



# Team Meeting

PROJECT Santa Rosa Jr. College Interior Space Guidelines 1254-0003 DATE 5/15/2018

LOCATION SRJC Plover Hall SUBJECT District Facilities Planning Committee

INVITEES Scott Connors, Kimberly Kalember, Robin McHale, Isabel Ramirez, Leigh Sata, Michele Seeber, Kat Valenzuela, Heidi Roseler-Kerby

ATTENDEES Scott Connors (Santa Rosa Junior College), Kimberly Kalember (Santa Rosa Junior College), Robin McHale (Santa Rosa Junior College), Isabel Ramirez (LPAS Architecture + Design), Leigh Sata (Santa Rosa Junior College), Michele Seeber (LPAS Architecture + Design), Kat Valenzuela (Santa Rosa Junior College)

CC

## MEETING NOTES

### **District Facilities Planning Meeting – Tuesday May 15, 2018**

#### **LPAS – Interior Space Design Guidelines**

#### **1. Goals:**

- a. Review scope of work
- b. Get confirmation of dates to know current campus milestones
- c. Need to know when Interior Space Design Guidelines needs to be fully completed
- d. Proposing selections – would like to get direction from SCJCD to narrow down furniture selections/finishes.
- e. Finish boards – should LPAS reference SCJCD finish boards in guideline/furniture finish selections
- f. Michele to send information to Kimberly. Kimberly to set up sharefile so all information is made available to SCJCD team

#### **2. Plover Chair Study**

- a. Committee voted and approved the KI Learn2 Student Chair.
- b. 2<sup>nd</sup> choice is the Teknion Variable Hyber Ed

#### **3. Surveys – Compiled information in survey document:**

- a. Instructor surveys
  - i. Summary: mobility, technology, equipment.
  - ii. Positives: like the ease of use, cup holders,
  - iii. Negatives: maintenance having to rearrange classrooms. Desks or tablets are wobbly.
  - iv. Considerations: larger classrooms aren't good for dynamic classrooms, more suited for smaller classrooms. No locking mechanisms
- b. Leigh: How many square feet to allocate per chair? State standard: 15square feet. Campus standard: 22-23square feet.
  - i. Michele: Most campuses are allocating between 22-26 square feet per student chair
- c. Are classrooms typically going to have carpets or hard floors?
  - i. Leigh: Recommend using carpet tile for ease of use & acoustic properties
- d. How many chairs would typically fit in a classroom?
  - i. Leigh: Trying to get capacity as close to 50 in capacity (49 is the max)
- e. Whiteboards



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- i. Larger boards if possible
- ii. SCJCD is happy w/ current manufacturer being used
- iii. Leigh: lack of whiteboards that do not span the entire length of the walls is an issue
  - 1. Ideal to have at least 2 walls
  - 2. However, having whiteboards on all walls allows for flexibility of classroom use/layout.
  - 3. Team prefers having whiteboards from wall to wall
  - 4. New note for Design Guideline Package: include as many whiteboards as possible
- iv. ALL boards to be magnetic
  - 1. Team prefers magnetized whiteboards
  - 2. Makes the board user-friendly for instructors
  - 3. Allows for cleaner storage of pens (magnetic dry erase pen holder)
- v. Low odor pens
  - 1. Need a specific pen that will not stain whiteboards, as well as a cleaning product
  - 2. Math department wants to replenish/recycle their own set of pens.
  - 3. Note for Design Guideline Package: Pen holder to be magnetized. Facilities to provide a starter set for whiteboards, with low fume pens & magnets.
- vi. Whiteboard height
  - 1. Leigh: Stop whiteboards at 7' to align with door height
  - 2. However, when whiteboard is used for projection screen, whiteboard to go up to ceiling
  - 3. SCJCD to confirm what height works best for faculty
- vii. Gridded whiteboards
  - 1. "Ghost grid" – math department currently uses
  - 2. Consult individual departments to determine need for gridded whiteboards to implement into design guideline package (math, music, etc.)
  - 3. New note for Design Guideline Package: ghost grid to be approved by department.
- f. Technology
  - i. Positives: large screen to project on
  - ii. Negatives: some instructors aren't proficient at using the technology provided
  - iii. Technology standards should **NOT** be included in the furniture guidelines
    - 1. New note for Design Guideline Package: Refer to media services for technology/AV guidelines

#### 4. Dates – Faculty Schedule

- a. LPAS to pause the process over the summer break. Reconvene in September after instructors return from break.
- b. Leigh: Faculty input – needed by next week, send draft for team to review
  - i. Schedule meeting for **Tuesday 5/22, 10AM**
    - 1. Discuss classroom related items that involve faculty
    - 2. Workshop – 10AM-12PM, all DFPC members to attend



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3. Meetings w/ individual departments – 1hour per dept. (media services/IT, accessibility, etc.)
- c. Move full committee meeting until **September**
- d. Finishes for the office furniture – final approval in **September**
  - i. Leigh: reconsider classroom finishes as the newer buildings have a more neutral palette
- e. Michele to create new schedule denoting what next steps are after meeting/workshop next week.
- f. Leigh: Finish everything up by **December 15<sup>th</sup>**
  - i. Final review by **October**
  - ii. STEM building will fit with December schedule
  - iii. LPAS to assist with upcoming projects
- g. Request by Leigh: Provide separate proposal for Burbank (office components, theater)
- h. Schedule furniture fair or showroom tours for final consideration of office
  - i. Leigh: Meet with Purchasing department as they already have a process for setting this up
- i. LPAS Design Guideline Draft**
  - i. Need to distinguish what Dovetail has input & SCJCD wants to include into document
  - ii. Leigh: Guideline draft to be provided for faculty edits – send out to SCJCD team so everyone can review & have feedback by next meeting, **Tuesday 5/22, 10AM****
    1. Team to markup what we should/shouldn't contain & add any verbiage that should be included
- j. Leigh: Wants this document to be something that can be handed off to architects & purchasing
  - i. However, would like the committee's input on it first
- k. LPAS to provide a performance spec with recommended suggestions**
- l. LPAS to provide (3) furniture options for each piece of furniture proposed
- m. Send current draft
  - i. Goals: send to architect/departments to verify size of classrooms, verbiage included in narratives, & overall layout of design guideline package
  - ii. Leigh: LPAS may be missing one more classroom size, need to verify with architects
  - iii. Need to know what the capacity of each classroom is

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