



DEMONICA KEMPER ARCHITECTS

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Joliet Junior College
City Center – Programming Phase
DKA project number: 10-011

January 20, 2011

Re: Meeting Minutes- Round 2A – Programming Phase

Attendees:	Dr. Margaret Semmer (DMS) Dean- Career& Tech. Education	JJC
	Chef Michael McGreal (CMM) Dept. Chair-CA/Hospitality	JJC
	Catherine Anderson (CA) Hospitality Program Coord.	JJC
	Anne Gean (AG) Hospitality – Assoc. Professor	JJC
	Dorothy Miller (DM) Culinary/Hospitality – Dept Sec.	JJC
	Larry Bacher (LB) Owner’s Representative	Gilbane
	Brian Kronewitter (BK) Construction Executive	Mortenson
	John Cinelli (JC) Design Manager	DKA
Cc:	Dr. Valerie Roberson (DVR) Vice President/Academic Affairs	JJC
	Pat Van Duyne (PVD) Director of Facility Services	JJC
	Peter Eliopoulos Associate	DKA
	Curt Wagner (CW) Senior Design Phase Manager	Mortenson
	Randy Tritz (RT) Audio/Visual Designer	Shen Milsom Wilke
	Josh Fluecke (JF) Electrical Engineer	Hennemann Engineers
	Charles Meagher (CM) Mechanical Engineer	Hennemann Engineers
	Dominick Demonica (DD) Principal	DKA
	Ed Whitney (EW) EF Whitney	Food Service Equip. Designer

Purpose: The goal of the meeting was to obtain detailed layouts of each of the program spaces for the City Center campus project.

Item no.	Description	Follow up by
1	<p>Demonstration Classrooms</p> <ul style="list-style-type: none"> • There will be two (2) demonstration classrooms. Twenty-four students each. One of the classrooms will be “smart” and the other “semi-smart”. Smart classroom to have “laptop” garage. • The semi-smart classroom shall include conduit in the wall to make it “smart” in the future. • Each classroom should have <ul style="list-style-type: none"> - White Board at teaching end - Carpet throughout - Two (2) additional wall outlets per demo table for eight (8) additional wall outlets at the demo end of the room - Track lighting with filters over round tables at demo end - Multi – track curtain with Fiber Optic lighting at demonstration end of classroom. Should this lighting be programmable or just on switches for different colors? Note: Main ballroom already has programmable lighting. - Four (4) flip down round tables (54” rounds) at demonstration end of room. Work area to be 10’ x 10’ square. - Overhead projector - Pull down manual projection screen 	<p>DKA</p> <p>Henneman</p> <p>DKA DKA Henneman</p> <p>AG/Henneman</p> <p>Henneman</p> <p>DKA</p> <p>SMW SMW</p>



	<ul style="list-style-type: none"> - Lectern with A/V connectivity - Three lighting zones. 1-“Front” teaching end. 2- Middle student instruction tables 3 – Demonstration/Table area - Access from service corridor 	<p>SMW DKA/Henneman</p> <p>DKA</p>
2	<p>Prop Storage Room</p> <ul style="list-style-type: none"> • Prop Storage room will need to house <ul style="list-style-type: none"> - Linen Storage – Shelving and hanging for these items - Glass racks/plate racks/silverware - Table top items - Eight (8) carts for stacking chairs – 40 chairs total - 24 “ slots to house : <ul style="list-style-type: none"> Four (4) 66” Rounds Four (4) 30” x 72” banquet tables Four (4) 30” x 96” rectangular tables Four (4) 30” x30” tables Four (4) 24” diameter bistro tables Four (4) 30” diameter bistro tables - 8’-0” long workbench with two (2) quad electrical Outlets - Ironing board - Seasonal storage boxes located above table storage slots • Locked cage area – there should be a locked cage area within the storage room that will house the glass racks silverware and other items. The audio/visual cabinet for the classroom should also be housed in this cage area. 	<p>DKA</p> <p>Henneman</p> <p>DKA</p>
3	<p>Concierge Desk</p> <ul style="list-style-type: none"> • The idea is to have a desk within the facility that acts as a concierge desk in a hotel. This would be staffed by a hospitality student. There would be software and an Audio/Visual flat screen that would tell visitors what is going on for that day. • This area should have a waiting area for up to 20 people (high school classes) that may be taking a tour of the facility. The concierge would call up to the Culinary/Hospitality office suite and the chef or other staff member would come down to meet the group or individual. • Display cases should be located nearby to display trophies. There should also be printed or digital marketing materials nearby that highlight the JJC Culinary/Hospitality program. 	<p>DKA</p> <p>DKA</p> <p>DKA</p>
4	<p>Wine Room</p> <ul style="list-style-type: none"> • Wine room is to be located at one end of the a la carte dining room. It should seat up to 40 people in a chairs only configuration. It should seat 50 people for a la carte dining when an overflow area is needed. There should be a fully operable wall that can “accordion” out of the way when the room is completely open to the a la carte dining area. Flooring of the wine room should match the flooring of the a la carte restaurant. • Wine storage capacity – 100 bottles of red wine. 100 bottles of white wine. Separate pre-manufactured temperature controlled units for each type of wine. • Wine storage wall – needs to be a design feature. All cabinets and wine storage units are to be completely lockable. This wall unit shall include – a sink, under counter refrigerator and a granite top. A laptop plug in should also be included in this back storage unit for instruction coordination. • There should be a camera for an instructor “headshot” and 	<p>DKA</p> <p>EW</p> <p>DKA/EW</p> <p>SMW</p>



	a second camera for an overall “counter” shot. A ceiling mounted monitor should also be located in the room.	
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If you understand the outcome of the meeting differently than described in the body of the notes written above, please contact the architect within 10 business days, or the notes will serve as documentation of the meeting results.

Sincerely,
John Cinelli
Senior Associate

Attachment(s): none