

October 30, 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, October 28, 2009 at 10 am 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**

Zach Bloomfield	JJC, Fine Arts	zbloomfi@jjc.edu
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Margaret Semmer	JJC, CTE	msemmer@jjc.edu
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CC:

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

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

- Project Update
- Review of Preliminary Schedule

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- Review of Final Program Document
- Review of Schematic Block Plans
- Next Steps

Project Review:

- All programming Interviews have been completed. A of the final Program Document and the last meeting minutes (October 6, 2009) have been prepared and were reviewed at the meeting. Schematic Block Plans have been prepared and will be reviewed at this meeting.

Project Schedule - Review:

- The project is on schedule. Larry Bacher from Gilbane Company outlined the following timeframes for the project:

Programming:	Complete
Space Planning	October – November 2009
Schematic /	
Design Development	November 2009 – December 2009
Construction Documents	January – March 2010
Bidding	March – April 2010
Construction	February 2011
Phased Completion	June-August 2012

"C" & "J" Building Program:

The final Program Document has been distributed to all participants. An additional copy is attached to these minutes.

Schematic Block Plan Review:

Schematic Block Plans – Scheme "A" was reviewed, reflecting the adjacencies discussed at the beginning of the Project, Scheme "B" was developed to explore alternate adjacencies, as follows:

Scheme "A":

- Ground Floor - Visual Arts to remain in Building K, Culinary classrooms and offices to become General Classrooms and a conference center.
- First Floor – Gallery, Mailroom, Reprographics, Black-box Theater, Service Center, Dual Credit , WTP and Food Service
- Second Floor – i-Campus, Media, LSTS, Mathematics and the existing developed into a conference suite.
- Third Floor – Interior Design, Mathematics and Music.
- Fourth Floor – Social / Behavioral Sciences

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Scheme "B":

- Ground Floor - Visual Arts to remain in Building K, Interior Design, Theater, Music.
- First Floor – Gallery, Mailroom, Reprographics, Black-box Theater, Service Center, Dual Credit , WTP and Food Service
- Second Floor – i-Campus, Media, LSTS, and the existing Board Room developed into a conference suite.
- Third Floor – Mathematics
- Fourth Floor – Social / Behavioral Sciences

Next Steps / Next Meeting:

- Legat Architects will provide each department with electronic copies of the program document and the Schematic Floor Plans. Each department should send comments to the writer. This will Legat Architects to further refine the Schematic Plans.
- The next Programming Committee meeting is scheduled for Thursday, November 12, at 10:00 AM in the Media conference room.

Submitted by,
Legat Architects, Inc.

Dennis L. Kluge, IIDA

DK/CH

cc: All attendees and team participants

File: 208038.00:B3