

November 20, 2009

VIA EMAIL
(2) Pages Inclusive

Re: Joliet Junior College
Campus Center
Interior Design Review
Meeting Minutes
Legat Project Number 208069.00/B3

Summary of Meeting to review interior design elements held on Monday, November 16, 2009 at 1:30 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:

David Agazzi.....	JJC
Pat Van Duyne	JJC
Larry Bacher	Gilbane
Meenu Khera	Gilbane
Jeff Sronkoski.....	Legat Architects
Scot Parker	Legat Architects
Dennis Kluge	Legat Architects
Christina Beaulieu	Legat Architects

Items Discussed:

1. Terrazzo Flooring:
 - a. Precast terrazzo stair treads and risers are being planned for the stair south of the Dining circle, in the street near the bottom of the monumental stair, and on the monumental stair.
 - b. Terrazzo flooring shall be deleted from all toilet rooms. The JJC standard porcelain tile will be used.

2. Wood Paneling and Fabric-Wrapped Acoustical Wall Panels:
 - a. Wood paneling is planned for the east wall of the Bookstore near the entry and the east and west walls of the Enrollment Center. These might integrate digital displays. It was noted that no electrical is currently planned for this.
 - b. The President’s reception area has one wood paneled accent wall. In the President’s office, the fabric-wrapped wall panels will be removed and wood paneling will be shown on all non-glass walls.
 - c. The conference room adjacent to the President’s office will also get wood paneling on three walls.
 - d. The walls of the President’s office and conference room should have walls with a greater level of sound control.
 - e. The Board Room has wood paneling on the east and west walls. The panels will be applied over the doors, except for the main doors. Hinged wood panels also conceal the window into the Media room. These can be opened and stored against the wall during board meetings. No coat hooks are required in the Board Room.

Joliet Junior College - JJC Campus Center
Interior Design Review Meeting Minutes
November 20, 2009

Page 2 of 2

- f. Every meeting room, except two on the north side of the first floor, has one wall of acoustical wall panels.
 - g. The fabric specified for the acoustical wall panels is washable.
 - h. Acoustical wall panels will be added to the east and west walls of the classrooms.
3. Glass ceilings:
 - a. "Floating" glass ceilings are planned in the Dining Room, the Served Café Counter, the 1st and 2nd floor elevator lobbies, the Enrollment Center, the street above the Enrollment Center and Bookstore entries, the Security Desk, and the Circulation Desk, Help Desk, and three "media" walls in the Library.
 - b. The glass will be frosted with lighting above. Lighting is accessible from the edge of the ceiling.
4. Interior aluminum window systems are planned for the walls of the street, but also the Group Study rooms and Quiet Studio areas in the Library. The street will have mostly clear with some frosted glass in select areas of the first floor. The Group Study rooms are clear and the Quiet Studio will be frosted.
5. Between the doors to the VP offices, the wall cabinets planned above the lateral files will be furniture, so they can be moved more easily if a furniture change occurs down the road.
6. The security closure around the Served Café Counter will be the folding type manual closure. It will be two sections that overlap. This can be perforated metal or Plexiglas. Dave asked that this be reviewed with Judy.
7. Bike racks for the LEED Alternative Transportation credit are planned to be between the Vet Tech and the B Buildings. Dave would like them to be more visible. LEED does have some requirements for their proximity to a building entrance and then shower facilities inside. Legat will consider if the bike racks can move closer to the Early Childhood parking lot.

Sincerely,

Scot Parker AIA, LEED AP

cc: April Maifield

Attachments: Finish plans
Ceiling plans
Board Room Interior Elevations
Served Counter Ceiling Plan
Security Gate Product Data
Partial Site Plan with Bike Racks

File: 208069.00:B3