

April 15, 2009

VIA EMAIL
(3) Pages Inclusive

Re: Joliet Junior College
Buildings "J" and "C" Programming Committee
Meeting Minutes
Legat Project Number 208038.00/B3

Summary of Meeting with Joliet Junior College on Wednesday, April 15, 2009 at 2 pm at Joliet Junior College. These notes record our understanding on items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

Persons in Attendance:**Representing:****E-mail Address**

Dave Agazzi	JJC, Administrative Services	dagazzi@jjc.edu
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Dennis Haynes	JJC, Academic Affairs	dhaynes@jjc.edu
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Jean McArther	JJC, Math	jmcarthu@jjc.edu
Terry Pagoria	JJC, Food Service	tpayoria@jjc.edu
David Ruffatto	JJC, Math	druffatt@jjc.edu
Patrick VanDuyne	JJC, Facilities Services	pvanduyne@jjc.edu
Jeffrey Sronkoski	Legat Architects	jski@legat.com
Dennis Kluge	Legat Architects	dkluge@legat.com

Items Discussed:**Purpose of the Meeting:**

The purpose of the meeting was for the participants to review the following Agenda Items:

- Introductions
- Review of Purpose
- Review of Preliminary Schedule
- Review of Building Floor Plans and Previous and New Parameters
- Next Steps / Next Meeting

Introductions:

- General introductions were made with each committee members' role, responsibility and department / specialty.

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Purpose:

- The Purpose of the Building "C" and "J" Programming Committee is for each department that will be relocated within Buildings "C" and "J" to provide guidance regarding the programming, planning, design, construction and relocation of their respective departments.

Preliminary Schedule:

- This Committee will meet every two weeks to review the progress of the Building "C" and "J" Remodeling Project.
- Generally, the project will have the following timeframe:

Programming:	May 2009
Space Planning	June – October 2009
Schematic /	
Design Development	November 2009 – March 2010
Construction Documents	March – June 2010
Bidding	July – September 2010
Construction	February 2011
Phased Completion	June-August 2012

Building Floor Plans and Parameters:

The building floor plans were reviewed and the following pre-planning ideas were discussed:

Ground Floor:

- Visual Arts to be maximized on this level of Building K.
- Culinary classrooms and offices to be vacated for general classrooms in Building J.
- Cafeteria in Building J to become a conference center; maintain J-0006 through J-0008

First Floor:

- Gallery and art storage to be located in the current Bookstore; vestibule to be considered to protect artwork from climate changes.
- Existing Mailroom to be enlarged and provided with ADA accessible entry and lobby for postal services. Location must be accessible.
- Reprographics to be expanded; may consider relocation to another floor.
- A new "black box" theater, including dressing rooms, storage and relocated box office are being considered for this floor and/or bridge area.
- One clean / critique room should be provided on this floor.
- Additional food service kiosk required adjacent to theater lobby; should be about the same size as "D" – Mall.
- Bridge offices to be removed to create expanded student space.
- HR offices to be removed to create expanded theatre pre-function space.

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- Existing Service Center to be removed to provide a more open and inviting image at the building entry.
- Math Department may be relocated to this floor.
- Theater Arts to be maximized on this floor of Building K.

Second Floor:

- Media Department to be relocated to this floor.
- LSTS presented a layout for consideration to occupy space currently occupied by the existing Marketing, STAR, ASC, Dean of Success, Board Room, President's and VP's offices.
- The Speech Department to be maximized on this floor of Building K. Math Department may be relocated to this floor.
- The existing Board Room will be retained as a meeting room.

Third Floor:

- The Interior Design and Music spaces are being considered for relocation to this floor.
- Music requires three (3) practice rooms for: Choir, Band and a Recital Hall; the current Library stack area may be considered for these functions.

Fourth Floor:

- Social/Behavioral Sciences to remain on this floor and will expand in the current testing space.

General:

- Space will be required for Dual Credit and Higher Credit.

Next Steps / Next Meeting:

- Legat Architects will provide each department with a Program Confirmation Questionnaire for their review prior to setting up an interview of each department.
- The next Programming Committee meeting is scheduled for April 29th, at 2:00 pm. The conference room will be confirmed.

Submitted by,
Legat Architects, Inc.

Dennis Kluge, IIDA

DK/CH

cc: All attendees
File: 208038.00:B3