



## Phone Call

PROJECT Santa Rosa Jr. College Interior Space Guidelines  
1254-0003

DATE 1/15/2019

LOCATION

SUBJECT DFPC/LPAS Interior Space Design Guidelines Meeting

INVITEES Isabel Ramirez, Michele Seeber, Heidi Roseler-Kerby

ATTENDEES Robin McHale (Santa Rosa Junior College), Isabel Ramirez (LPAS Architecture + Design), Michele Seeber (LPAS Architecture + Design)

CC

### MEETING NOTES

1. Adjunct Offices – consider designated print area
2. LPAS to create comparison chart of vendors
  - a. list contract options
  - b. sustainability of products
  - c. where products are manufactured/shipped from (are there any west coast manufacturers)
3. All offices, at every level, to maximize bookcase storage
4. LPAS to verify with furniture vendors if there are setting/adjustment recording on task seats (would be useful in adjunct offices)
5. No cushion on credenzas
6. All chairs to be the same throughout all office types/levels
  - a. Versatile/ergonomic chair that offers adjustments that can work for all body types
  - b. Concerned with the durability of mesh upholstery (if the warranty is good, then mesh is okay)
7. SCJCD unanimously decided to not use Kimball furnishings for office furniture
  - a. LPAS to move forward with Haworth, Teknion & Steelcase
    - i. Steelcase: team likes the bouy stool but not the node chair
8. LPAS to set up demo/furniture faire with vendors
  - a. Week of the Jan. 28<sup>th</sup>
    - i. SCJCD to follow up with time/location for event
  - b. All vendors to bring:
    - i. Task chair
    - ii. Height adjustable chair
    - iii. Storage item
    - iv. Student table/Student ADA mobile table
    - v. Student chair (nesting/5-star base)
9. Next steps
  - a. January 25<sup>th</sup> morning
  - b. Kimberly to find a room for the Vendor Furniture Demonstrations January 28-February 1 and for the follow up meeting January 25<sup>th</sup>
  - c. Robin to coordinate meeting time in the morning of January 25 with Serafin and the STEM Building Committee.



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These meeting minutes represent LPAS' understanding of the discussion and events of the meeting. Should there be any incomplete or inaccurate information contained herein, please notify this office within 48 hours of receipt of the minutes of any necessary modifications. These minutes, if not corrected within five (5) days of receipt shall be acknowledged as an accurate report of the discussion that took place at the meeting referenced herein.