

MEETING NOTES MEMORANDUM

Meeting Date: 21 February 2017
Meeting Time: 9:30 AM – 11:00 AM
Project: SRJC Interior Finishes
Attendees: See District Meeting Notes

Discussion Notes:

1. The group discussed the options of accent wall colors, and agreed to include six (6) to ten (10) options that can guide the design teams. This is important for the M&O team, as they are responsible for the building following occupancy. Dovetail will make recommendations for the various options at the Board Facilities Committee (BFC) meeting on March 7th, since the DFPC committee will not be meeting before that time.
2. Paul relayed the importance of limiting the applied finishes to painted gypboard, rather than vinyl wallcoverings, special faux or plastered finishes. These are too costly to maintain over time.
3. The group confirmed that Doug and Paul will present the package to the Board Facilities Committee (BFC) on March 7th, and then based upon their input, present the final recommendations to the Board on April 11th. Any requested changes to the program will be shared with the committee during the March 21st meeting. Boards will be finalized by the student intern prior to the March 7th meeting.
4. Given the focus on long term cost of ownership, the group discussed the process for design teams to follow if they wish to request a deviation from the standard finishes on a project. The agreed-upon approach is as follows:
 - a. A design team identifies the *specific design and practical reasons* to use a non-standard finish on a project, and presents this to the DFPC for consideration, prior to presenting to the college project team (this will need to be managed internally).
 - b. DFPC reviews the recommendation, and if approved, is then presented to the BFC. If DFPC does not approve of the change, standard finishes only are to be used and presented to the college project team.
 - c. BFC reviews the recommendation, and if approved, the recommendation is then presented to the Superintendent/President. If BFC does not approve of the change, standard finishes only are to be used and presented to the college project team.
 - d. S/P reviews the recommendation, and if approved, the recommendation is then presented to the college project team. If S/P does not approve of the change, standard finishes only are to be used and presented to the college project team.
5. The group discussed the Interior Space Design Guidelines. Stephanie reiterated the intent of the document, which is to inform project design teams of how FF&E will be used within specific spaces. All code requirements for the buildings will remain with the project architect, so little reference to code compliance will be made to this document.

6. Since the furniture standards program is not yet ready for final recommendation, the items shown reflect only typical product types at this point. When final product determinations have been made, the document can be updated to reflect the actual vendor's details. It was recommended that Monitor Arms be added to the document, as well as to the Standards Program, to make the ergonomic solution more effective (in conjunction with a sit/stand desk).
7. The committee would like to note in the ISDG that twenty (20) square feet per person is to be used for classroom planning purposes, regardless of product type.
8. It was agreed that all final committee member comments on the ISDG will be sent to Paul for consolidation and review before March 6th.

Action Steps:

1. Finalize initial recommendations for accent wall paint colors – SO; 3/4/17
2. Review draft ISDG, send all comments to PB – Committee; 3/6/17
3. Compile comments, send final requests for changes to Dovetail – PB; 3/6/17
4. Present initial Interior Finishes Program to BFC – DR, PB, SO; 3/7/17
5. Update presentation boards for DFPC – SO; 3/20/17

This memo reflects our understanding of the discussion at the meeting. If no revisions to these notes are provided within three (3) business days, the information will be deemed accurate and become part of the final project record.