

February 4, 2005

Record of Meeting

Date:	January 19, 2005	Client:	Lynchburg College
Place:	Alumni Center Lounge	Project:	Master Plan
		MCF No.:	32704033

Attendees: Members of the Master Plan Steering Committee

Items Discussed:

1. MCF reviewed lists and plans of proposed short-term and long-term proposals for addressing the needs of the College. Because long-term solutions could be at minimum 3 years into the future to allow for planning, design, fundraising and construction, and because some needs are immediate, short-term solutions were also required.
2. The following were discussed as short-term objectives:
 - a) Move programs into Centennial Hall when it opens and free up space in Carnegie, Hall Center, and Hopwood.
 - b) Move Humanities and Social Science faculty that are scattered around campus into office space in Carnegie. It is recommended to add an outdoor lift to allow wheelchair access to at least the first floor of one or two of the sections of the building.
 - c) Move Development offices from three houses into Hall Campus Center, second floor. This is to be done in a minimal fashion and should not encroach on the existing classrooms.
 - d) Add an elevator to Hopwood Hall; develop home for Honors Program in Hopwood. (Review alternate of Career Services, Academic Support, etc., moving to Hopwood and move Honors to Burton.)
 - e) Convert small classroom in Psychology to two faculty offices. Convert vacated spaces into Faculty/Student Research.
 - f) Move portion of Education, Nursing, and Science faculty into the three houses vacated by Development.
 - g) Convert some space in Hobbs into Faculty/Student Research.
 - h) Develop a model classroom in Thompson. Revise HVAC to eliminate cabinet ventilators.
 - i) Provide second exit out of Skills Lab in McMillan.
 - j) Provide more exterior seating/gathering areas on the Dell, between Hundley and Burton, on the terrace at Hall Center, and at the courtyard in front of Hall Center and Burton.
 - k) Review HVAC issues in Dillard (noise in theatre space, ventilation in studios, darkroom). If seen as an easy fix, complete in short-term, if not wait until long-term renovation.

- l) Develop compact storage systems in lower level Hall Center to alleviate crowding on 4th floor.
3. Guesstimates of the cost to complete the short term items were reviewed. It will not be "free" to do some of the items even in their simplest form. It should be anticipated that anywhere from \$500,000 to \$1,000,000 might be spent to achieve all of the list.
 4. A list of long-term items was also discussed.
 - a) Add to Burton as a Student Center, which includes Student Development and Student Activities offices. (Review an alternate of moving the Westover Snack Bar and develop an alternative eating spot at Tookies on Vernon Street.)
 - b) Upgrade Shellenberger field with 8 lane track, widen field and bleachers as proposed by Ballard Sports. (An alternate could be considered that simply resurfaces the track, and adds the turf surface for the field.)
 - c) Build a new Varsity Athletic Center with 6 lane indoor track facility on the site of Wake Fieldhouse. Move coach's offices, training facilities and locker rooms out of Turner.
 - d) Build a new Academic Building for Education, Nursing and Psychology. Various locations were reviewed. (An alternate would add Psychology to Hobbs and build a new building for Education and all of Health Sciences and Human Performance.)
 - e) Convert Turner Gymnasium into a Health/Wellness/Recreation Center with Intramural and Recreational Athletics, as well as move the Health and Counseling Center out of Hundley.
 - f) Move ITR to vacated lower level of Hundley to consolidate all operations in one place. Convert vacated offices on First Floor of Hundley back into dorm rooms.
 - g) Major renovation/addition to Carnegie to allow all Humanities and Social Science faculty to be housed together. Entire building would be handicapped accessible with new restrooms, elevator, etc. and add some seminar teaching spaces and lounges.
 - h) Major renovation to Hopwood, which includes new restrooms, enclosed fire stairs, HVAC upgrades, and improved circulation on all floors. Hopwood auditorium would be reduced to 100 seats to allow access to all spaces with one elevator.
 - i) Renovate Dillard including HVAC upgrades, seating changes in auditorium and clarifying circulation, including adding elevator(s) to make building accessible.
 - j) Addition to Dillard for Music to bring arts together and provide properly designed rehearsal spaces and sound isolated rooms. (Alternate would be to add to Snidow Chapel to provide these spaces.)
 - k) Renovate/add to Alumni House to include Development and add space for Admissions. (Alternate would be to build new Admissions House and move in Development in vacated space in Alumni House.)

- l) Major renovation of Hall Center as Center for Student Services. Improvements are needed to circulate system.
 - m) Move Spiritual Life to Chapel space if Music moves out.
 - n) Convert McMillan and Courts back to housing if new Education/Nursing Building is constructed.
 - o) Consider roadway improvements including new loop road, cutting off road behind Psychology, changes to College Street/Drive, improvements along campus edges.
 - p) Add additional parking in remote areas, clarify and enforce existing parking guidelines.
 - q) Clean College Lake.
5. A very preliminary list of construction costs was put together for the major projects on the long-term list. Construction costs were in the range of \$50 million to \$60 million. A 20% factor should be added to the construction costs to get total project costs. As the total list is compiled, that number will likely grow.
6. The Steering Committee discussed developing guiding principles that could be used to add a framework to the Master Plan. These should be general statements that the Master Plan projects should adhere to. The Committee would work to develop these for the next meeting. MCF would provide examples of principles from other Master Plans they have worked on.

If there are any additions or corrections to this meeting record, please notify this office.

Respectfully submitted,

MacLachlan, Cornelius & Filoni, Inc.

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cc: Mitch Wesolowski (for distribution at Lynchburg College)
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