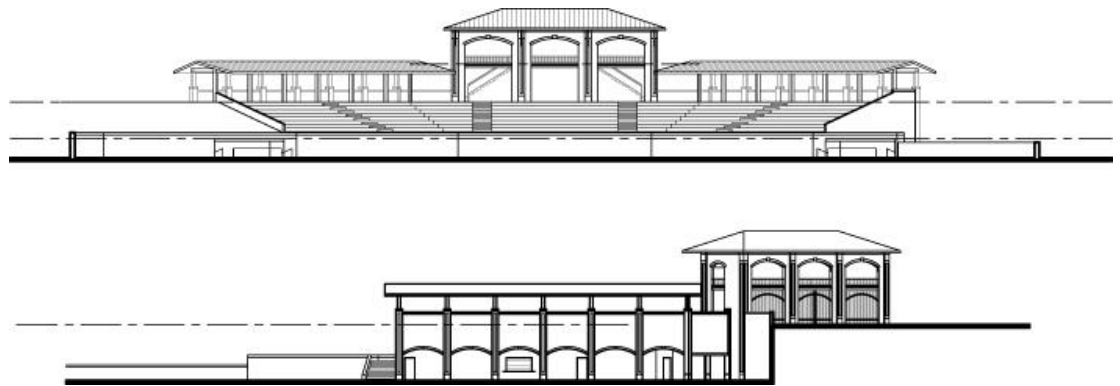
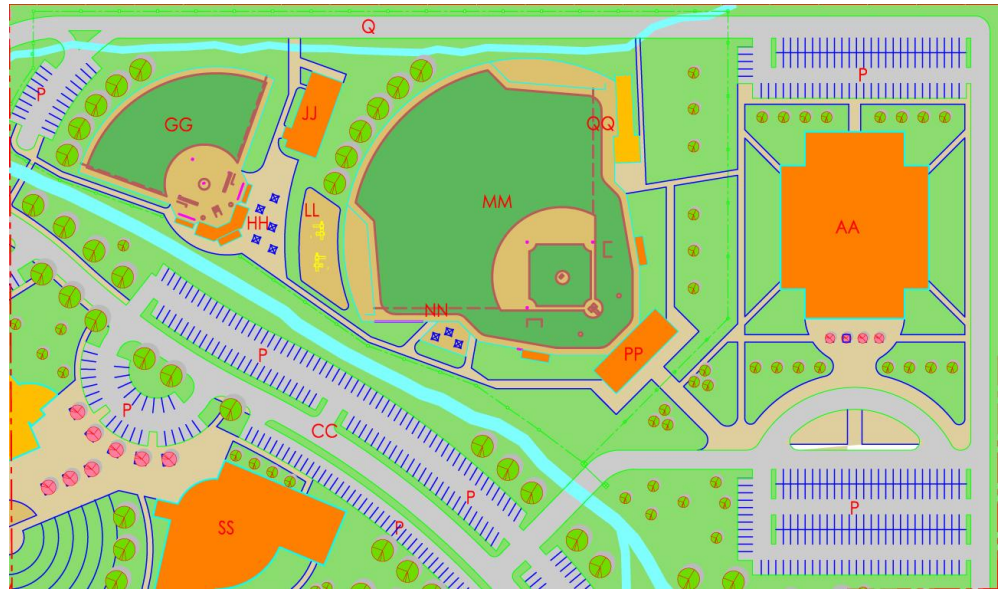
By consulting with area business leaders, state and local governments, and representative studies, Three Rivers College has identified the need for increased educational programs in the fields of Science, Technology, Engineering and Mathematics (STEM), along with the resources and facilities necessary to support them. Furthering and strengthening STEM programs is a top priority and a key element of the strategic plan for the future of the College.

The Center for Math, Science, and Technology could be constructed as a centerpiece to the new campus layout by connecting the Westover Building and the Tinnin Fine Arts Center. This facility would welcome visitors entering from the new main entrance and act as a corridor to the "Academic Triangle". The Center would feature the latest electronic learning modules and technologies, complete with computer labs, science and research labs, lecture halls, and faculty offices. The construction of a new Center for Math, Science, and Technology could position the College as a regional center of STEM education, attracting and educating talented students from the area and beyond.



Cost estimate: \$10.0M

## 14. Ballfield Complex



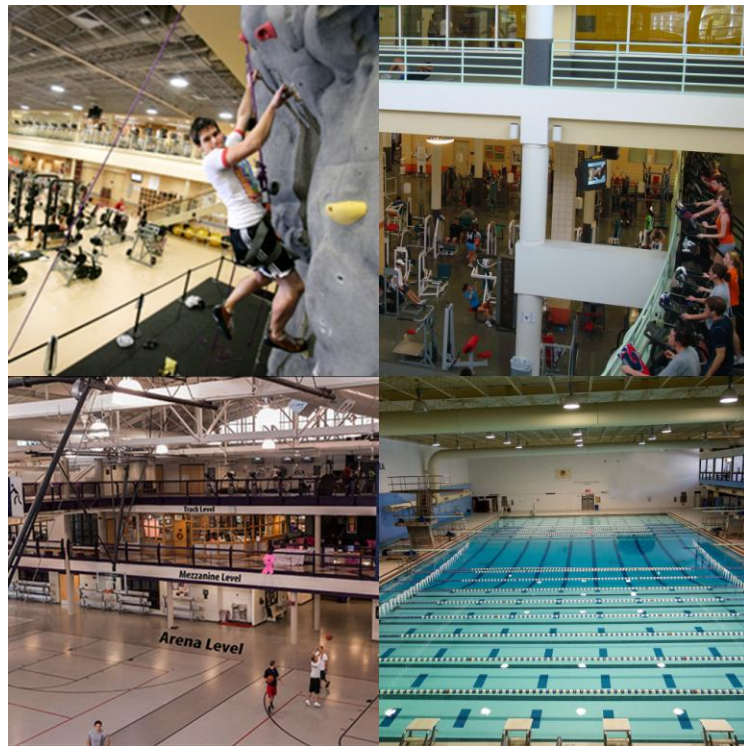
With the addition of the new Three Rivers Event Center and Softball building, the grandstand areas of the ballfields are in need of an upgrade. The current press box and bleacher areas are not up to par with the standards set by the goals of the College. The construction of new grandstand areas for both the baseball and softball fields, complete with press box, concessions, adequate restroom facilities, and bleacher areas would be consistent with the overall design and image of the college and form an impressive and complete athletic complex.

Cost estimate \$1.5M

**Three Rivers College**

## 15. Student Recreation Center

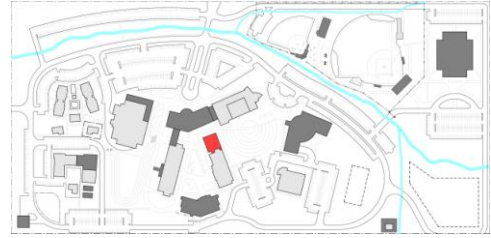
The addition of a student recreation center would provide students, faculty, and alumni with opportunities to develop and enhance a healthy lifestyle through fitness and wellness and intramural sports and activities. By utilizing these facilities and programs, students are able to balance academics with fitness and recreation to develop self-confidence, physical well-being and strength, and group cooperation and leadership skills. Common features of student recreation centers include weight rooms, cardio rooms, multi-purpose courts, walking/running track, and exercise studios. Other features can include, rock climbing walls, swimming pools, juice and smoothie bars, and racquetball courts.



Cost estimate: \$2.0-6.0M

## 16. Academic Resource Commons Addition

In regard to future anticipated growth in enrollment, we have identified expansion of the Academic Resource Commons as a target for expansion should the need for additional classroom space arise.



The design of the current facility would allow for an addition to be constructed with minimal interruption. The placement and direction of the expansion would also blend well into the current overall master plan and campus design.



Cost estimate: \$1.5M

**Three Rivers College**

## 17. Public Safety Institute

The academic departments of Fire Science, Law Enforcement, Public Safety Academy and the Campus Police Department are currently housed in multiple areas throughout the Three Rivers campus. Learning activities take place in multiple buildings and also sectioned off parking lots.



It was expressed that these departments could be drastically expanded, that enrollment is available, if facilities were available. The location of this facility was chosen to allow for space for these departments to work adequately and is visible for a secure and safe campus environment.

Should funding be available from state and federal sources, the building may also be used as a hub for Southeast Missouri disaster relief. Classrooms, training areas, storage, computer labs, indoor underground shooting range, campus police department, and the campus I.T. department are all services that should be designed into this building.

Exterior spaces would include a helipad, burn tower, deep well, training space, adequate parking, and easy public access.



Cost estimate: \$11.0M



## 18. Student Housing



Over the past 3 years, Three Rivers Colleges has had unprecedented growth in enrollment. To meet the demands of this growth as well as future anticipated growth, more affordable housing options are required. The current student housing facilities are at full capacity. In order to support students and achieve their goals as an institution, being able to provide quality, low cost housing options could allow Three Rivers to attract more students to the college.

Cost estimate: \$2.0-6.0M



# Appendix 1

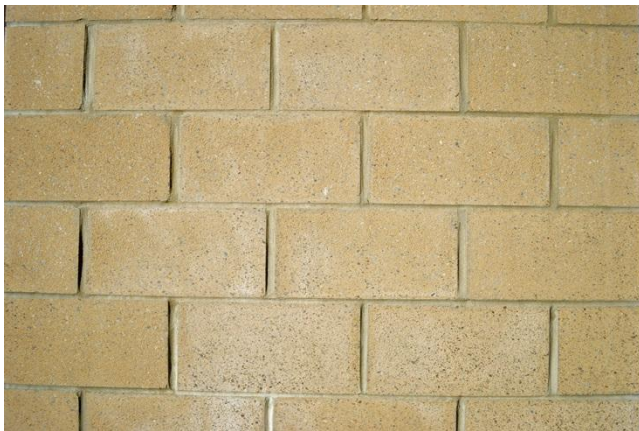
## Exterior Material Standards



**BRICK**

Color and Style: Three Rivers

Manufacturer: Owensboro Brick and Tile



**BLOCK**

Color and Style: Ground Face Masonry Units – Double Bisque

Manufacturer: Nettleton Block and Brick



STONE  
Style: Indiana Limestone  
Color: Warm Light Gray



PAINT  
Color: SW 7688 Sundew  
Manufacturer: Sherwin Williams



# Appendix 2

## Building Inventory Worksheets

**BUILDING WORKSHEET**

BUILDING: Bess Activity and Student Center

Date of Study: June 8, 2010

CONSTRUCTION DATES: 1982 – Original Building 1985 – North Addition 2003 – South Addition



BESS ACTIVITY / STUDENT CENTER



1. Electrical Systems

1    **2**    3    4    5

Underground 1,000 amp 480 volt electrical service enters the building at the SW corner. This provides power to the gymnasium, lobby, and locker room areas. Underground 225 amp 480 volt electrical service enters the building on the east side and provides power to the kitchen and entire back (east) side and north addition. The east mechanical room panels have been modified and do not meet code. This should be remedied as soon as possible. Various cover plates are missing throughout the building and should be replaced.

2. HVAC Systems

1    2    **3**    4    5

There are four roof top units that control the gymnasium climate and one roof top unit for the student lounge area. Various split systems control the conference room, kitchen, and offices located in the back of the original building as well as the fitness center. PTAC units are used in the offices on the north side. All units are electric which is quite expensive to operate. Gas is available to the building but under utilized.

3. Windows

1    2    3    **4**    5

There are windows in some of the Student Support offices but the majority of the building does not have any. These windows are in good condition. There are some storefront windows in the fitness center that appear to be in decent condition.

4. Handicap Accessibility

1    2    3    **4**    5

The building is one story and handicap accessible at most entrances. There may be some minor violations in restrooms and at some doorways but for the most part the building is accessible.

5. Plumbing and Restrooms

1    2    **3**    4    5

Restrooms are adequate but dated. The number of fixtures is at a minimum based on the maximum number of occupants. There are public restrooms at both the entrance lobby and the office area entrance.

6. Lighting Adequacy

1    **2**    3    4    5

Gymnasium lighting was replaced recently and works well. The lobby lighting is 2x4 fluorescents with prismatic lenses that do not meet the need of the space. Lighting in the Student Lounge was replaced when that area was remodeled. It serves the need and character of the space. Ceiling fluorescents remain in place in this area when needed. Overall office lighting is typical of the campus but very poor light quality.

7. Student Circulation

1    **2**    3    4    5

Circulation inside the north addition is very poor. The corridor is too tight to handle the traffic this area receives. Circulation around the Welcome Center, Fitness Center, and Student Lounge appears to work

well. There is no way to get to the front of the building without walking through the gymnasium which creates a problem.

8. Traffic Circulation To and From Building 1      2      3      4      5

The entrance to the gymnasium lobby is convenient to the parking lot, though extremely uninviting. All entrances to the Student Lounge and Student Support areas are quite remote and very hard to find. This is a real problem with the location of these departments as they need to be easily accessible to as many people as possible. These services should consider being relocated.

9. Parking 1      2      3      4      5

There is ample parking in front of the building in the main parking lot for events and general students. Parking along the south side of the building is right against the building and needs to be eliminated. East side parking against the building should be eliminated as well. There is a lot about 20 yards east of the building that was poorly designed as only about four cars can be parked. With the drive up the hill to the south toward the bookstore, this area is extremely inefficient.

10. Building Code Compliance 1      2      3      4      5

There are several electrical issues needing attention as stated above. Emergency systems also need to be reworked.

11. Natural Light 1      2      3      4      5

There is very little natural light in the building. Many spaces could be better served with large windows but without complete relocation there does not appear to be a good way to provide this amenity.

12. Overall Image and Character 1      2      3      4      5

The exterior of the building is not attractive and was never intended to be anything but functional. The metal siding panels mixed with brown brick match the color of the other buildings on campus. However, the building image is not that of a professional college campus. The gymnasium entry should be much more open and inviting. The metal siding is not a material that should be used on a college campus. Landscaping should be installed around the perimeter and asphalt should be cut back away from the building.

13. Educational Adequacy Conducive to Learning 1      2      3      4      5

No general classrooms are in the building but alternative classes are taught where room is available. Gymnasium is adequate for practice. Other meeting spaces are of poor quality except for the conference room which has been remodeled and is usable.

14. Structural System 1      2      3      4      5

The building is mainly pre-engineered metal construction. This is not a structural system normally acceptable for college academic usage. While it has held up adequately for the past 30 years, this type of construction should not be repeated for safe, long lifespan, educational buildings.



15. Maintenance/Upkeep 1    **2**    3    4    5

Many parts of the building are in satisfactory condition with normal wear and tear and little remodeling during the building’s lifespan. Areas that have been remodeled appear new and clean. Original areas such as the entrances, lobby, and gymnasium are in need of attention. The gymnasium lobby could especially use a facelift.

16. Building Relating to the Campus as a Whole **1**    2    3    4    5

The building stands out as a metal building. This style does not fit with the remainder of the campus. Colors were chosen to fit with other buildings but materials are not matching other than some occasional masonry.

17. Special Equipment 1    2    3    4    **5**

There is a kitchen, fitness center, and basketball weight room. All equipment appears in working order.

18. Janitorial/Maintenance Areas **1**    2    3    4    5

The mechanical rooms are used as maintenance areas. There is a great deal of storage in these areas as well that should be removed for quick and easy access to mechanical and electrical equipment. Space is required in front of and around this equipment per building codes.

19. Offices/Administration Areas **1**    2    3    4    5

There is a sever lack of office space in the building. The spaces used for administration are cramped and in some cases barely usable. This falls under the use of the departments and the building.

20. Technology 1    2    3    **4**    5

Data lines enter the building on the east wall close to the NE corner of the building. Poor installation of PVC conduit. There appears to be all needed services available.

21. Emergency Systems **1**    2    3    4    5

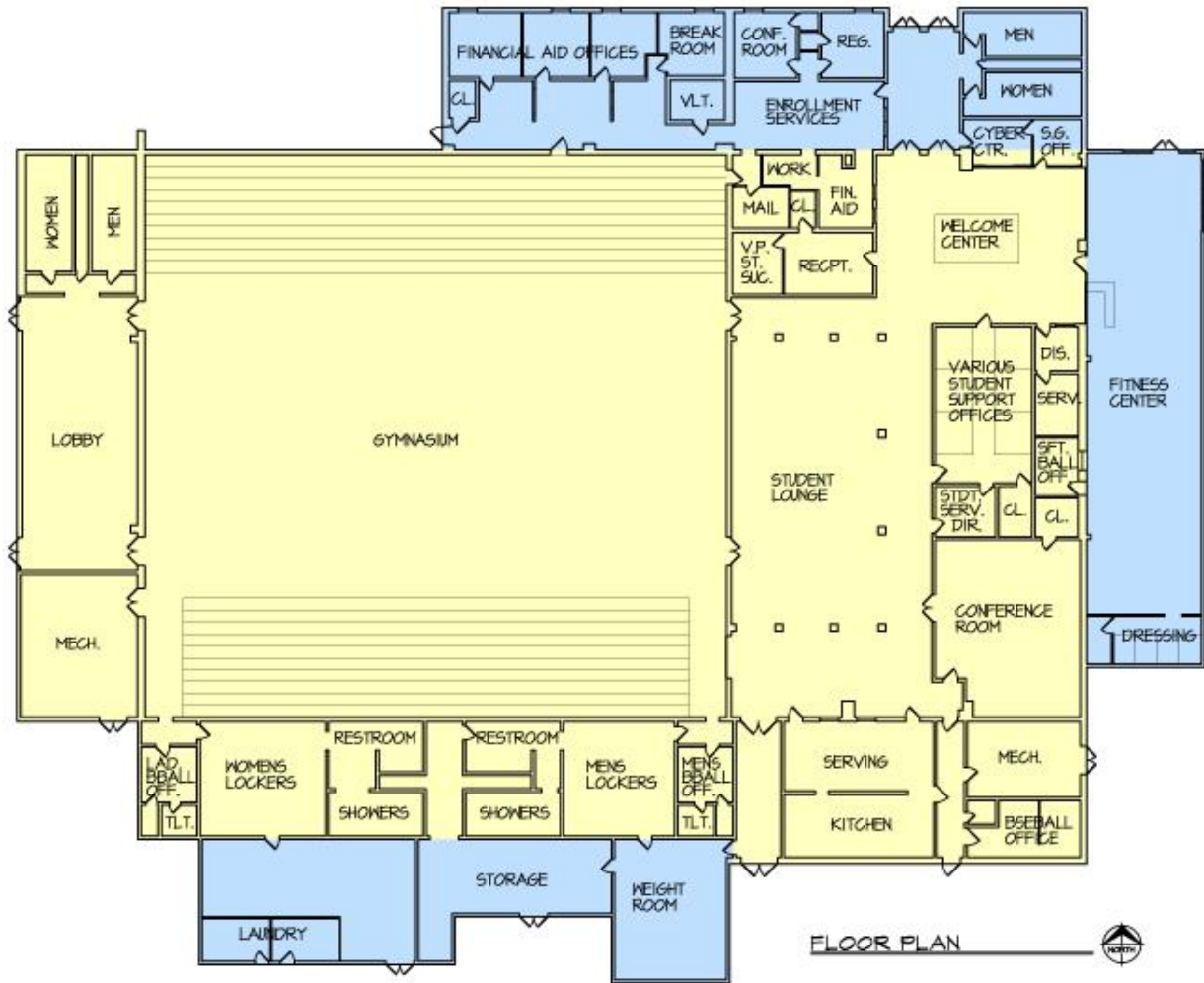
The gymnasium has duct detectors but no smoke detectors. There are some manual fire alarm devices but there doesn’t appear to be enough to adequately handle the building. There are smoke detectors in the Student Lounge area. Building should be tied into a campus wide fire alarm system. There is no fire suppression system in the building.

22. Security **1**    2    3    4    5

There is no security system in the building.

23. Finishes **1**    2    3    **4**    5

Finishes in newly remodeled spaces are satisfactory. Finishes in all other spaces have been neglected and need to be updated.



Blue: Additions

Yellow: Original Building



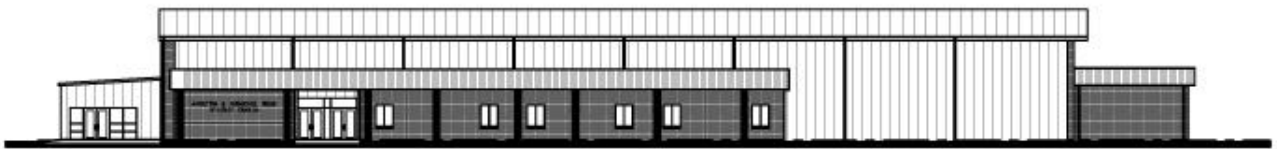
WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION

**BUILDING WORKSHEET**

BUILDING: Bookstore

Date of Study: June 8, 2010

ORIGINAL CONSTRUCTION DATE: \_\_\_\_\_



1. Electrical Systems 1   **2**   3   4   5

Building has 400 amp 240 volt overhead electrical service. Power appears adequate for the building's current use. This is the only building on campus with overhead electric. Should a renovation occur, going underground is recommended. Service enters on the front of the building behind a wood screen fence.

2. HVAC Systems 1   2   **3**   4   5

Building climate is controlled by central split system units. Condensing units are located in the front behind the wood screen fence. System is relatively inexpensive but adequate and easily serviceable.

3. Windows 1   2   **3**   4   5

Most windows are operable and in good condition. One window on the lower level is in a window well and not in good shape. It appears to be nothing more than a basement storm window. One window on the lower level is where a door was previously. It has obviously been changed and does not match any others in the entire building.

4. Handicap Accessibility 1   **2**   3   4   5

Building is two levels. Upper level is above the exterior grade and has a long concrete ramp for handicap access. This is not an ideal condition. There is no handicap access between levels. The lower level has a separate entrance but is only used for emergencies.

5. Plumbing and Restrooms 1   **2**   3   4   5

There is a single unisex restroom on the upper level used by customers and staff. The lower level has a single unisex restroom that is only used for storage. Restrooms are clean but not ideal for the total bookstore situation.

6. Lighting Adequacy 1   **2**   3   4   5

The upper level room lighting consists of fluorescent cloud lights surfaced mounted to a drywall ceiling. These are inexpensive fixtures but provide adequate lighting. The lower level room lights are 2x4 lay-in fluorescents with parabolic lenses. These are of a better quality than the prismatic lenses in most other locations on campus.

7. Circulation 1   **2**   3   4   5

Interior circulation has been laid out in a flexible manner. The retail location appears to be able to be switched around based on the season. This is on the main upper level as well as regular supplies. Most of the textbooks are on the lower level. The manager has a handle on the inner workings of the layout though the retail area seems to be between seasons as much of it was empty.

8. Traffic Circulation To and From Building **1**   2   3   4   5

The front door, while looking out to a general parking area, is hard to find. The location of the building does not appear to be optimal for sales. To enter the building one must navigate a small concrete stair

to the front porch. The building is too remote for students to access quickly and easily and sales are lost because of this.

---

9. Parking

1      2      3      4      5

There is parking in front of the building but this is not where most students and customers park. There are sidewalks leading up from the main parking level but not before one has to walk around the large Bess Center. These sidewalks are not in good shape in some areas and possibly dangerous. Deliveries are a problem as large vehicles have a tough time accessing the building. Once large quantities are unloaded they must be moved by hand between levels.

---

10. Building Code Compliance

1      2      3      4      5

There appears to be enough exiting from the interior of the building to meet code compliance. There may be one area, currently retail supplies, that needs further investigation to determine whether it needs another exit due to its remoteness. The area below the staircase is open to the resource work room on the lower level. This is not allowed per building code.

---

11. Natural Light

1      2      3      4      5

While not great, the windows do provide some natural light. This is not critical based on the current use of the space.

---

12. Overall Image and Character

1      2      3      4      5

Building was originally used as a sports dormitory. It does not have adequate signage and is a very poor building for its use as a bookstore. The exterior grounds are rocky and not planted properly causing some washouts along the hillsides. There is an asphalt parking area up against the building along the front that needs a greenspace buffer. The wood screen fence covering mechanical units and electrical equipment does not fit with the professional environment of the campus and should be removed. Overall the building's image is very poor.

---

13. Structural System

1      2      3      4      5

The building consists of the original dormitory structure and a one story building addition on the upper level used as retail space. The carpeting has been spliced showing the obvious building connection location. There is a trip hazard at this location on the interior as well. Building appears to be in good structural shape overall.

---

14. Maintenance/Upkeep

1      2      3      4      5

Building is clean and appears to be kept up other than the flooring being out of date and needing replacement.

---

15. Building Relating to the Campus as a Whole

1      2      3      4      5

Building uses the same brick as most buildings on campus but otherwise does not fit in the character of any other structures.

16. Special Equipment 1      2      3      4      5

There is an ATM accessible to the exterior on the lower level. It is maintained on the interior but exposed to customers and in the way.

17. Resource Areas 1      2      3      4      5

The lower level uses an office area as a work room, several storage rooms, a break room, and a restroom as storage. This space was obviously not designed correctly for its current use.

18. Janitorial/Maintenance Areas 1      2      3      4      5

Mechanical and storage rooms are used for janitor spaces and not adequate.

19. Offices/Administration Areas 1      2      3      4      5

The front desk appears to work as long as the hand made signs are followed. There are several work stations exposed to the retail space where customers can see everything that probably should be hidden from view. There is one office for the director on the main level that is of adequate size.

20. Technology 1      2      3      4      5

Director stated as long as there is a high speed internet connection they function properly.

21. Emergency Systems 1      2      3      4      5

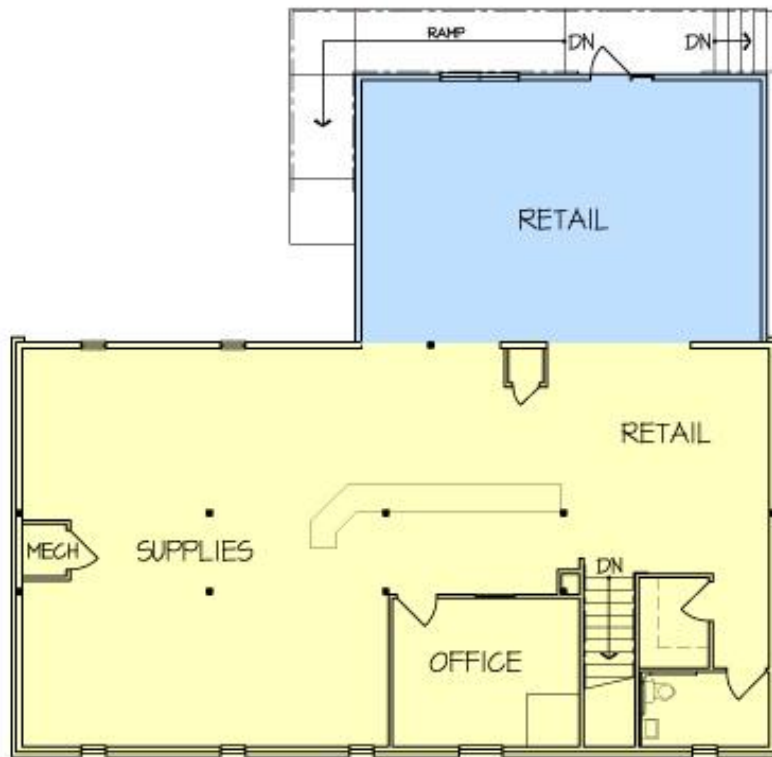
There are no emergency systems in the building. There are fire extinguishers and emergency lighting. It is recommended that a fire alarm system be installed and connected to a campus wide system and monitoring service.

22. Security 1      2      3      4      5

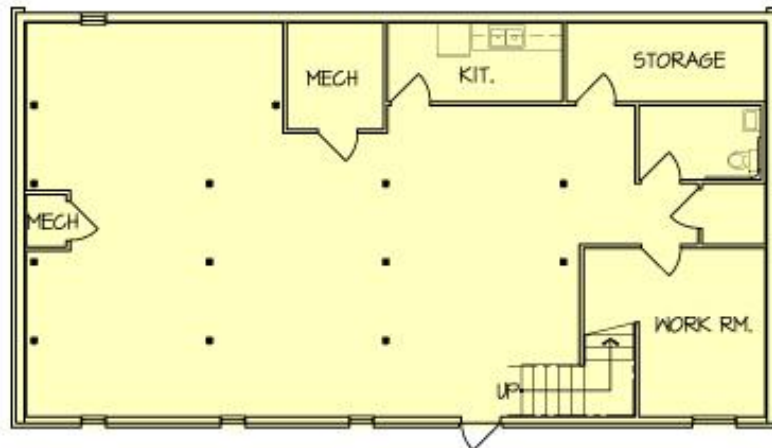
No retail security is installed.

23. Finishes 1      2      3      4      5

Carpet needs to be replaced, possibly with a different material. Walls are drywall and appear to be painted as required. Finishes are typical to the campus but not specialized to the building's use.



MAIN LEVEL PLAN



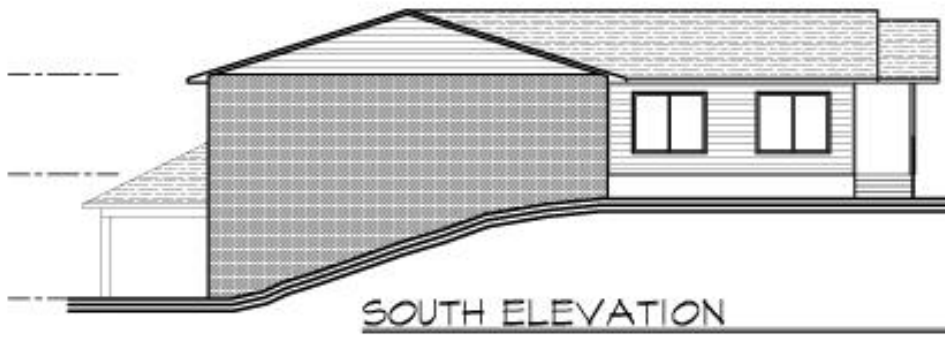
LOWER LEVEL PLAN



Blue: Addition

Yellow: Original Building





**BUILDING WORKSHEET**

BUILDING: Crisp Technology Center

Date of Study: June 2, 2010

CONSTRUCTION DATES: \_\_\_\_\_



CRISP TECHNOLOGY CENTER



1. Electrical Systems

1      2      3      **4**      5

There is 800 amp underground electrical service to the building. This should be adequate for any future use of the building. It enters in the back of the building and the main panels are located on the back wall of the Garage 105. There are several other sub panels throughout the building. Some panels do not have schedules and all panels open to corridors need to be locked. There is one corridor panels with open slots that need to be covered, especially in with an unlocked cover.

2. HVAC Systems

**1**      2      3      4      5

There is very little roof insulation in the building, both the original construction and addition. The building climate is controlled by central air in the original building and front addition except for classroom 103. These units are all electric. One unit does not have a fresh air return which does not meet code. The east addition is controlled by PTAC units that do not provide adequate air conditioning. With the heat generated by the computer labs these rooms can be quite warm. There is gas service to the building but very little is run on this utility.

3. Windows

1      2      **3**      4      5

Decent condition. Windows are in the building addition primarily and are operable sliders. There are skylights in the original building that bring light into the garage and also above the lay-in ceilings of several classrooms.

4. Handicap Accessibility

1      **2**      3      4      5

Restroom doors are not accessible. Minor infractions in restrooms otherwise. Building appears to be accessible in all other areas.

5. Plumbing and Restrooms

1      **2**      3      4      5

One toilet out of order in the men’s restroom. Quantity of fixtures is minimally acceptable.

6. Lighting Adequacy

1      **2**      3      4      5

General fixture is a 2x4 fluorescent T8 with prismatic lens. This is an inexpensive fixture with poor light quality but provides adequate footcandles as spaced. Classroom 111 has fluorescent lights with parabolic lenses. This is a better fixture than the prismatic.

7. Student Circulation

1      2      3      **4**      5

Adequate. The building is not large and hallway widths and exits work for its size.

8. Traffic Circulation To and From Building

1      **2**      3      4      5

Sidewalks to and from other classrooms buildings are difficult to maneuver. Building seems remote from other classroom buildings on campus, this may be okay due to the use of this building. But if traveling between multiple buildings on campus, this is a tricky one to get to as a pedestrian.

9. Parking 1 **2** 3 4 5

There appears to be an adequate number of spaces currently around this building. Asphalt pavement lies against the exterior building walls around the entire perimeter of the building which is not good. There is a trench drain around about half of the building, probably to help stop water runoff from entering the building.

10. Building Code Compliance 1 2 3 **4** 5

One dead end corridor currently passes as long as the back storage room/lab is used as an exit and there is no storage stacked in the line of traffic. This appears it could be a problem. Some exit signs are not lit properly.

11. Natural Light 1 **2** 3 4 5

The building addition has windows in the classrooms and the original building does not. This appears adequate for the new classrooms but the original ones are not ideal spaces for classroom learning.

12. Overall Image and Character **1** 2 3 4 5

Drab. The building is as efficient as it can be without making drastic changes. The exterior is not attractive in the least with asphalt against the exterior walls. The interior is very plain and could desperately use an update. Trash cans with bags need to be rethought, a more hidden vending area or student lounge would also help. Restrooms, especially toilet partitions, are extremely out of date.

13. Educational Adequacy Conducive to Learning 1 **2** 3 4 5

Classrooms with windows are adequate, no more.

14. Structural System **1** 2 3 **4** 5

Original building was constructed as a maintenance shed and renovated into a classroom building. I question whether the original pre-engineered metal building loads would meet standards required for classroom buildings today or at the time of construction. The building addition appears to be conventional steel construction and appears adequate.

15. Maintenance/Upkeep 1 **2** 3 4 5

Building appeared clean but aging with signs of steady daily abuse.

16. Building Relating to the Campus as a Whole 1 **2** 3 4 5

The building fits within the overall design of the entire campus, but unfortunately that is of a dated and unappealing nature.

17. Special Equipment 1 **2** 3 4 5

The back garage area that is being used as a storage room and lab area has a great deal of special equipment. This includes exhaust systems and other electrical equipment exposed to the unfinished space. There is a large overhead door on the rear of the building.

18. Resource Areas

**1**    2    3    4    5

Areas designed to be resources areas are being combined with offices.

19. Janitorial/Maintenance Areas

1    **2**    3    4    5

Two small rooms appear to be used for janitor closets. Other storage may be used in the garage area.

20. Offices/Administration Areas

**1**    2    3    4    5

There are many cubicles in one large room used as offices. Two additional offices have been added in space taken from another previously used classroom. Offices appear to be cramped.

21. Technology

1    2    3    **4**    5

There are two classrooms equipped with computers for students. Other classrooms appear to be equipped with smart board/symposium equipment. Overall, classrooms look to be well equipped with technology. The data service enters the building underground on the east side. Connection to the building is poorly installed exposed PVC conduit.

22. Emergency Systems

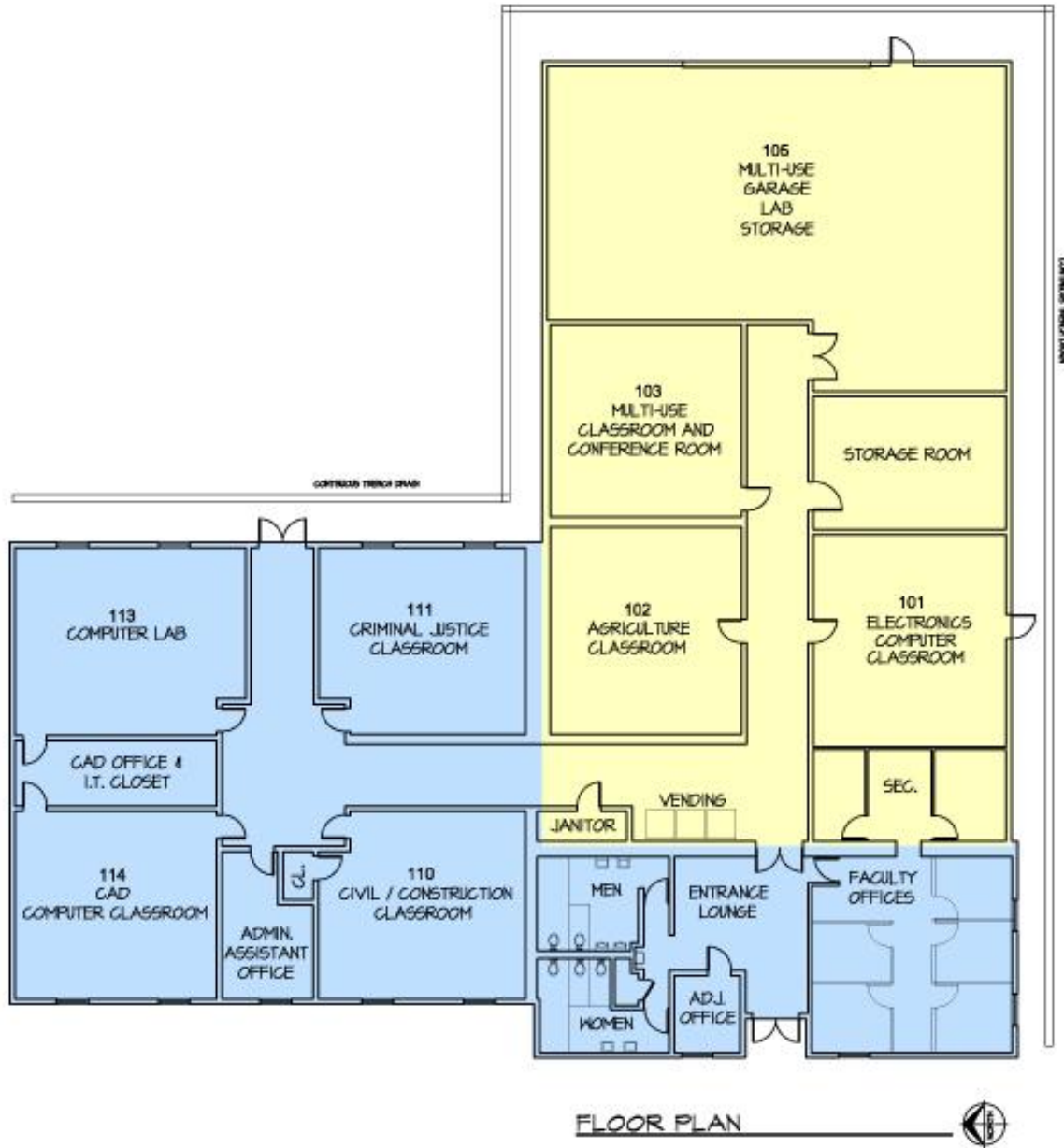
**1**    2    3    4    5

There is no fire alarm system, fire suppression system, or security system in the building. At a minimum, a fire alarm system should be installed and connected to others throughout the campus.

23. Finishes

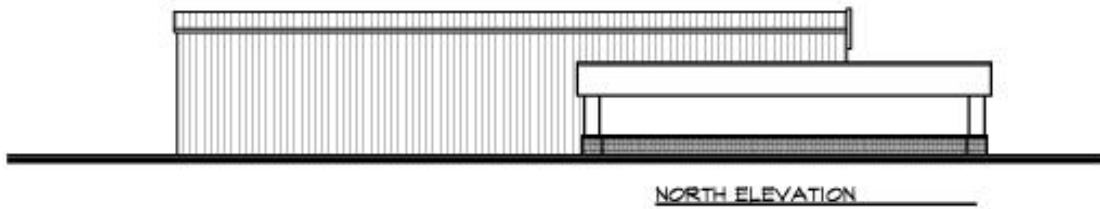
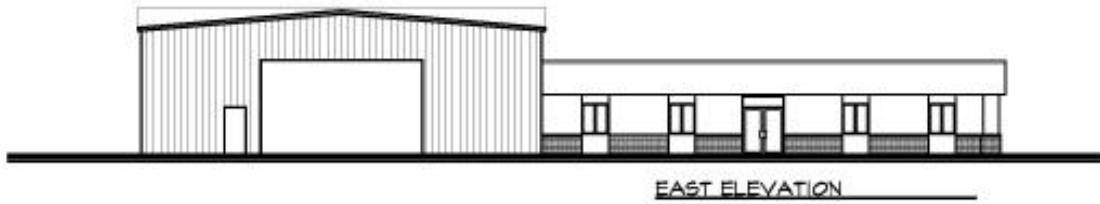
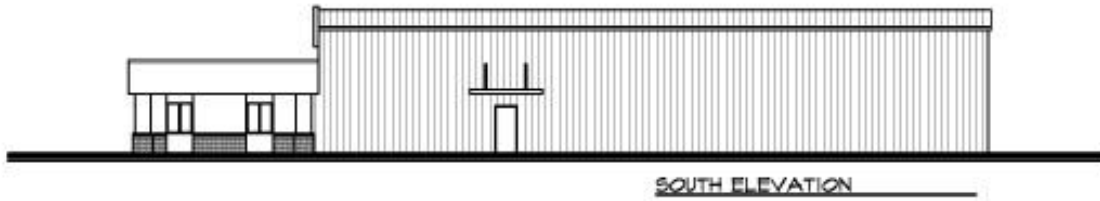
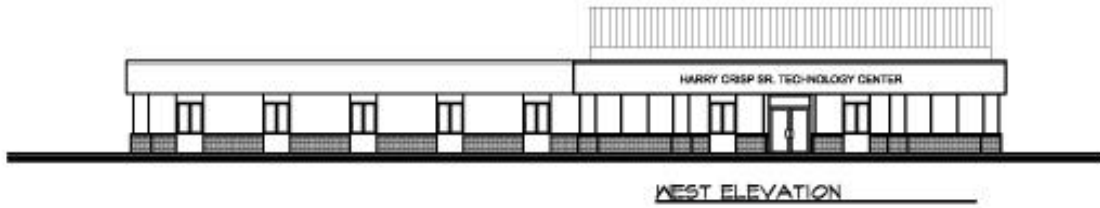
1    **2**    3    4    5

Overall finishes are cheap. Flooring is VCT and all an off white color. Walls are drywall and painted all one color. Ceilings very inexpensive are 2x4 lay-in tiles with cheap lighting fixtures. Some of the doors are chewed up due to years of daily use. Finishes are in need of an update.



Yellow: Original Construction

Blue: Building Addition



**BUILDING WORKSHEET**

BUILDING: Learning Annex

Date of Study: June 2, 2010

ORIGINAL CONSTRUCTION DATE: \_\_\_\_\_





1. Electrical Systems	1	2	3	4	5
The building has 400 amp underground electrical service. This is small but appears adequate for the current use of the building.					
2. HVAC Systems	1	2	3	4	5
PTAC units are utilized at most windows. This is the only system used for heating and cooling the building. This system of climate control is inadequate when heat generating equipment such as computers are used and the building is occupied.					
3. Windows	1	2	3	4	5
Windows are operable and appear to be in good condition.					
4. Handicap Accessibility	1	2	3	4	5
The building is one story and handicap accessible in its current layout.					
5. Plumbing and Restrooms	1	2	3	4	5
There are five total single restrooms. One restroom has a tub/shower. There is a full residential kitchen in Suite 1 and washer/dryer hookups in the mechanical room.					
6. Lighting Adequacy	1	2	3	4	5
Inexpensive 2x4 fluorescent lay-in light fixtures with prismatic lenses provide sufficient but low quality light throughout the building.					
7. Circulation	1	2	3	4	5
Very poor. Upon entering Suite 1 there are a number of employee desks that one doesn't know who to approach. Some are sectioned off by bookshelves as to create cubicles. The large room has some working tables for students and there are computer stations in the back hallway area that appear to get the most use. The building obviously was not laid out to meet the current use. Suite 2 is completely inefficient as currently used. To get to the cubicles in the back one must pass through storage areas.					
8. Traffic Circulation To and From Building	1	2	3	4	5
Similar to the Crisp Center, this building feels remote. Sidewalks to the main parking lot are difficult to maneuver.					
9. Parking	1	2	3	4	5
There appears to be adequate parking directly in front of the building, should a student know where they are going. This parking does not appear to have been designed, rather just paved open space.					

10. Building Code Compliance	1	2	3	4	5
It appears the building is code compliant.					
11. Natural Light	1	2	3	4	5
Perimeter windows provide natural light to most of the building. There are some offices in the current layout that do not have windows. The view from these windows is not good.					
12. Overall Image and Character	1	2	3	4	5
There remains decorative paint on the front door from the previous daycare use. This is unprofessional and presents a poor image upon entering. The exterior has no landscaping. The interior is cluttered and obviously inefficient as the current use does not meet the original design intent.					
13. Educational Adequacy Conducive to Learning	1	2	3	4	5
The building could use an extensive remodeling. It appears the current use was quickly thrown together to get operating and not planned for the long term.					
14. Structural System	1	2	3	4	5
The building appears to have a good steel post and beam structural system. The roof structure is assumed to be trusses.					
15. Maintenance/Upkeep	1	2	3	4	5
The interior of the building is extremely cluttered, presumably because of the new use having moved in for quick operation. There are exterior light fixtures with missing housings and not in working condition. Building needs to be planned for its future use and remodeled accordingly.					
16. Building Relating to the Campus as a Whole	1	2	3	4	5
The building fits with the style of the adjacent Crisp Building and some of the older buildings on campus, but this is not a good thing. While not very old, the building appears dated, cluttered, and has not been remodeled since it was previously used as a daycare.					
17. Special Equipment	1	2	3	4	5
The residential kitchen, washer and dryer hookups, and tub/shower are special equipment that appear to not be needed for the building's current use.					
18. Resource Areas	1	2	3	4	5
While no specific resource areas have been allocated, the entire building appears to be used however is needed on any particular day. Rooms are flexible in that they may be storage room, offices, resources room, student study areas, etc.					

19. Janitorial/Maintenance Areas 1      2      **3**      4      5

There is one small janitor room in Suite 2 with a mop sink. There is a mechanical room in Suite 1 that could be utilized as a janitor room should some storage and vending be relocated.

20. Offices/Administration Areas 1      2      3      4      5

Configuration is laid out very poorly for its use. Suite 1 has multiple employee desks exposed to student working areas, some sectioned off with bookshelves. There is one enclosed office. Suite 2 has one enclosed office, a secretary desk in the corridor, and multiple cubicles in the back room. This layout is extremely inefficient.

21. Technology 1      2      **3**      4      5

None other than regular computer access.

22. Emergency Systems 1      2      **3**      4      5

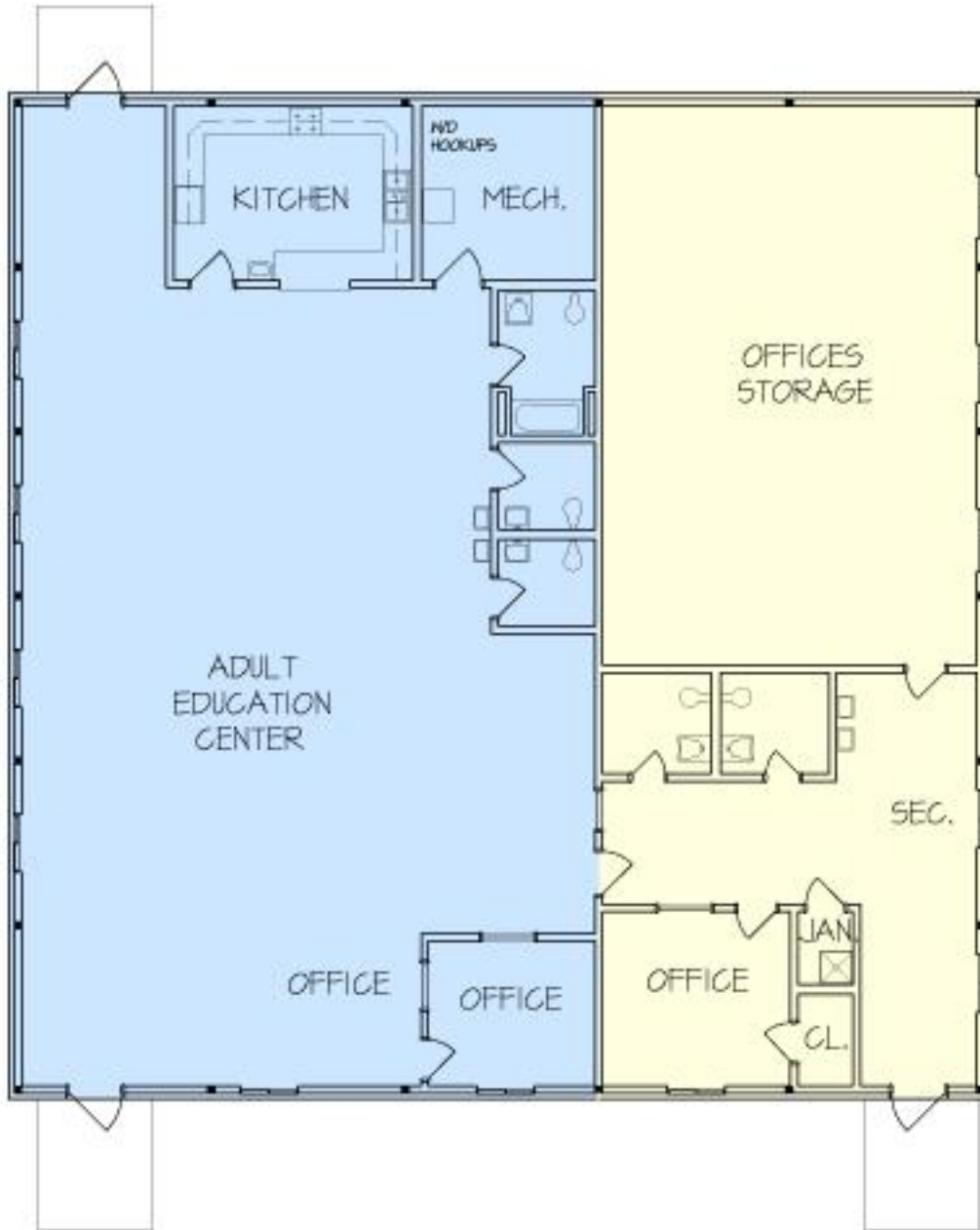
There is a fire alarm system but no fire suppression system. Fire alarm system was not working properly at the time of the study, and it does not appear that the building is required to have sprinklers.

23. Security 1      2      3      4      5

No security system.

24. Finishes 1      2      3      4      5

Finishes need to be updated with a remodel of the building.



FLOOR PLAN

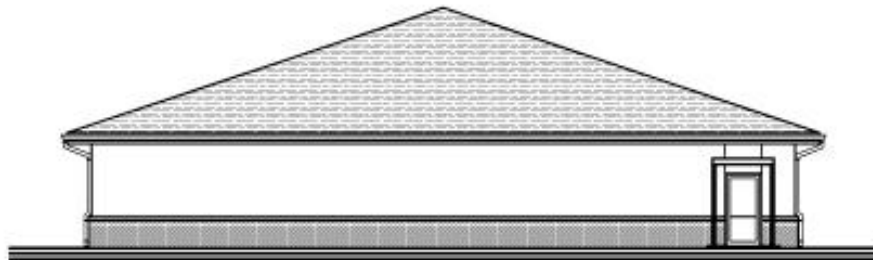


Blue: Suite 1

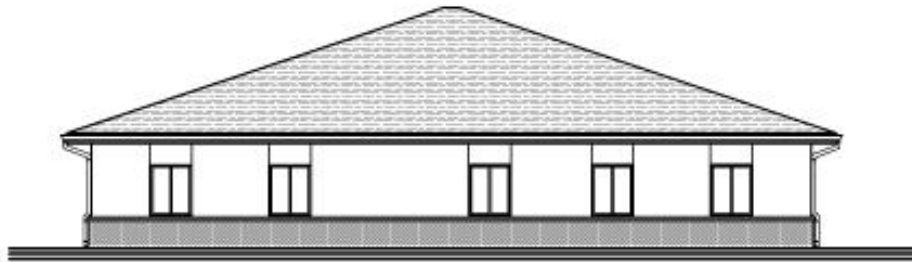
Yellow: Suite 2



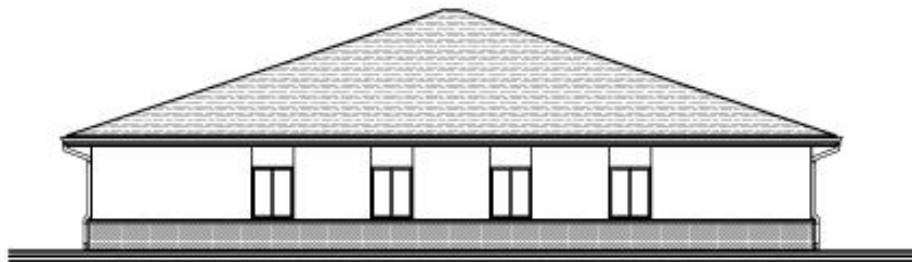
WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION

**BUILDING WORKSHEET**

BUILDING: Porter Distance Learning Center

Date of Study: June 21, 2010

ORIGINAL CONSTRUCTION DATE: 2003



PORTER DISTANCE LEARNING CENTER



1. Electrical Systems 1   2   3   4   **5**

Electrical service is underground and 1,200 amp 480 volt. This service is adequate for the building as currently used and should not need upgrading for any reason.

2. HVAC Systems 1   2   3   **4**   5

Roof top units are used for the entire building. Chases are used to transport through the upper floor to the ceiling of the lower floor. The upper floor mechanical room in the SE corner of the building was very hot. It appears the ventilation fan is not working in this room.

3. Windows 1   2   3   4   **5**

The building is under 10 years old and the windows should continue to be in good condition for years to come.

4. Handicap Accessibility 1   2   3   4   **5**

The building is handicap accessible throughout. The upper floor can be accessed by elevator. There is an at grade exit from the upper level in the NE corner of the building.

5. Plumbing and Restrooms 1   2   3   **4**   5

Restrooms are in good condition and accessible on both levels. There is one set of men’s and women’s restrooms on each floor. The number of fixtures is minimal for this building but meets plumbing standards.

6. Lighting Adequacy 1   2   **3**   4   5

Lighting in most of the building is 2x4 lay in fluorescent. With a prismatic lens, this is low quality but provides adequate footcandles.

7. Student Circulation 1   2   3   4   **5**

The front doors are used for main circulation as they should be. The SE entrance is also sometimes used as it is closer to a larger parking lot. Building circulation works well throughout the building. The upper level NE doors are only used for emergencies and do not lead to a sidewalk.

8. Traffic Circulation To and From Building 1   **2**   3   4   5

The building is slightly away from other buildings but not difficult to find or get to. There are some road crossing markings at sidewalks but it is not ideal. There is not a good sidewalk between this building and the Tinnin Center just down the hill as it is just marked on the side of the road. There should be a better pedestrian walkway between these two buildings.

9. Parking 1 2 **3** 4 5

There is a parking lot adjoining the building in front and a drop off area. This parking handles some faculty and some students. The majority of students have to park in the main lots on the west side of the campus. There is not a good way to reach the building from these parking areas.

10. Building Code Compliance 1 2 3 4 **5**

The building is relatively new and appears to be code compliant.

11. Natural Light 1 2 3 4 **5**

Since most of the classrooms are ITV, they do not have natural light. This allowed for the building to be designed with the offices around the perimeter to receive most of the windows.

12. Overall Image and Character 1 2 3 **4** 5

The building is modern and attractive but does not fit with the character of any other buildings on campus and stands out. With the dated appearance of most of the other buildings this was probably intentional by the designer. The orange circular sign at the entry is a focal point but one that has received criticism due to the chosen color.

13. Educational Adequacy Conducive to Learning 1 2 3 **4** 5

With the general focus of the building being distance learning through technology, the building's interior character appears to work. Natural light does not work for these classrooms so they can become somewhat drab. The floor tile, ceilings, and wall color could be more vibrant but overall the building may be the best on campus.

14. Structural System 1 2 3 4 **5**

This is a steel frame building constructed in the last decade. Due to this it should have been designed with all the latest seismic requirements and should be adequate for years to come.

15. Maintenance/Upkeep 1 2 3 **4** 5

There is some wear and tear on the building but nothing beyond normal. It appears that protective corner trim has been added to most drywall outside corners since the building was constructed. Excess glue was used and is exposed at each location creating an unsightly installation. The painted steel on the exterior by the entrance is peeling and needs to be removed before repainting for a quality application.

16. Building Relating to the Campus as a Whole **1** 2 3 4 5

The building does not relate the campus in any way. Its location appears arbitrary and does not fit on the grid or skewed grid that most other buildings appear to follow. The TRCC logo on the exterior is now out of date as new logos are being phased in.



17. Special Equipment 1    2    3    4    **5**

This building is full of special equipment as it is the technology headquarters for the college. The IT department is located in this building and appears to work very well. Being located next to many ITV classrooms is convenient for this department as well.

18. Resource Areas 1    **2**    3    4    5

Work rooms, break rooms, and other resource spaces are located around the building but many have been taken over by storage. The open computer area on the lower level is not being used in any way right now.

19. Janitorial/Maintenance Areas 1    2    3    **4**    5

Janitorial materials need to be moved out of all mechanical spaces in this building and also throughout the campus. There appears to be adequate space for supplies in the building.

20. Offices/Administration Areas 1    2    **3**    4    5

There are a number of offices throughout the building, some relating to other uses of the building, some that are only located in the building due to available space. Offices themselves appear to be in satisfactory condition.

21. Technology 1    2    3    4    **5**

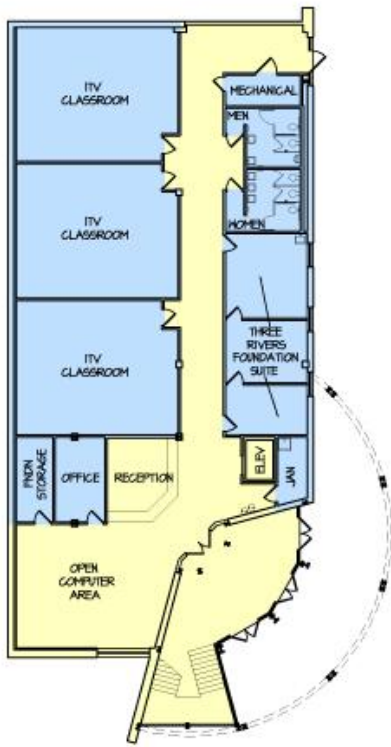
This building is the most technologically advanced building on campus and works well.

22. Emergency Systems 1    2    3    **4**    5

Building has a fire alarm system.

23. Security 1    2    **3**    4    5

Due to the sensitive nature of the IT department’s data, security is important for this building. Some measures have been taken to limit access to certain areas of the building by security locking devices but according to the IT department, additional measures need to be taken.



FIRST FLOOR PLAN



SECOND FLOOR PLAN

**BUILDING WORKSHEET**

BUILDING:     Rutland Library Building    

Date of Study:     June 21, 2010    

ORIGINAL CONSTRUCTION DATE:     1979    



    RUTLAND LIBRARY BUILDING    



1. Electrical Systems 1   2   3   4   **5**

Underground electrical service to the building is 1200 amp 480 volt. This should be adequate for the building’s foreseeable future. Should HVAC units be switched from electric to gas more power will be available to the building as well.

2. HVAC Systems **1**   2   3   4   5

The west wing and central core areas are taken care of by roof top units. The east wing is served by PTAC units through the walls. The original boiler/chiller system was removed at some point in the past. This opened up space in the mechanical room for storage. The PTAC units are not a good source for climate control due to no fresh air, noise, and no disbursement of air throughout the space. It is recommended to eliminate this type of unit throughout the campus as renovation occurs.

3. Windows 1   **2**   3   4   5

The design of this building mimics the Westover building in many ways but on the cheaper side. These windows are a lesser model than the ones across the parking lot but not poor enough to be replaced without an overall building remodel.

4. Handicap Accessibility 1   2   **3**   4   5

There is an elevator in the building providing accessibility to both levels. The restrooms have some ADA minor ADA violations. The entries to the restrooms do not have adequate space between the door and the walls to meet ADA guidelines.

5. Plumbing and Restrooms 1   **2**   3   4   5

Restrooms are in working condition but have not been remodeled since the building was constructed. Should the building receive a remodel the restrooms would also need renovation. There are no public restrooms on the upper floor.

6. Lighting Adequacy 1   **2**   3   4   5

Lighting throughout the building is rather poor. The library stacks are difficult to see due to the only light coming from the 2x4 fluorescents at a much higher level. This area needs a different lighting type. Other classroom and administration spaces have the same 2x4 fluorescents with prismatic lenses that provide very poor lighting quality.

7. Student Circulation 1   2   **3**   4   5

Circulation throughout the building is easily navigable. There is nothing confusing about the floor plan. The fire escapes on the east and west end of the building are exposed to the exterior.

8. Traffic Circulation To and From Building 1 2 **3** 4 5

The building is easily served by the main front door. Other doors to the building are used mostly only as emergency exits. With the back of the building facing the Porter and Tinnin buildings, as well as the entrance drive, there can be some confusion in finding the front door when walking from this side as there is no entrance to the north.

9. Parking 1 2 **3** 4 5

There is adjacent faculty and visitor parking on the south side of the building. However it is recommended this lot be removed for added green space and a pedestrian plaza. Parking could be added along the roadway to the east and also in the back to the north to make up for it. Student parking is in the main lots down the hill to the west. This appears to be adequate, even with a slight walk, for the use of the building. There are other buildings nearby making the walk central to many campus destinations.

10. Building Code Compliance 1 2 **3** 4 5

There doesn't appear to be any fire alarm system. The exit signs and strobes appear to be dated and of questionable working condition. It is recommended these items be reviewed and tied into a campus wide system.

11. Natural Light 1 2 **3** 4 5

The entry has plenty of southern natural light, albeit direct sunlight. The south elevation has windows across the building. The north has windows on the east wing but not the west wing. Overall, there is some natural light but not a tremendous amount.

12. Overall Image and Character 1 **2** 3 4 5

The building is one of the original on campus and relates well with several other buildings. The style of the building is dated and does not have tremendous character. The building, both in and out appears dated and in need of a remodel.

13. Educational Adequacy Conducive to Learning **1** 2 3 4 5

The library is extremely dated and not attractive in any way. It is not conducive to learning. The unused classroom space in the east wing has the same appearance of being dated and unattractive.

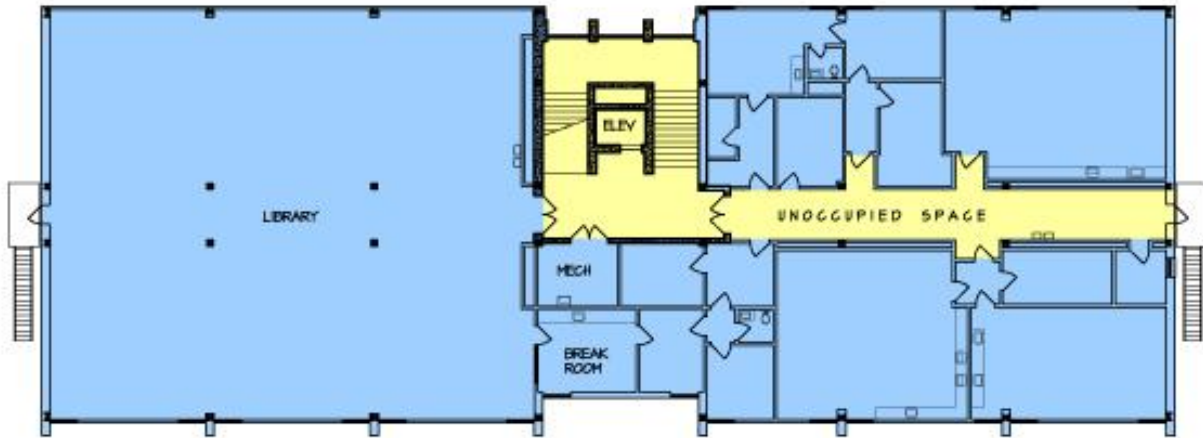
14. Structural System 1 2 3 4 **5**

The building structural system is steel post and beam with metal bar joists, steel deck and concrete. This system is solid and should hold up for the future.

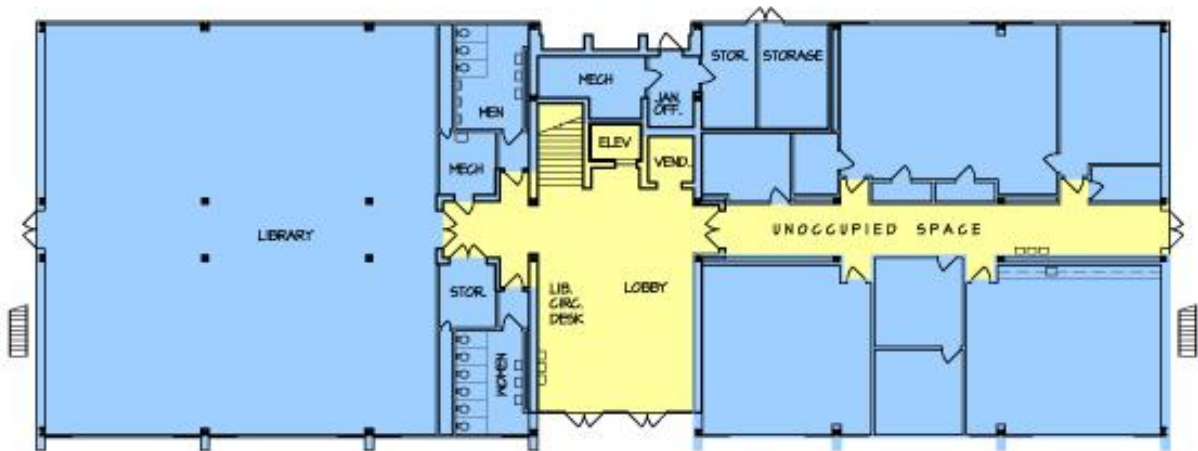
15. Maintenance/Upkeep 1 **2** 3 4 5

With the nursing program moving out of the east wing this area will need a thorough renovation to make usable. Due to this there has been little upkeep in the past year. The remainder of the building is also in need of renovation. Though kept open and relatively clean there is significant wear from general usage over the past 30 plus years.

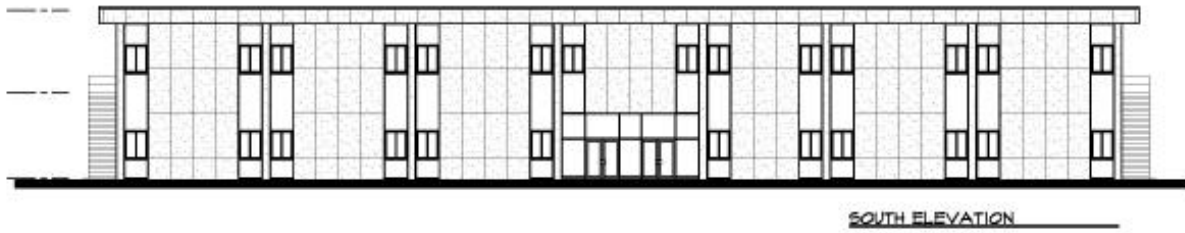




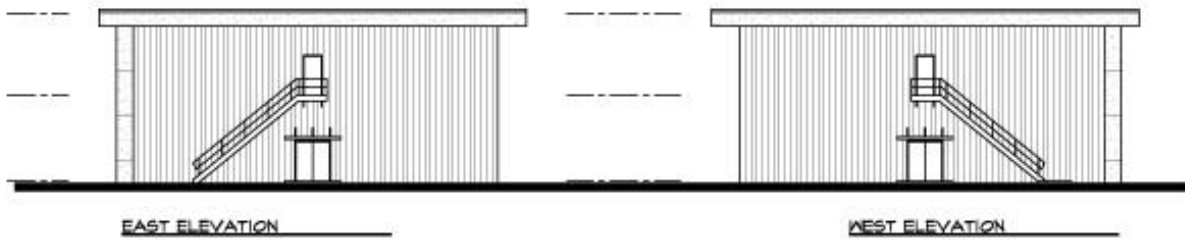
UPPER LEVEL PLAN 



MAIN LEVEL PLAN   
SCALE: 1/8" = 1'-0" © 2011 HOK

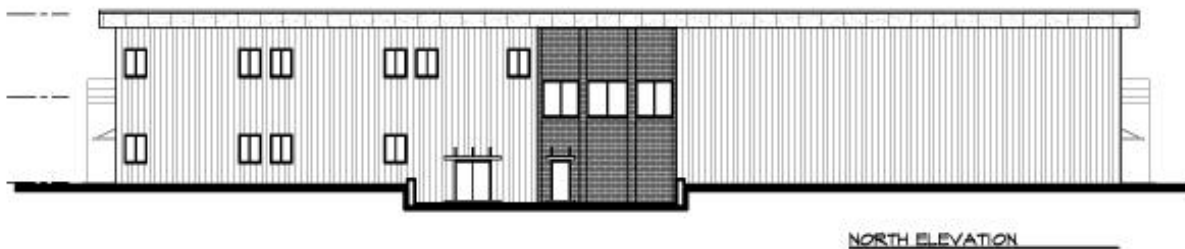


SOUTH ELEVATION



EAST ELEVATION

WEST ELEVATION



NORTH ELEVATION



**BUILDING WORKSHEET**

BUILDING: Tinnin Fine Arts Center

Date of Study: June 21, 2010

ORIGINAL CONSTRUCTION DATE: 1996



1. Electrical Systems 1    2    3    4    **5**

There are two sets of electrical panels. In the mechanical room on the east side of the theater there is a 600 amp 208 volt service panel and in the main mechanical room adjacent to the shop there is a 2000 amp 480 volt panel. This should be sufficient power for the building for the foreseeable future. A transformer sits on the east side of the building toward the south corner.

2. HVAC Systems 1    **2**    3    4    5

There are a number of rooftop mechanical units serving the theater, corridors, and other central areas of the building. The condition of these units was undetermined but thought to be in reasonable condition based on their age and should they have had routine maintenance. The units also take advantage of gas in that they will save on utility costs. There are PTAC units in most of the rooms along the west side on both floors. These units do not offer the necessary fresh air requirements and are a poor design for college building construction. It appeared that several PTAC units were in the process of being replaced but taking an inordinate amount of time. This was noticed based on site visits covering a several month time span leaving open gaps in the exterior wall.

3. Windows 1    2    3    4    **5**

The age of the building coordinates with the condition of the windows. They appear to be in acceptable condition.

4. Handicap Accessibility 1    2    **3**    4    5

The building contains an elevator providing accessibility to all levels. The stage is accessible at grade from the rear. The front restrooms serving the theater are accessible. The main corridor restrooms are also accessible but the entry doors do not meet ADA guidelines. Additional space between the doors and adjacent walls is needed to meet requirements.

5. Plumbing and Restrooms 1    2    **3**    4    5

Restrooms and plumbing appear to be in working condition. Character of the rooms appear to be dated beyond the age of the building.

6. Lighting Adequacy 1    2    **3**    4    5

Most of the classroom, hallway, and office spaces contain inexpensive 2x4 fluorescent lay-in light fixtures. This was designed for cost savings measures only and it certainly not the best lighting for the use of these spaces. The remainder of the building contains lighting specific to each individual space and appears to work adequately.

7. Student Circulation 1    2    3    4    **5**

Circulation around the building appears to work without problems. There are several exits that are used regularly, classroom locations do not appear to be difficult to find, and the main lobby during theater functions can be use without providing access to other parts of the building.

8. Traffic Circulation To and From Building 1      2      3      4      5

The building appears to face an odd location. It was designed to “look” toward the entry road but in doing so a “back” was created toward the remainder of the campus. This has caused the back door to be one of the main entrances as it takes people to and from other campus buildings. The main front door is practically inaccessible from the main parking lot and only used for drop offs. There is no direct path from the parking lot to the parking lot door without following indirect concrete sidewalks.

9. Parking 1      2      3      4      5

While ample parking is adjoining the building to the north and west, a newcomer will have a difficult time determining the best place to park. One either has to park before finding the building, or have to drive past the building and backtrack.

10. Building Code Compliance 1      2      3      4      5

Exiting appears to be compliant in the building. There are exit signs and proper means of egress fire ratings in stairwells. Some doors may not be fully code compliant based on missing closers or smoke seals. Penetrations in fire partitions all need to be checked for proper fire caulking.

11. Natural Light 1      2      3      4      5

The lobby and front entrance corridor have wonderful natural light. This being located on the north side of the building provides little direct sunlight and is the best location for large windows. Many classrooms have windows throughout the building. Natural light does not appear to be an issue.

12. Overall Image and Character 1      2      3      4      5

The building does not match others on campus. Its brick color and direction it seems to face are both quite odd. While it is a large building and a major asset to the college, it appears out of character. There are some design similarities in the details but overall, the building does not fit into the character of the campus as a whole. The image of the building is not bad. It is bland but due to its age it feels modern and academic.

13. Educational Adequacy Conducive to Learning 1      2      3      4      5

Some interior design would help the building become a more comfortable place to be, especially in the classrooms. The board room (odd location for this space), lobby, and theater appear to have had attention to their interior character in a positive way, but the remainder of the classroom spaces need to have the same direction.

14. Structural System 1      2      3      4      5

The building is a steel post and beam structure. The floors are steel bar joists holding a metal deck filled with concrete. This is a conventional structural system and one that should work well for years to come. The roof has a low slope, tapered insulation, and an EPDM membrane. There are many leaks and it appears the roof has outlived its lifespan. The building being 15 years old this is not unexpected. However, the roof may need to be fully replaced at a fairly significant cost.

15. Maintenance/Upkeep 1    2    3    4    5

Other than regular janitorial services there appears to be little regular upkeep. Many of the doors are in poor shape, especially the exterior south entry doors. The building as a whole could use a punch list of items needing repair.

16. Special Equipment 1    2    3    4    5

The theater has a large amount of special equipment from audio boards to specialty lighting. A special review of this equipment is needed to determine its condition or the need for additional pieces. The remainder of the building appears to be wired adequately for data uses such as smart boards, computer labs, etc.

17. Resource Areas 1    2    3    4    5

While there are several spaces not currently being used, resource spaces are lacking in the building. Storage is being located in areas not intended for storage such as the shop and mechanical rooms. There are two separate kitchenette areas that serve functions in the front lobby that are not efficiently located.

18. Janitorial/Maintenance Areas 1    2    3    4    5

These spaces are adequate but would be better if not shared with storage and mechanical areas. The janitor rooms between the restrooms on both floors appear to work fine.

19. Offices/Administration Areas 1    2    3    4    5

Offices appear to be leftover spaces when they should be part of a suite or grouped together in an orderly fashion. Many are in odd locations, several have been added in the front corridor, and most do not have natural light. Better space planning could solve these issues.

20. Emergency Systems 1    2    3    4    5

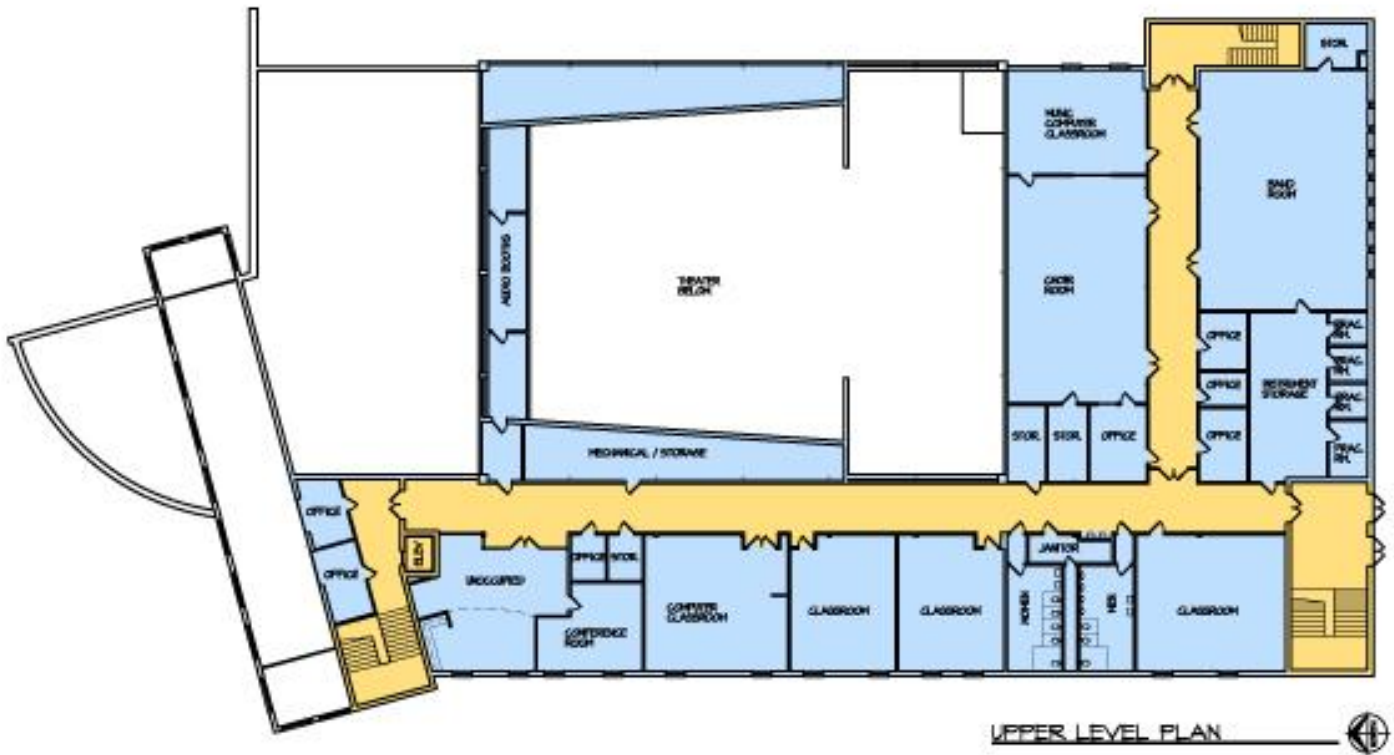
There is a manual fire alarm with pull stations and strobes installed in the building. This should be tied into a campus wide automatic fire alarm system. It is not recommended to stay with the manual system for much longer. There are no smoke detectors visible in the building. These could be installed and connected to the fire alarm system.

21. Security 1    2    3    4    5

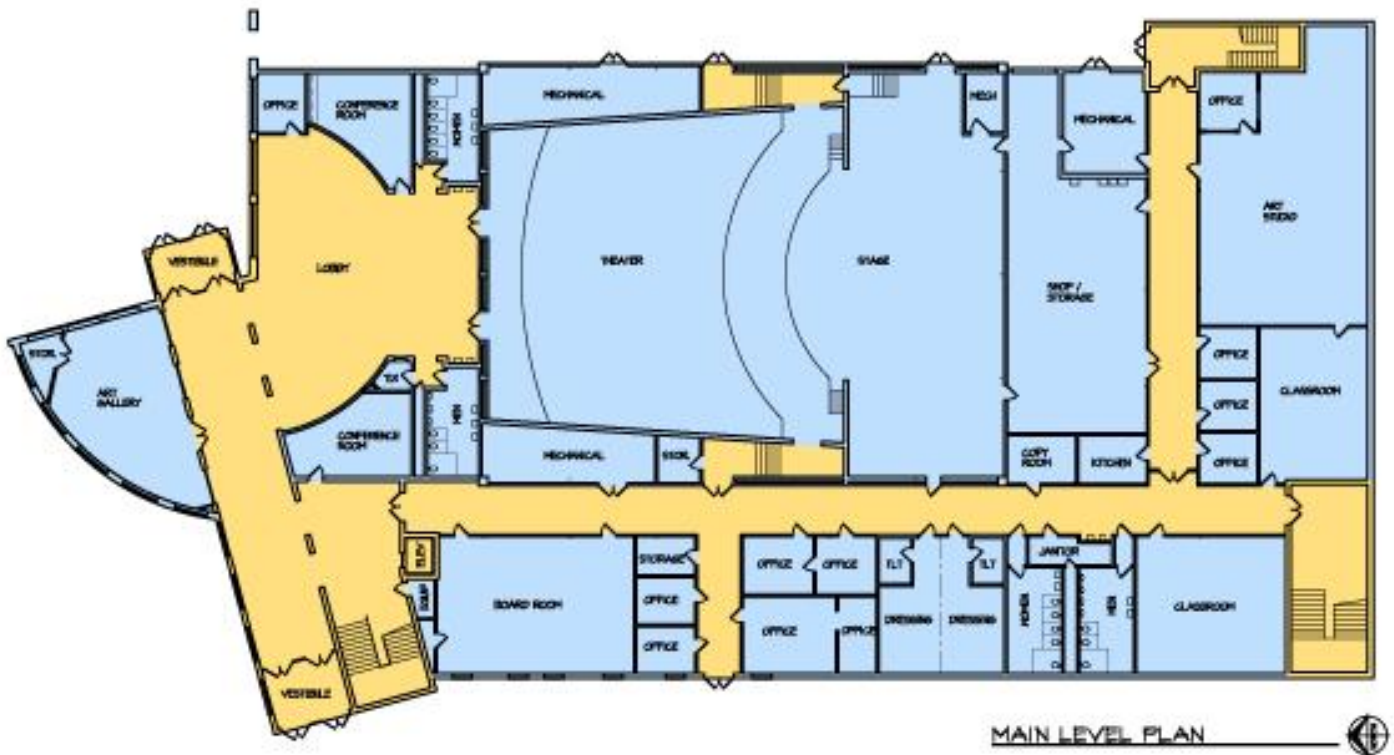
There is no security system in the building

22. Finishes 1    2    3    4    5

While some spaces such as the lobby, theater, and board room appear to have up to date finishes, the main corridors, music rooms, restrooms, and classrooms are in need of an upgrade.

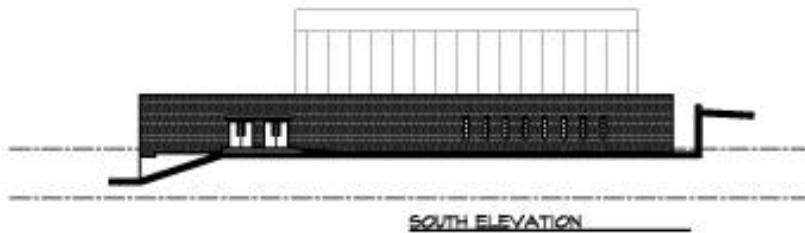
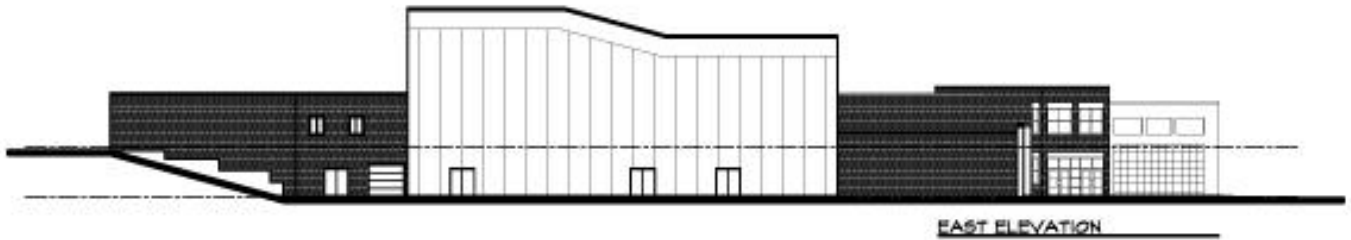


UPPER LEVEL PLAN



MAIN LEVEL PLAN





**BUILDING WORKSHEET**

BUILDING: Westover Academic Building

Date of Study: June 21, 2010

ORIGINAL CONSTRUCTION DATE: 1978



WESTOVER CLASSROOM BUILDING



1. Electrical Systems 1    2    3    4    **5**

Electrical service is provided underground and is 3000 amp 480 volt. This amount of power should be adequate for the future should the use of the building remain the same.

2. HVAC Systems 1    2    **3**    4    5

The original boiler/chiller system for the building has been replaced. There are roof top units and two ground mounted units on the back (west) side of the building that provide climate control for the entire building. These units are gas powered and appear to be in good working condition. The corridors in the building do not appear to have any supply air which is rather odd.

3. Windows 1    2    3    **4**    5

Windows are in satisfactory condition and operable.

4. Handicap Accessibility 1    2    **3**    4    5

The three story building has an elevator for access to all levels. Entrances on the North, East, and West sides of the building are accessible. Restroom entrances do not meet ADA guidelines while restrooms themselves appear compliant.

5. Plumbing and Restrooms 1    **2**    3    4    5

Restrooms are in satisfactory condition but dated. Entrances need to be modified to meet ADA guidelines.

6. Lighting Adequacy 1    **2**    3    4    5

Typical lighting throughout the building is 2x4 fluorescent lay-in fixtures with prismatic lens. These provide lighting meeting minimum standards but extremely poor quality.

7. Student Circulation 1    2    3    **4**    5

Circulation throughout the building works well. The lobby is large enough for its use and the end entrances appear to work well. Doors may need maintenance on the west end as they seem to receive the most wear.

8. Traffic Circulation To and From Building 1    **2**    3    4    5

The main entrance is on the north side of the building but the most used entrance is on the west. This is due to poor traffic patterns provided from the main student parking areas. The sidewalks leading to the west entrance are not level and need attention. A redirection of traffic to the front main entry would be the best solution to circulation to and from the building.



9. Parking 1 2 **3** 4 5

Faculty parking is right in front of the building. Student parking is to the west. Both are currently adequate as far as the number of available spaces. However, the faculty parking area is in a location that should be reworked as campus green space. It is not necessary to provide all campus employees a parking space as close to each front door as possible. Student traffic patterns from the parking areas should be rerouted to make the most of the building entrances rather than lead to smaller rear entrances.

10. Building Code Compliance 1 2 **3** 4 5

There are several small ADA issues with the restroom entrances that could be remedied. A fire alarm system also needs to be added. Each wing is separated from the main central exit access way. There are some penetrations and doorways in these walls that breach the original fire resistance rating and should be sealed.

11. Natural Light 1 2 **3** 4 5

Windows are located in all classrooms and many offices on the upper two levels. While they are small, they do provide some natural light into the building. The lower level south side also has windows providing natural light. The lower level north side containing offices, classrooms, and the police department have no windows and provide a poor working environment for these uses.

12. Overall Image and Character 1 **2** 3 4 5

The building is over thirty years old and has had no major changes to its exterior. The style of the building is one that easily dates its origination. There is no major issues with the condition of the exterior but there are some things that could be done to modernize the building. Exterior lighting upgrades and entranceway and lobby remodeling are two places to start. The building character is that of an older building but could be changed without a major renovation to provide a fresh image.

13. Educational Adequacy Conducive to Learning 1 2 **3** 4 5

Classrooms are basic but provide the environment needed for learning. Some interior remodeling could be provided, especially in the finishes, to provide an updated character.

14. Structural System 1 2 3 4 **5**

Building structural system is post and beam steel with steel bar joists and concrete and metal deck floors. This construction should provide a quality building for many years.

15. Maintenance/Upkeep 1 2 **3** 4 5

Many of the doors are chewed up and need to be replaced. Normal wear and tear without remodeling has caused this and other wall gouges to accumulate. Overall upkeep appears to be adequate for what is available.

## 16. Building Relating to the Campus as a Whole 1 2 3 4 5

This was the first building on the campus and several other buildings copied its style. It fits within the character of the campus but is in need of some updating due to its age.

## 17. Special Equipment 1 2 3 4 5

Science labs appear to have the most special equipment in the building. There is one newly remodeled biology lab. The chemistry lab appears to be quite small and dated. Many of the tables were ones relocated to the building when the college originally built the new campus in 1978. This lab could use new equipment. One first floor computer lab is not ideal as it was quickly modified with computers lining the walls instead of normal lab setup. There appears to be adequate technology throughout the building.

## 18. Resource Areas 1 2 3 4 5

The few resources areas in the building are inadequate as there simply are not enough. The only way to resolve this issue is to reallocate space.

## 19. Janitorial/Maintenance Areas 1 2 3 4 5

There is more than enough janitorial and maintenance space on the lower level due to the removal of the original boiler and chiller. The janitor room on the lower level should be eliminated and moved to the mechanical room.

## 20. Offices/Administration Areas 1 2 3 4 5

The presidential suite is on the main level, east wing, entire north side. There are a number of staff members working in this area. Workers have adapted but the layout is not ideal. A conference room needs to be added to this area. Faculty offices, including the presidential suite, have been added in what could be ideal classroom spaces. Many offices are in cubicles which provide less than private and very small and inadequate working environments.

## 21. Technology 1 2 3 4 5

Data lines enter the building into a small room modified for I.T. on the south side of the building. There is adequate technology throughout the building.

## 22. Emergency Systems 1 2 3 4 5

There are no fire alarm or fire suppression systems in the building. It is recommended that a fire alarm system be installed and tied into a campus wide system and monitoring service. Emergency lighting and exit signs are dated and only some are fully operational. It is recommended these be replaced as soon as possible.

## 23. Security 1 2 3 4 5

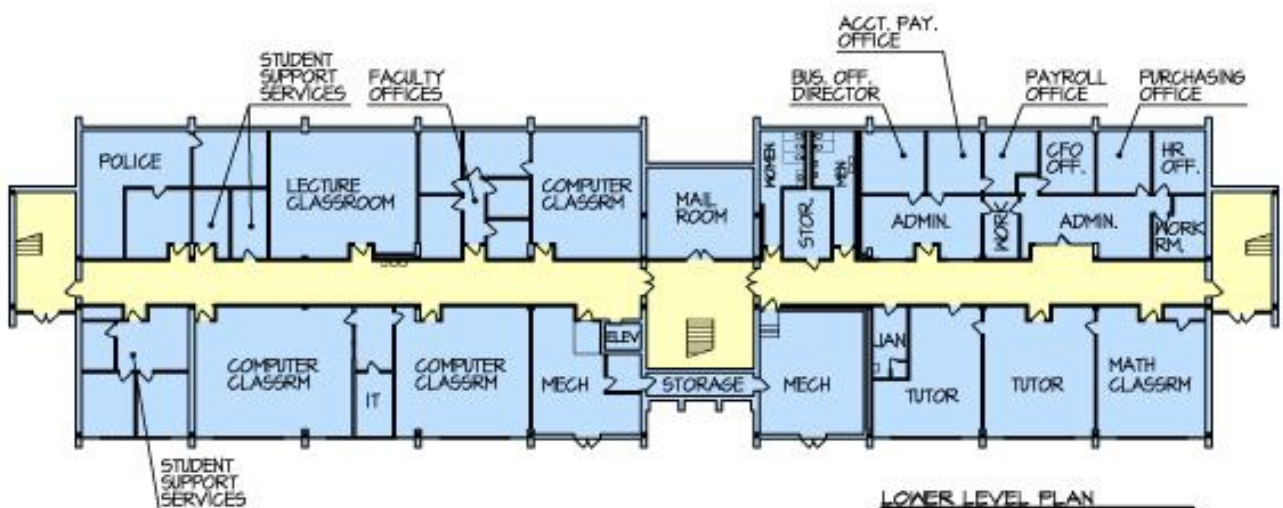
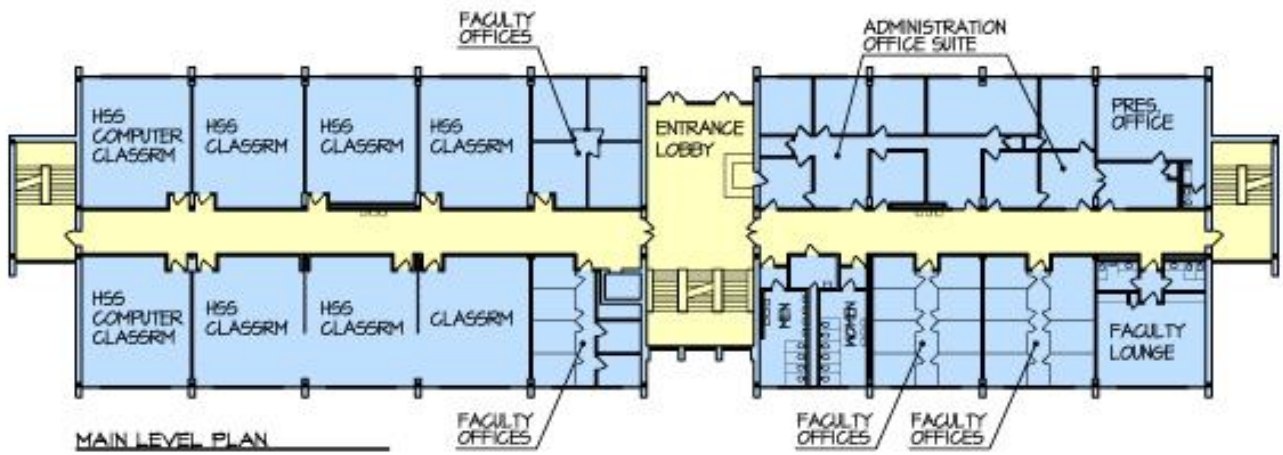
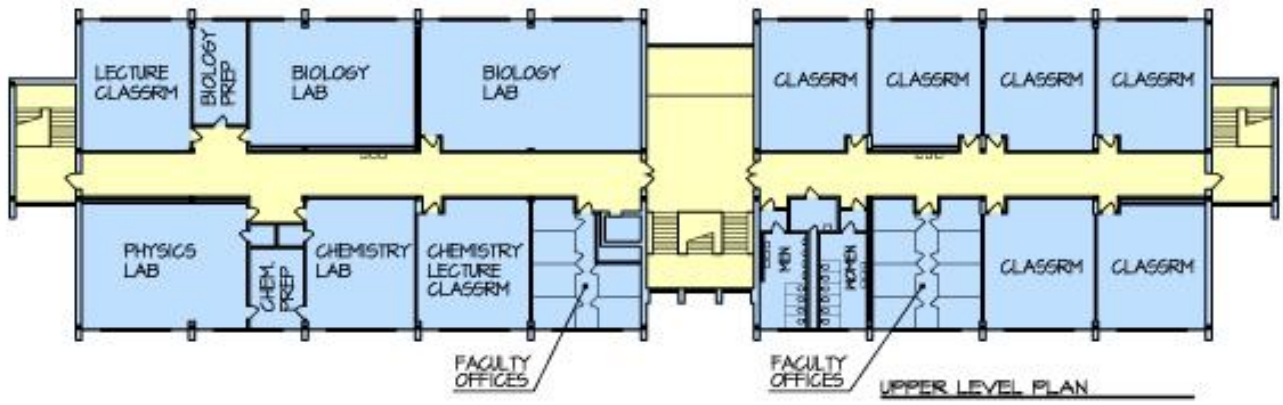
There is a security system with cameras at all entrances to this building.

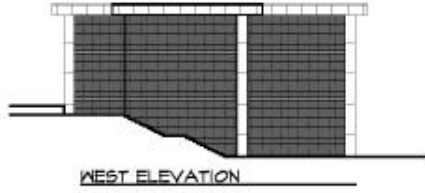
## 24. Finishes

1    **2**    3    4    5

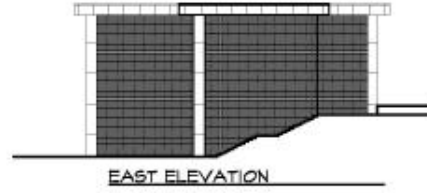
Some spaces have been remodeled and contain somewhat new paint and carpeting. However, the lobby, corridors, and many other spaces would be well serviced to receive updated flooring, ceiling tiles, lighting, and wall finishes. This would go a long way to provide an updated image to the interior of the building.

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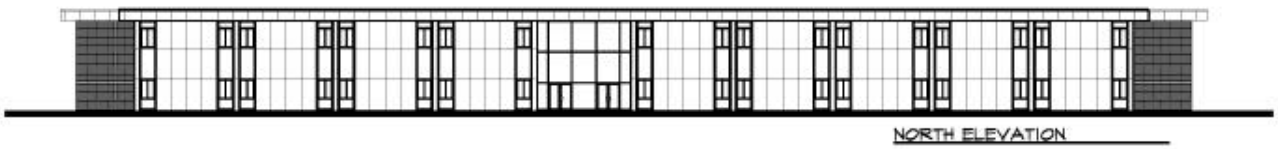




WEST ELEVATION



EAST ELEVATION



NORTH ELEVATION



SOUTH ELEVATION



# Appendix 3

## Academic Program Worksheets

## DIVISION WORKSHEET

DIVISION:   Athletics  

Date:   May 4, 2011  

MEETING PARTICIPANTS:   Gene Bess, Brian Bess, Jack Childress, Christa Albright, Stacey Berkey, and Joe Scorano  

1. Athletic Department Administration 1    2    3    4    5

Current athletics include Men's Basketball, Women's Basketball, Baseball, and Softball. The Rodeo team will begin in the fall of 2011. There was previously a Women's Volleyball team and discussion to possibly re-establish the program. There are a total of nine coaches/instructors, plus one for rodeo, some of which also have other duties on campus. Offices for these coaches are spread mostly around the Bess Activity Center in odd locations many of which are small shared spaces. There is no designated athletic department space or secretary.

2. Men's Basketball 1    2    3    4    5

There is currently one locker room, shower/restroom, and a weight room specific to this team. The team practices and plays all games in the BAC. Configuration includes either one full sized court or two smaller side courts. There is one small office used by all team coaches. There is very little storage. During games the away team uses the Women's locker room and vice versa for Women's games. All lockers must be vacated at these times. There is no space for additional teams when a four or more team tournament is held. There is no designated medical training area.

3. Women's Basketball 1    2    3    4    5

Similar setup to the Men's team but with no weight room.

4. Baseball 1    2    3    4    5

The coach's office is located in a back room of the BAC. Indoor practices during bad weather are held in the gym when available and various locations around town when available. The team constructed a clubhouse building with indoor hitting cages next to the baseball field several years ago. The baseball field is maintained by the coaches and players. There is a concession stand and some bleachers. The field appears satisfactory but not much better. The area around the field is not adequate for spectators or any other events.

5. Softball 1    2    3    4    5

Coach's office is located in the back of the fitness center. There is a storage shed next to the softball field. A small press box and restroom building was constructed several years ago. There are some bleachers next to the field. There is no location for equipment to maintain either the softball or the baseball field. Softball practice in bad weather is held in the gym when available.

## 6. Gymnasium

1 2 3 4 5

Existing gymnasium is inadequate as a multiuse facility. It is used by the college for any large indoor gatherings not involving the theater. Scheduling is extremely difficult as all sports teams, campus events such as the Industrial Tech fair, Merchant's Showcase, Blood Drives, etc. are all held in this building. The building is a pre-engineered metal building constructed approximately 30 years ago. During basketball games, spectators enter and walk along the sideline during live game action. There are approximately 1,800 wood bleacher seats with no back support. It is quite evident that attendance is lacking at sporting events due to inadequate, uncomfortable, and poorly accessible seating. Building would be good for a practice basketball facility only.

## 7. Gym Needs

There is a need for more than one full sized basketball court. Three courts are desired. This would also allow for two full sized volleyball courts should they be needed. A minimum of four locker rooms for tournaments are needed. A medical training area is needed. Adequate entrance, concession areas, full athletic training areas are all needed to compete for recruits and competition.

## 8. Ballfields

1 2 3 4 5

Fields themselves are kept up by the coaches with no help from any maintenance staff. A surprisingly good job by the coaches is done. Fencing is not in the best of shape and of the lowest quality for collegiate ballfields. Drainage around the fields is inadequate. It is unknown where utilities are located and many cleanouts, meters, and manholes are scattered around the perimeter, some of which have been crushed. Vehicular access to the softball field is difficult. Pavement around both fields is broken, some concrete, some asphalt. Overall condition of the complex is extremely poor.

## 9. Ballfield Needs

A safe and comfortable area for spectators is sorely lacking. Area to house maintenance equipment and field storage is needed. The softball team has no locker room. A building next to the field is desperately needed. A fence around the entire complex would be beneficial for competitions to become fund generating and to attract other teams such as high school tournaments and summer leagues. The overall appearance of the complex needs to be improved including the creek between the fields and parking areas.

## 10. General Department Needs

Being as there is no home for the athletic department administration, there should be an office suite created for these staff members. A fitness training facility used by all athletic teams as well as a medical training facility needs to be located in the proximity of the gymnasium.

## 11. Hall of Fame and Booster Club

A Hall of Fame room is desired somewhere around the gymnasium. There is no location for awards to be showcased. Also a booster club room or banquet room close to the gym would be used regularly before events and daily.



**12. Other Needs/Comments**

It is desired that classrooms be close to the gymnasium. These could be used for general purpose, physical education classes, and the athletic department.

The cheerleading department and dance teams are lacking space for practice, storage, and an administration area. This all falls under the umbrella of athletics.

It was stated that janitorial services have been lacking since it has become outsourced. Cleaning of the gymnasium has become inadequate.

The condition of the athletic housing facility is hurting recruiting. Simply the condition and lack of maintenance is the concern.

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**DIVISION WORKSHEET**DIVISION: BookstoreDate: April 26, 2011MEETING PARTICIPANTS: Bob Jansen

## 1. Current Employees

There is one supervisor/manager, 2 full time employees, and 2 part time employees.

## 2. Anticipated Employees – 5, 10, 15 years

Additional employees may be needed if the hours or space for the bookstore is expanded. 1 full time and several part time staff may be needed in the future.

## 3. Current Amount of Space

1 2 **3** 4 5

Current space is 4,382 square feet. This is adequate while the location remains the same as there is no room in current building for expansion. Manager stated it was cramped but works. There are three basic areas – textbooks, retail merchandise, and administration. Hours are 8 am to 5 pm Mon-Fri. Also set up kiosk at basketball games.

## 4. Desired Amount of Space

Recommended space for college bookstores is 3-4 sq. ft. per full time student. This rule would require approximately 8,000 sq. ft. for this campus. Single story is desirable. Location would be MUCH better served where food is sold and students gather on a regular basis. Current location is out of the way leading to lost sales.

If relocated, will need one office for manager and possibly one additional office for staff and work related functions.

It is recommended that 20-25% of all space is used for non-public activities such as sorting, deliveries, administration, and storage. There currently is very little space devoted to these functions.

## 5. Current Specialized Equipment or Needs

1 **2** 3 4 5

Deliveries come daily from UPS and almost weekly from a freight truck. This truck has problems navigating to the current location.

## 6. Desired Specialized Equipment or Needs

Director would like to expand services beyond the boundaries of the bookstore. This would involve other areas on campus, local businesses, various athletic event sales, on-line sales, etc.

## 7. Current Space Resources

1 2 **3** 4 5

Currently, retail services occupy about 40% of items and textbooks 60%. Would like to adjust this mix to about 50/50.

---

## 8. Desired Space Resources

Would like all furniture to be movable, not fixed. Will allow for various display options. A truck dock would be used but not absolutely. Natural light is also desired but not deemed necessary. Spaces inside the non-public area include the following:

Storage area – location for extra stock, delivers, and place for off campus centers to store books

Administration area – manager office, campus purchasing department, copy room, break area, work room, etc.

Spaces inside the public area of the bookstore requested by the manager include the following:

Team Store – non-class related books, gifts, and apparel

Business Solutions Center – office supply and copy center for faculty and students

Convenience Center – retail area for personal care and light grocery items

Bookstore – textbooks

---

## 9. Biggest Issue

1 2 3 4 5

Location. Current location is not conducive to impulse buying. One has to have a specific reason to go to the bookstore. Many students only purchase items at the beginning or end of the semester when selecting textbooks for classes. Manager feels a new location is extremely important to expanding services and therefore revenue. He also stated his revenue would increase such that a relocation would pay for itself in only 1-2 years.

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**DIVISION WORKSHEET**DIVISION: Campus Living – Rivers Ridge DormitoriesDate: April 29, 2011MEETING PARTICIPANTS: Marisol Arinevis, Sheronda Powell

## 1. Current Employees

Two employees. Ms. Arinevis is the Housing Director and Ms. Powell is the Assistant Housing Director. Both live in campus housing at Rivers Ridge. There are 7 Residential Assistants (RA's).

## 2. Anticipated Employees – 5, 10, 15 years

With the current number of dormitories the number of employees is sufficient according to those interviewed. Should the number of dormitories increase that will have to be evaluated. A maintenance person assigned to Campus Housing was requested.

## 3. Current Space

1 2 3 **4** 5

The clubhouse has two offices, a reception and work area for the RA's, laundry facilities, a two computer student work area, men/women's toilet rooms, a mail room, and vending area. There are 46 residential units, 4 students per unit, for a total of 184 students.

Fall semester is normally full to capacity, Spring semester generally has 10-15 vacancies. There are approximately 15 students housed in the summer. The summer also houses students involved with various camps held on campus.

## 4. Desired Amount of Space

Current space appears sufficient due to the number of students housed. Administration and ancillary spaces appear to be sufficient based on this number of students.

## 5. Current Specialized Equipment or Needs

1 2 3 **4** 5

There is a swimming pool open from approximately Memorial Day to Labor Day. Pool would be used more if open. There is also a sand volleyball pit. Volleyball pit is used regularly when weather permits. A barbeque pit and pavilion is also located in the common area.

## 6. Desired Specialized Equipment or Needs

It was suggested that a game room having activities such as a pool table, ping pong table, and computer games would be used tremendously if available. Also an outdoor intramural field was discussed as a good way for students to participate in activities.

## 7. Maintenance

1 **2** 3 4 5

This appeared to be the biggest problem. With the construction type of the building there can be a number of issues that come up throughout the semester. The current process is to contact the campus Maintenance Director to file a work order. Based on his work schedule it can sometimes take an

inordinate amount of time to complete the work. With this system it has become easy for the building to fall into disrepair requiring a large amount of work to be done at the end of each semester to maintain the building.

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#### 8. Evacuation

The current process for evacuation during a storm is to notify all occupants and move them to the basement hallway of the Westover Building. This is a long distance to travel during an emergency. It was requested that the basement of the current bookstore building be used instead.

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**DIVISION WORKSHEET**DIVISION: Financial Services, CFO, Purchasing, HR – Westover BuildingDate: April 25, 2011MEETING PARTICIPANTS: Charlotte Eubank**1. Departments and Employees**

Financial Services is located on the lower level of the Westover Building. Employees consist of the Business Office Director, Accounts Payable Clerk, Payroll Clerk, four full-time and one part time administrative staff people. A small work room is also adjacent to this space.

CFO department is co-housed with Purchasing and Human Resources. There is an office for the director of each, two full-time staff people and a work room.

**2. Spaces**1    **2**    3    4    5

Financial Services works with two separate areas that may need to be separated in the future – External (students) and Internal (employees). Both of these areas will be growing as the college grows and there currently is not enough administrative space. The location of this office suite in the basement of the Westover Building is not ideal as there is no natural light for employees who remain in their offices most of the time. Though student access is not critical, there is some interaction. Space is extremely limited for the current workload.

CFO, Purchasing, and HR are housed in another suite on the basement level of the Westover Building. These departments are completely separate from each other and grouped together only because of available space. There is little student interaction. Location of the suite is poor due to no natural light and employees remaining in their office a large portion of the day. Space is extremely limited for the current workload.

**3. Current Amount of Space**1    **2**    3    4    5

The space for each of these departments is cramped. There are a large number of employees in a relatively small area. The area would appear to be better set up for classrooms but was adaptively reused for offices. The location of these offices is not particularly bad as they are out of the way but not too far from the presidential office suite.

**4. Specialized Equipment or Needs**

There is talk of a bank installing a small branch location on campus. It is desired for this bank to be located close to the business office. There is an ATM currently located on the exterior of the lower level of the bookstore. A location close to where groups of students congregate and there are available locations for spending would be ideal for either a branch or ATM.

**DIVISION WORKSHEET**DIVISION: Food ServiceDate: May 2, 2011MEETING PARTICIPANTS: Jason Hosenev

1. Existing Cafe 1 2 3 **4** 5

The Bess Student Center currently houses a café leased to a local restaurant, The Bread Company. It is open from 7 am to 7 pm Mon-Thurs and 7 am to 2 pm on Friday. Students can purchase a meal card that can be used. Food served includes breakfast and lunch meals as well as snack food. There is a kitchen and cafeteria style counter for check out that can be closed off and locked. Generally works well and hours and menu are left up to the lease tenant. Location works well with existing surrounding spaces. Should these surrounding spaces be relocated the location of the café may need to follow.

2. Existing Cafeteria Seating Space 1 2 3 **4** 5

Seating space was recently renovated to a more desirable study, hangout, eating space in lieu of the previous open cafeteria space. This area works well for what it serves and being located next to the Student Success offices has created a good area for students to congregate on a daily basis.

3. Desired Cafeteria

There is no actual cafeteria for students that are housed on campus to eat regular meals other than the restaurant food served by The Bread Company. An actual cafeteria with regular meal plans may be needed for students and faculty in the future. This would be separate and in addition to the existing food service provided on campus.

4. Desired Café Spaces

Other small café spaces are desired on campus. Vending areas in each main building are needed, some of which are already provided. The library would be an excellent location for an additional café area that can double for a study lounge for students.

**DIVISION WORKSHEET**DIVISION: Health and Human Services – PBRMC South CampusDATE: May 4, 2011MEETING PARTICIPANTS: Kim Shackelford, Staci Campbell, Gary Pride

## 1. Allied Health and Nursing

This department recently moved into a new facility across town. It had been housed in one half of the Rutland Building. The new facility is being leased from the local hospital and was formerly an active hospital building. It is divided into three areas: 1. Med Tech – first floor, 2. Nursing – Second Floor, 3. Lab – West wing.

## 2. Current Spaces

1 2 3 **4** 5

The nursing department has space for two large computer labs, two classrooms, multiple patient simulation rooms, nurse's stations, and faculty/staff offices among other spaces. The Med Tech department has several large classrooms and a computer lab, and the Laboratory is also adjacent to a classroom and faculty offices.

While this is all new space, recently renovated, these departments are still adjusting to the change in location. While this is more space than ever had before, it was expressed there is still a need for additional space for classrooms, a large meeting hall, and other ancillary spaces.

There is a good chance that the college will take possession of the entire building some time in the next several years. While this would eliminate the need for any additional space for the department, there would need to be extensive remodeling to make the space workable for the entire department.

## 3. Location

1 2 3 4 5

The building appears to work well for this department. Should the entire building be taken over by the college, ample space will be available for the entire department. There will be considerable renovation to make this happen but the building should work well for years to come. There is a debate as to whether the department should be located on the campus or across town. It appears to be preferred to be on campus. This is a decision the college will need to make when/if the building becomes available to them.

## 4. Specialized Equipment or Needs

1 2 3 **4** 5

A great amount of specialized equipment is used in this department. This was designed into the newly remodeled space. Should additional space become available, more renovation will be needed to accommodate additional specialized equipment.

## 5. Growth

The size of the department is limited based on the clinical space and hospital sizes in the region. This is due to the amount of field study required and space available for students to get this training. There is a



need in the area for more graduates in this field of study. It is anticipated that additional students will be allowed in the department once more partnerships are formed throughout the area. This will then require facility expansion. The existing facilities are adequate for the current program size. Should growth occur, either expanding in the existing building or relocating back to the main campus will need to happen.

New programs have been discussed such as PTA (Physical Therapy Assistant) and OTA (Occupational Therapy Assistant). Space may be made in the current facility but not without being cramped. Additional space throughout the existing building should it become available would be adequate.

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6. Wellness Center

**1**      2      3      4      5

The existing Fitness Center is located in the Bess Activity Center. It is used by the athletic department and also accessible to regular students and faculty. Currently there is no "Wellness" Center or "Health" Center. It was discussed that it would be beneficial to have the athletic department have their own training facility while students and faculty/staff have a separate Wellness Center. This would need to be located on the main campus and accessible to everyone involved with the college.

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7. Health Center

**1**      2      3      4      5

There currently is no Health Center on campus. Students with health issues either go to off campus doctor visits or meet with on campus counselors who recommend treatment with local people in the health care profession. It was expressed that a Health Center is needed on campus for students. This can be tied in with the Wellness Center and athletic training medical staff.

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**DIVISION WORKSHEET**DIVISION: Humanities and Social Science – Tinnin/WestoverDATE: May 2, 2011MEETING PARTICIPANTS: Steve Lewis, Wes Payne1. Employees and Offices 1    2    3    4    5

There are 18 full time instructors. Each has an office, some private, some in cubicles. There are five cubicles in the Westover Building, eight located sporadically throughout the lower level of the Tinnin Building, and five located sporadically throughout the upper level of the Tinnin Building. There is a very large number of adjunct instructors of which some have access to an office and others do not.

2. Employee and Office Needs 1    2    3    4    5

Having instructors separated in different buildings and away from the division chair's administration area has created some oversight issues. It was expressed that needs would be much better served if instructors were located in a central area, next to the division chair office and department classrooms. Private offices, no cubicles, was also much preferred. A common adjunct instructor resource and work area is severely needed due to the number of adjuncts used. The current setup is not adequate.

3. Current Classrooms 1    2    3    4    5

The Art, Music, and Theater departments were interviewed separately and not addressed on this worksheet. Six dedicated classrooms on the first floor of the Westover building are used for this department solely. One of them is an outdated computer lab. On the main level of the Tinnin building there are two dedicated classrooms for this department. On the upper level of the Tinnin building there are four dedicated classrooms used by this department, one of which is a computer lab.

4. Classroom Needs 1    2    3    4    5

Division is near capacity on space. As the college grows, as it has in the past five years, this division will grow accordingly. There is very limited space for classrooms as most are used throughout the day. The classrooms are separated in two different buildings and would like to be housed in one location. There is one computer lab in the Westover Building that does not work well as it is outdated in its layout. The only other computer lab is in the Tinnin Building and is adequate. There is a need for one additional computer lab.

Standard projection technology is needed in each classroom. Some of them are equipped while others are not.

It was suggested that small classroom space, for 15-20 students maximum, would be an asset. A large tiered lecture hall would also be beneficial.

## 5. General

**1**      2      3      4      5

The space needs for this department are spread out way too much. Offices are dissimilar, classes are held in locations based on available classroom space throughout the campus. The Tinnin Building, while housing classrooms was not designed with the purpose of being an academic classroom building. Offices are scarce and located in odd places. There is a large need for one common office and administration suite for the department.

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**DIVISION WORKSHEET**DIVISION: Industrial Technology – Crisp CenterDATE: April 28, 2011MEETING PARTICIPANTS: Mary Lou Brown, Wes Payne, Bud Joyner, Sandra Batten**1. Departments**

There are seven departments in the Industrial Tech division. Rank based on size: 1. Criminal Justice (will grow the most), 2. Ind. Tech & CAD (steady), 3. Agriculture (will grow), 4. (Environmental Safety (steady), 5. Fire Science (small growth expected), 6. Forestry (steady), 7. GIS (potential to grow).

**2. Current Space**

1    2    3    4    5

All classes take place in the Crisp Center. There are six classrooms generally used, each one has it's own dedicated use with only minor overlap. The only other classroom is for multiuse functions and workforce development. The garage in the back is used for a lab and storage. It is incredibly undersized and overused. There is office space for all faculty, quite small but each staff person has their own space. No room to grow classrooms, lab, storage, or administration space. The building was originally designed as a maintenance garage and has been transformed into a classroom building. Four of the classrooms were added on.

**3. Desired Amount of Space**

The number of classrooms currently works but is maxed out. Could use additional space. The lab space is not functional as it currently sits. There needs to be a large storage area adjacent to this space. Storage should be able to house large machinery, equipment for each department, and workforce development equipment. Currently vastly undersized. The lab, currently a catch-all space for multiple disciplines, either needs to be sectioned off into different use areas or there needs to be multiple lab spaces. Hydraulics, electronics, etc. are the types of things performed in this lab.

**4. Specialized Equipment or Needs**

1    2    3    4    5

A greenhouse was suggested as a place that could be used by the Agriculture department, Forestry, and Bioscience. Maintenance could also benefit from one. A lab specifically housing the hydraulics and electronics permanently set up would be a great help as well. An outside storage building was suggested as well.

The Police Academy is a part of this division but has been discussed separately. Items requested include an outdoor burn area, firing range and tower.

**5. General Observations**

1    2    3    4    5

Building was not constructed to house general classrooms. Lab is not adequate. There is no room for any growth in any department based on existing size of spaces.

**DIVISION WORKSHEET**DIVISION: Information Technology – Porter BuildingDATE: April 29, 2011MEETING PARTICIPANTS: Steve Atwood, Wes Payne, Gary Vandover

## 1. Current Employees

8 Full time employees, 3 part-time employees, and 3-4 work-study students handle the main PB campus as well as all off site campuses. For most of the year this works sufficiently. When new locations are added things can become hectic due to deadlines and manpower constraints.

Work-Study students are not granted access to much of the campus software due to security requirements. This reduces the amount of work available to be completed by these positions.

## 2. Current Amount of Space

1 2 3 4 **5**

There were no complaints about the space currently housing the main department in the Porter building. It was preferred that their space remain unchanged except for some storage or office locations which may need slight adjustment. Storage areas added for old equipment is also desired.

## 3. Current Specialized Equipment or Needs

1 2 **3** 4 5

The map of data and phone lines throughout the campus has not been recorded well. This has become a priority of the department. While there are no MAJOR deficiencies in providing necessary access throughout the campus, there is a question as to expansion capacity.

Condition of existing conduit between buildings is also in question. But with service being provided adequately unless major issues occur, it is recommended by the IT department to remain as is.

## 4. Desired Specialized Equipment or Needs

There are no additional needs at this time. It was thought that a tower may be helpful in the future to have a direct line of vision to all local Three Rivers buildings.

## 5. Phone System

1 2 **3** 4 5

Current system appears to be close to maxed out. There are lines coming into the BAC with no additional capacity. There are lines coming into the Westover Building with few remaining available. All other buildings are served from the Westover Building and trenched underground similar to the data lines. When expansion occurs the addition of lines will need to be discussed with the phone company.

There is an unused data switch in the Tinnin Center that may be available (or may be out of date) which could have a large capacity for expansion.

**DIVISION WORKSHEET**DIVISION: Rutland LibraryDATE: April 27, 2011MEETING PARTICIPANTS: Gordon Johnston and Cory Halaychik1. Existing Space 1    2    3    4    5

The existing library space has not been remodeled in a long time. The flooring in the stack area needs to be replaced. There is no administration area as currently it is set up in the corner separated by bookshelves. New shelving has been installed but the library is sorely lacking in study areas and ancillary spaces. There are some computer stations set up in left over areas. There are very few amenities available to students for research other than what was available 30 years ago. The library appears to be critically behind in providing modern services for students.

Current hours of operation are Mon-Thurs 7am – 8pm. Fri 7am – 5 pm. Sat-Sun 11 am – 7 pm. These hours are not expected to change.

## 2. New Design

The new design and layout for the library appears to have many of the problems corrected. By taking over space vacated by the Nursing Department new square footage needed for amenities such as study areas, computer areas, collaboration rooms, and administration offices and work areas have been provided. The librarian would like an additional office to be worked into the design with a secretary area set up for control to the main offices. The librarian stated he does not need to be directly visible to the open public areas. An employee entrance is also desired.

The café area, while a good attraction to the library, will need well thought out security gates. There is a question as to how this will work and allow for after hours opening of the café while not providing an exit where library items can easily “walk” out the door.

The education resource area would like to be as large as possible but the children’s library should not be relocated to this space. It is undecided whether this space should be on the main level or the upper level.

**DIVISION WORKSHEET**

DIVISION: Maintenance and Equipment

DATE: April 25, 2011

MEETING PARTICIPANTS: Charlotte Eubank

1. Current Employees **1** 2 3 4 5

The CFO of the college is in charge of the maintenance department along with the acting maintenance supervisor. There are 4 full time staff members and 2 part-time. Job includes maintenance and repair on ALL campuses and grounds keeping on the PB campus.

2. Desired Employees – 5, 10, 15 years

Would like to hire a full time and experienced Facilities Director. It is currently unknown as to the number of employees needed for the upkeep of this campus (with growth expected) as well as other campuses. It is expected that the current staff will need to at least be doubled.

3. Current Space **1** 2 3 4 5

It is somewhat hidden which is good, otherwise it is too small. There is very little storage area, no place for stock items or janitorial supplies. Many items are stored on the ground behind the maintenance building.

4. Desired Amount of Space

Need one main office and work area for director. Space needed for plans, copier, and other work items. Storage warehouse for supplies such as light fixtures, electrical items, janitorial supplies, plumbing, etc. Storage for tools and equipment including mowers, power lifts, trailers, motorized carts, etc. Need a maintenance garage for working on vehicles and equipment.

5. Current Equipment **1** 2 3 4 5

There are several mowers, age unknown. Several trailers and a tractor. Staff uses two small pickup trucks and one full size pickup truck. Two golf carts, working condition unknown.

6. Desired Specialized Equipment or Needs

Would like a motorized lift, snow removal equipment, and better full sized pickup trucks.

7. Staff Use Vehicles 1 2 **3** 4 5

Campus vehicles are managed by Lori Armes who is located in the business office. Vehicles are parked most regularly around the maintenance garage. Manager would like to be closer to vehicle location for greater ease in checking out for staff. Maintenance would like them close by for general upkeep once turned in. However.....trend is to not have campus vehicles for staff trips but to rent instead. Vehicles are older and nearing their life expectancy. May be stored outside.

**8. Maintenance Vehicles**1    **2**    3    4    5

Maintenance pickup trucks may be housed outside and next to maintenance shop. Would like several carts or small electrical cars for campus travel and transportation of equipment, mail, etc. between buildings. Cars/carts may need garage storage. Location to be based on use.

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**9. Travel Vans/Busses**1    2    **3**    4    5

Primarily used by athletics. Larger vehicles have an insurance issue limiting their use. Would like to exchange for newer models. May be parked by maintenance and brought over to loading area at times of use.

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**10. Janitorial Services**1    2    **3**    4    5

An office space with telephone access is required for this service which is contracted out. It is located in the rear of the Rutland Building. There is some kind of janitorial space provided in most of the main buildings. This needs to be evaluated to be sure there is enough space to adequately provide resources for proper cleaning. It was mentioned that the quality of cleaning has become lessened since this service was moved out of house.

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6. Math Department Needs 1 2 3 4 5

A storage area for textbooks and resources is needed. Faculty offices in cubicles are not conducive to a good work environment or meeting privately with students. Adjunct instructors may share a space in the building with other adjuncts but it needs to have a work/file/resource area, currently a small cubicle is not sufficient. Full time instructors would like to be close to the testing center as they feel much of it's use is by math students. Should this be impossible, a small conference area inside a faculty office suite would be beneficial for direct tutoring with individuals and small groups of students. This area could also be used for private testing. A work room with a table for spreading out is desired. Would like all classrooms to be together and preferably not shared. As many dedicated math classrooms as full time instructors, 4 currently, would be best as sharing classrooms is a scheduling problem.

7. Math Department Future

It is unknown as to how the developmental classes will be taught in the future. Many are on-line but the passing rate is small compared to those enrolled. It was said there are classroom models that are being tried in other areas involving technology. Should this model be followed there may be a need for some computer workstations inside the classroom, possible 4-8, or a need for another classroom altogether.

8. Science Department Employees and Offices 1 2 3 4 5

There are three full time Biology instructors, two full time chemistry instructors, and one full time physics/physical science instructor. Adjunct instructors are also used. All full time faculty members have cubicle offices located on the same floor and wing as the science classrooms.

9. Science Department Current Classrooms, Labs, Prep 1 2 3 4 5

The chemistry department has one small lab with adjoining prep room. It is next to a dedicated chemistry lecture classroom with approximately 6 computers. Chemistry lectures are also taught in two shared classrooms on the other wing, same floor. Physics/Physical Science is taught in a dedicated lab that doubles as a lecture classroom. Biology has two dedicated labs that were remodeled about 5 years ago. They are sufficient for lecture as well. There is one dedicated biology lecture classroom and one small prep room.

10. Science Department Needs 1 2 3 4 5

The chemistry department would like to have one additional dedicated lecture classroom in lieu of sharing with the business department. It will need to have 6-8 computer workstations and be located adjacent to the existing lab for convenience. The chemistry lab is not large enough as the class is full every semester. It was stated that one lab is sufficient, just needs to be set up correctly and hold more students. The prep room works but is small. Would be convenient to have a fume hood inside the prep room.

The physics department appears to be satisfactory except for being dated. Needs to be remodeled for better use of the space with more built-in storage cabinets. Two classes are located in the Crisp Building which works. The teachers for those classes are in the department located there and most students in these classes have the majority of their classes in that building.

The two biology labs appear to be working well. They are sized correctly, work as lecture halls, and have been remodeled somewhat recently. There needs to be one more biology lab of similar size added. Should this happen there would be no need for a separate lecture classroom. It was expressed that the prep room is not large enough. More space for a work area and storage materials is needed in this space. Should one lab be added, one large prep room will be adequate for all as materials are generally carted from prep room to lab.

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#### 11. Science Department Future

There is not currently a Microbiology lab or instructor. This is one area that may be expanded. Should this be the case there will be a need for another faculty office and a separate microbiology lab. The lab can be sized for use as a lecture area as well but will only need space for 24 students instead of the standard 32 in the other biology areas. It will also need a prep room with coolers and a work space.

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#### 12. Adjunct Space

1      2      3      4      5

The adjunct instructor offices appear to not be working well. Some instructors have spaces and are present rarely while others are much more regular and have no work space at all. It was proposed that each main classroom building have one adjunct instructor resource/office/work area that is shared by all departments in that particular building.

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#### 13. Division Chair Administration Area

1      2      3      4      5

Space was remodeled/created recently. Houses two offices, a conference room, and a shared space for the assistant, waiting, and work area. It is located on the main floor conveniently for all departments under its umbrella. It could use a bit more space for an enclosed work area and storage. General storage for the division is located in a small closet on another floor and is not adequate.

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#### 14. Other Colleges on Campus

1      2      3      4      5

There are three office cubicles, larger than the general office cubicle, used for SEMO, Hannibal Lagrange, and Central Methodist. It was suggested that these offices would be much better served in the Student Success commons area rather than take up space in a regular classroom building.

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**DIVISION WORKSHEET**DIVISION: Music, Theater, and Art – Tinnin CenterDATE: May 2, 2011MEETING PARTICIPANTS: Buddy White, Cindy White, Robert Abney, Steve Lewis, Wes Payne1. Music Employees and Office/Ancillary Spaces 1 2 3 **4** 5

There is one full time music instructor and several adjunct instructors. The music instructor's office is located on the second floor of the Tinnin Center next to the music room and practice/storage areas. There are four practice rooms, one instrument storage room, one music adjunct office, and one music/general storage room off the main classroom.

2. Music Classroom Spaces 1 2 **3** 4 5

The main music classroom (aka Band Room) is sized appropriately for its current use and located next to all other spaces as needed. Across the hall is the music computer classroom which has 11 workstations. This room is full to overflowing.

Both lecture classes and performance classes are taught in the band room. This appears to work adequately.

There are two bands: Symphonic – 30 students, and Jazz – 20 students. The Symphonic band also practices one night a week with 30 community members for a 60 piece band. It was stated that if adequate storage space for large equipment were provided then room space would work much better.

3. Music Desired Space Needs 1 2 **3** 4 5

There is a need for the computer classroom to be expanded in the future. 11 workstations are not adequate for expanding this program. There is expected to be a greater need for this technology in the near future. Large instrument storage is lacking. In the band room, expensive equipment is left unprotected due to no space behind locked doors. Also, there is a need for a private lesson classroom. Does not have to be large, big enough for a piano and space for several chairs. Sound transfer between all music classrooms is a large issue as there apparently is no sound bat insulation between rooms and many walls stop just above the lay-in ceiling.

4. Choir Employees and Office/Ancillary Spaces 1 2 3 4 **5**

There is one full time choir instructor and several adjunct instructors. The choir instructor's office is located on the second floor of the Tinnin Center next to the choir room and music storage areas. It is quite large but often used as a practice room. The choir uses the music practice rooms on occasion. There is a music storage room next to the choir office.

5. Choir Classroom and Performance Spaces 1 2 3 4 5

The choir room can hold 50 students maximum and is tiered. Both lecture and performance classes are taught in this space. There are two choirs: Choir – 35 students, and Swingsations – 25 students.

6. Choir Desired Space Needs 1 2 3 4 5

The music practice rooms were originally constructed to be used for choir as well. However, due to their location they are not used nearly as often as they would if more easily accessible. Overall, the existing space works sufficiently.

7. Art Employees and Office/Ancillary Spaces 1 2 3 4 5

There is one art instructor. His office is located in a corner of the art studio on the main level of the Tinnin Center. It was obviously added after construction. The theater shop area across the hall has been used for storage of some materials.

8. Art Classroom 1 2 3 4 5

Classroom/studio is located on the main level of the Tinnin Center. Makeshift walls were added for additional wall space and the creation of somewhat private areas for students to work. The room large in comparison to other classrooms but appears cramped due to the amount of materials spread throughout.

9. Art Desired Space Needs 1 2 3 4 5

It is apparent that storage and a place to construct canvas frames is needed. The office and classroom have no natural light. This is a studio space that is not supposed to be kept tidy and therefore should be located out of the way of other departments. The current location appears to be working for now but may be better suited for other theater related activities. While there are some computers in the studio, digital work is becoming more common. It is expected that this will be an area needing expansion. Protection of the computers was expressed. Flexibility to move walls and easily change the studio space is also important.

10. Theater Employees and Office/Ancillary Spaces 1 2 3 4 5

A theater director has been hired to begin work in the summer of 2011. The current interim director's office is located in the front lobby of the theater. It is remote from all academic spaces and was an added after construction of the building was complete.

There are two dressing rooms each with toilet facilities off the main hallway adjacent to the scene shop.

11. Theater Classroom and Performance Spaces 1 2 3 4 5

There are no theater classrooms currently. The main theater seats 500 people and is not used for any classes other than film. It is the desire of the college to move the film class to another location and not keep the theater separate from daily academic activities.

12. Theater Desired Space Needs

1 2 3 4 5

With the coming theater department there is a need for theater classroom space and a main office for the coming faculty department head and main theater director. The new director was not interviewed. It is expected that department will need a large classroom, large storage areas, and possibly have a need for a smaller performance space. The director's office will need to be accessible to the theater entrance but yet also work well for his daily academic responsibilities.

The scene shop behind the theater stage is difficult to be used appropriately due to it becoming a catch all storage room. Storage areas are inadequate. The concert grand piano needs its own closed door space as it currently is at risk of damage by being located in the scene shop/storage room.

The theater equipment (fly lines, sound and lighting equipment, catwalks, etc.) should be evaluated for condition by the new director.

13. Gallery

1 2 3 4 5

It was expressed that a wood floor would be more appropriate for the gallery in lieu of the existing carpet. Exhibits are changed monthly and it is open 12-3 pm daily. A work-study student is employed to work open hours. Gallery appears to be underutilized.

14. General

1 2 3 4 5

There appears to be a need for a tiered lecture hall that may double as a smaller performance room. It may be used by the music and choir departments as well as others for classes.

Kitchen space is used for caterers of events held in the theater and board room. There are two kitchens. One catering warming kitchen is all that is needed, but storage within this space for tablecloths, dinnerware, etc. is lacking.

An outdoor amphitheater was expressed as something that would be nice to have.

**DIVISION WORKSHEET**DIVISION: Academic and Career Outreach ServicesDATE: May 4, 2011MEETING PARTICIPANTS: Amanda Reynolds

## 1. Employees and Spaces

Director of this department and one assistant. There are three separate departments within the director's area of service. 1. Dual Credit, 2. Tech Prep, and 3. Continuing Education. Each area has its own separate files and students.

## 2. Current Space

1    2    3    4    5

Office location is in the Porter Building. Assistant sits at the building reception desk and office is located directly adjacent. There is no storage room for files at this Porter location. Director is in charge of Tech Prep files located in the Crisp Center which is a long way from her office.

## 3. Desired Amount of Space

Space to work is cramped as there are three distinct divisions within the director's title. The location is quite odd as there are no other links to the Porter building. Student interaction is generally with non traditional students but it appears location would be much better served if located with the other Student Success departments.

## 4. Continuing Education

1    2    3    4    5

Classes for Continuing Education are located anywhere there is an open room. Some classes have needs for running water or large open space and those classes are scheduled around other college activities. Due to the ever changing schedule and varying length of class times and duration of Continuing Ed, they have to be scheduled last. This can cause some scheduling nightmares. Class times generally are evenings and Saturdays and last 4-6 weeks, one period per week. There currently are five classes at the most happening at one time. It is a growing department and is limited by available space.

## 5. Tech Prep

1    2    3    4    5

Funds for this department possibly could be cut by the state. Should this happen, this department may need to be moved under the umbrella of the Industrial Technology department. The files kept in the Crisp Center are used by the director and need to be relocated much closer to her office. Location close to other Student Success would be helpful for student interaction for this department.

## 6. Dual Credit

1    2    3    4    5

This is a growing department and takes the most amount of time of each of the departments under this director. This work consists only of office activities, no student interaction. Needs a quiet administrative work environment.

**DIVISION WORKSHEET**DIVISION: Police Department – Academy – SEMA – Fire ScienceDATE: April 28, 2011MEETING PARTICIPANTS: Bill Cagle, Scott Wiggs, Wes Payne, Jason HosenevSECOND MEETING PARTICIPANTS: Gary Pride

## 1. Current Employees

There are currently 5 full time officers and 1 full time staff member. There is 1 work-study student who works 15 hours per week. During the day there are 2 officers on duty and there is 1 officer on duty at night.

## 2. Anticipated Enrollment / Employees – 5, 10, 15 years

Would like to add 2 more full time employees and 2 more part time employees. Would like to have 1 full time receptionist.

## 3. Current Space

1 2 **3** 4 5

Current space in the basement of the Westover Building is much better than the now removed pavilion but has already been outgrown. This is partially due to the amount of equipment being stored in this space.

## 4. Desired Space

Would like to remain central to the campus or where the largest number of people are located. This would be in the middle of the classroom buildings during the day and close to the resident halls after hours. Would like a reception/information desk and waiting area.

## 5. Current Specialized Equipment or Needs

1 2 **3** 4 5

Storage is a concern for the equipment used currently. Lockers for staff, evidence, supplies are inside the department space.

## 6. Desired Specialized Equipment or Needs

This can be combined with the Academy. See Academy below for more information. Would like to have one additional police car and two electric cars for campus patrol.

## 7. Current Space Resources

1 **2** 3 4 5

There is one main office for the Chief and others share desks in the main area. Space for vehicles, while deemed sufficient by the staff, appears to be poor. There is one police car that parallel parks outside the lower level of the Westover Building.

## 8. Desired Space Resources

A better location for the police car and any future vehicles is needed. Also additional storage space would be utilized tremendously.



## 9. Campus Security

1 2 3 4 5

The biggest problem area for patrol is the lack of exterior lighting in several areas. The walking paths behind the Tinnin Center are not lit properly. The area around the ballfields have attracted unauthorized vehicles on a regular basis.

Security cameras would also be a welcome addition. The housing area would be the first priority and throughout the campus was also requested. Visible cameras around the housing and aesthetically pleasing cameras everywhere else was requested by administration while the police staff suggested visible cameras everywhere for safety deterrents.

## 10. Academy

1 2 3 4 5

With the addition of the Police Academy comes the need for additional space not currently available. Currently the plan is to have classes with up to 50 students in one lecture hall and also utilize the gym for physical activities. This will conflict with current activities in said spaces. There is a need for a large gym type facility with a large storage room for mats and other equipment. Also, an outdoor space for exterior training which could be shared with the Fire Department training is desired, along with storage. It appears that vehicle training is satisfactory in the parking lot areas and is common among this type of education.

## 11. Criminal Justice &amp; Fire Science

Classroom classes are currently taught in the Crisp Center. Training is also required and is taught where ever space is available. The Bess Activity Center, open parking lot areas, and space around the Crisp Center a used for various training exercises, none of which is ideal. Scheduling in the gym is difficult and the parking lot can not be sectioned off at all times for controlled burns or traffic stop training.

A training center is desired for these departments. This center would include an open paved area for training, an unoccupied building used for burning exercises (approximately 30' x 30'), and a multiuse classroom building capable of holding lectures of up to 100 people as well as another 30-40 person classroom and ancillary spaces such as administration and restrooms. This building could be shared with the Police Academy and SEMA Communication Center.

## 12. Shooting Range

It was discussed that a shooting range is desired for use by the Criminal Justice department, Police Academy, and possible partnerships with local agencies, and the general public. It is a possible fund generating source. Location will have to be chosen carefully due to the noise involved.

## 13. SEMA Communication Center

With Three Rivers being chosen as a command post by SEMA for a Communications Center, certain facilities may need to be required and funding may be available. Facility would be that listed above in the Criminal Justice & Fire Science training facility. Extra large storage area with an overhead door will

also be needed. A satellite communication link with all other Three Rivers campuses would also be desired which could also work with needs of the IT department by installing a tower.

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#### 14. Department of Public Safety

All of the departments listed above could fall into the category of a Three Rivers Campus DPS. It is understood that with the new Shelby Road opening the City of Poplar Bluff is looking for a location in this general area for a new Fire Station. This may be an opportunity for Three Rivers to create a DPS involving the Fire Science department, Police Academy, City Fire Department, Campus Police Department, Health Center, SEMA, and other such departments for an all encompassing Department of Public Safety for the campus and surrounding area. Many factors will be needed in designing an all encompassing facility such as noise levels and vehicular logistics.

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**DIVISION WORKSHEET**DIVISION: Student Success – Bess Student Center, Westover BuildingDATE: April 28, 2011MEETING PARTICIPANTS: Jason Hosenev, Marcia Fields

## 1. Departments

Testing Center, Tutoring Center, Academic Resources, Student Support Services, Academic Success, Disability Services, Talent Search, Career Center, Administration, Student Life, Welcome Center, Advising, Registration, Financial Aid, Admissions.

## 2. Testing Center

1    2    3    4    5

Located in the Porter building for now with plans to move to the Rutland building. Currently is located a long way from services it needs to be directly associated with. Has one office, one regular classroom, and one computer lab that is used part time. Needs to have an enclosed office suite with a lockable file room, office for director, and check-in work office area. Also needs a waiting area with lockers, a large computer room for about 40 stations, several private test taking rooms, and lots of glass to the office area for oversight. **Step 2 for students.**

## 3. Tutoring Center

1    2    3    4    5

Two classrooms in the basement of the Westover Building are used for tutoring. Would like to relocate to the Rutland Building to be close to library resources. Current space is open but not inviting. Needs to be a place where students are not intimidated to come and use. Tutors need open counters and tables to work with individuals or small groups. Lots of computer stations. 2-4 small conference rooms are needed. Areas for file storage and a director's office with glass. Tutors to be open and visible, not locked in private offices.

## 4. Academic Resources

1    2    3    4    5

This is a small area with several computers for student research on academic services. Needs to be located in the commons area and be accessible for students to use on a regular basis. Space for 4-6 workstations and some library resources is adequate.

## 5. Student Support Services

1    2    3    4    5

Located on the lower level of the Westover Building. Space is split up with the director's and one additional office on one side of a busy hallway and an office suite and work area on the other. Department is for students at risk of not finishing or staying on task. Can be a busy place. Similar to the tutoring center it needs to be a place that is not intimidating to approach. Would like to relocate to the Rutland Building and have similar setup as Tutoring. Location adjacent to Tutoring would be well served as well. One director's office, storage/files area, and open counters and tables with lots of computer workstations. 4 small private conference rooms and lots of glass throughout. Open, accessible and friendly.

## 6. Disability Services

1 2 **3** 4 5

Currently next to Advising. Space includes area for specialized desktop equipment used for evaluating needs. Would like to have several private workstations where students with disabilities can be screened. One employee required and currently has office in Advising. Some storage space required. Would be better served adjacent to the Testing Center. May need additional space in the future for additional employees.

## 7. Talent Search

1 **2** 3 4 5

Director will be the same as Student Support Services and therefore will need to reside in the same location. Needs include a conference room for 10 people and plenty of storage space. Can share space with Student Support Services but will need it's own large storage room.

## 8. Career Center

No Career Center currently on campus but will be starting one. Space needs include administrative area for about 3 employees, small conference area, and a classroom sized area. Place for students to be advised on future career decisions, career options research, library for related materials, computers, and a place for interviews. Current campus counselors may become part of this center.

## 9. Administration

1 2 **3** 4 5

This is an office suite for the Vice President of Student Success. Currently has space for a receptionist, small waiting area, storage room, and office. Location, while close to all activities under his umbrella, appears to be a bit too accessible for students. Could be a bit more remote, but still somewhat accessible. Also needs direct access to a conference area for small meetings of 10 people or less.

## 10. Student Life

**1** 2 3 4 5

There are over 500 students enrolled in extracurricular activities and clubs on campus, including Student Government, and there is only one small office room in the Bess Activity Center where they can meet. Would like to have a larger space for meetings, 15-20 people, and a smaller space, more office size.

## 11. Welcome Center

1 2 **3** 4 5

Kiosk has two employee work stations. Sits in a visible location and acts as an information desk. Needs to be accessible to students and visitors as a front desk for new people on campus. Located next to all other Student Success offices. Would like to add two additional work stations and a call center. Would be best to have a large counter with multiple walk up stations to keep lines at a minimum. A work and file area that is lockable behind the main desk is desired. Needs to be twice the current space and will grow based on the college's growth. This is the first stop for all student registration. **Step 1 for students.**

## 12. Advising

1 2 3 4 5

There is one full time director and six advisors. Director is also in charge of Admissions. Advisors currently split time with other campus jobs such as coaching, disability services, financial aid, etc. Would like for advisors' only duties to be advising. Area will grow based on the college's growth. 8 full time advisors is not out of the question, plus the director. Need private offices/cubes for each one and also a work area. **Step 3 for students.**

## 13. Registration

1 2 3 4 5

Job is to fulfill transfer requests, transcripts, graduation, etc. Not much direct student interaction. Currently located so that students have to walk past to get to financial aid. Needs to be located in similar location but can be much less accessible. Interacts with other Student Success offices. Not much expansion is expected.

## 14. Financial Aid

1 2 3 4 5

Located down small hallway and not easily accessible. Needs to be much more visible and reachable for students. There are three financial aid private offices and three cubes for support staff. There needs to be one additional office and one support staff area added. Location has to be next to all other Student Success areas but self contained. Regular office equipment and spaces apply. Offices shall be set up so that private meetings can be held in each. A front window/counter is needed for quick access and information. The call center in this location needs to be moved to the welcome center. Current records vault is not needed. **Step 4 for students.**

## 15. Admissions

1 2 3 4 5

Currently director splits time as director of Advising. Would like to have an office suite with three full time employees. Needs to be close to all other Student Success areas.

**DIVISION WORKSHEET**DIVISION: Workforce Development – Crisp CenterDATE: April 28, 2011MEETING PARTICIPANTS: Bud Joyner, Mary Lou Brown, Wes Payne, Sandra Batten

1. Current Employees and Offices 1 2 **3** 4 5

One director handles the entire department. Director has one office. This works the time being but an extra staff person may be needed should the department grow. One extra office space would then be needed.

2. Anticipated Department Growth

This department works with existing community businesses, mostly industrial park companies. Staff comes in for specific training in certain areas, Leadership, quality control, computer training, and maintenance. Classes are set up based on need of the client and generally last several weeks at the most. Classes are sized based on the need, but also based on the amount of space available and teachers available for certain subjects. It is expected this department would grow if space were available.

3. Current Amount of Space 1 **2** 3 4 5

Classes are generally held in one regular classroom when it is available.

4. Desired Amount of Space

Could use a large conference/banquet type space for lectures and training of large groups of people at one time. A classroom is good for smaller groups.

5. Specialized Equipment or Needs 1 **2** 3 4 5

Access to a computer lab would be good for certain types of training. Overlap with other labs may be acceptable. Also, space for training for industrial sized equipment operation is desired. Existing location is not adequate as it is filled with many other class's equipment. Storage would be a large help.



# Appendix 4

## Master Site Plan Map

