



SMCCCD Project No. A408 – CSM B17 Learning Communities

Meeting No.

| Meeting Date: | Start: | Next Meeting: | Next Location: | Next Time: | Prepared By: |
|---------------|--------|---------------|----------------|------------|----------------------|
| 11/11/2015 | 11 AM | TBD | TBD | TBD | Virginia Rocha, SM&C |

| Purpose: | Location: | General Notes: |
|---------------------------------------|-----------|---|
| Programming Phase Internal Reviews | B1-215 | Attachments: Draft Program Conceptual Plan B |
| | | Date: 10.30.15 11.06.15 |

| Attended By: | | * = Copies To those absent | |
|---------------------------------------|--|----------------------------|--|
| MR - Michele Rudovsky, CSM Facilities | | * | CSF - Chris Strugar-Fritsch, SMCCCD Facilities |
| JF - Joe Fullerton, SMCCD Facilities | | | |
| DL - Darrell Lee, ITS | | | |
| YD - Yoseph Demissie, ITS | | | |
| MC - Mike Celeste, Public Safety | | | |
| MH - Mike Healy, ITS | | | |
| PH - Peter Hempel, SM&C | | | |
| VR - Virginia Rocha, SM&C | | | |

RECORD: These minutes represent a true and accurate record of the meeting. These minutes will be entered in the *Project Record* and deemed accepted and agreed to by all parties in attendance unless a written request for correction is received within 7 days of the date of issuance.

| Item | Description | Action By | Due Date | First Noted | OPN/ CLO |
|---------------------|--|-----------|----------|-------------|----------|
| NEW BUSINESS | | | | | |
| | Intro | | | | |
| 1.01 | This is an initial Internal Review for Facilities, ITS and Public Safety. VR explained CSM B17 is a renovation project to create a home for five Learning Communities, most coming from other building locations. Cody Anderson Wasney Architects is nearing the completion of Programming Phase. The project will take most of the building, but not all. Student Life is to remain in B17. We have a program of spaces and two draft conceptual plans, A and B. B is the preferred plan of the project's Core Group. | | | | |
| | Comments | | | | |
| 1.02 | Facilities - MR: <ul style="list-style-type: none"> • Need new roof access if rooftop mechanical or ventilation is added – interior roof hatch with ladder, or exterior pad and handrails for a portable ladder. Requested close to parking lot 4. • Recommend keeping the existing Break (room 113) cabinets and sink. • Asked about number of workstations in new Computer Room. VR | | | | |



**PROGRAMMING
MEETING MINUTES**

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|------|---|-----------|----------|-------------|----------|
| | <p>said program specifies 15. MR recommends split unit. PH said District has policy of no HVAC for these buildings. This room has operable windows.</p> <ul style="list-style-type: none"> • PH explained that with the central courtyard partial infill, that will create interior rooms. Per code, new ventilation will be provided for those rooms. | | | | |
| 1.03 | <p>Sustainability – JF:</p> <ul style="list-style-type: none"> • Conservation Club on campus has proposed a “living wall”, landscape wall with plants, have been looking for a location on campus. Consider adding at B17, at center or front (east) courtyard, an exterior wall that gets southern exposure. They may have contributing funds. • For new clerestory windows at Hub, consider limiting windows only to the north and east sides, to allow light but not solar gain. Or limit glazing amount on south and west sides. • Consider adding radiant heat under new slab at Hub, in lieu of other methods. Can do with Interface carpet. • Try to use windows and vents instead of adding mechanical ventilation and heating to Hub. • Consider window shades (District Standard is Mechoshade) at clerestory windows, and other windows onto courtyard. | | | | |
| 1.04 | <p>Public Safety - MC:</p> <ul style="list-style-type: none"> • Currently four security cameras, one at each exterior door. Add security to east entry door (confirm none is located there now). • Request to replace the 4 existing cameras (at each entry door) with new current camera model. The existing are two-models-ago old. • Add ACAMS electronic lock to the existing double doors near middle of south corridor. • A new “lockdown lock” will be specified soon by the District, it is a new project. Provide all interior doors at meeting rooms, etc with this new lock spec. • No new camera at central courtyard needed. | | | | |
| 1.05 | <p>ITS – YD/DL:</p> <ul style="list-style-type: none"> • Hub: recommend flatscreen TV, not projector, due to glare concerns. • Provide Mechoshade or window treatment on windows at Hub and Large Meeting Room, due to AV issues. • Provide “Smart Podium” for AV control in all rooms to have projection/flatscreens. • It is OK to re-use existing data cables in building, where possible. | | | | |



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| | <ul style="list-style-type: none"> • Rather than full demo of existing data cables no longer needed, coil data cable ends and leave in ceiling space of corridor, and at ITS Closet location. • Determine if Small and Medium Meeting rooms need Flatscreens for AV or not. If AV is needed, use flatscreens (not projectors). • Large Meeting Room: will need to determine room furniture layout and use for AV screen location(s). • Does the Computer Room need an instructional screen/flatscreen? VR said that Learning Communities are not to have formal classroom instruction, as those are in other buildings. • Need to determine best layout of Computer room. In general YD recommended perimeter workstations, rather than in middle of room, for connectivity. • ITS is upgrading Data Switches in all data closets on campus. They will replace B17 data switches under that effort, in coordination with our project schedule, under the ITS budget. <p>VR said that as design progressed, the architect will propose furniture layouts and screen locations. Some rooms will have flexible furniture layouts.</p> | | | | |
| | Next Steps | | | | |
| 1.06 | PH and VR will provide these comments to the design team, to discuss as the project enters Schematic Design. | | | | |
| 1.07 | <p>VR explained that for the end of this Programming Phase, a District Design Approval Form will go out to Facilities (MR) and ITS (Bruce Griffin) representatives for sign off with updated documents, program and conceptual plans, in the next couple of weeks. VR will send documents to YD to send to Griffin.</p> <p>When available, VR will send final documents of Programming Phase to all attendees.</p> | <p>VR</p> <p>VR</p> | | | |
| 1.08 | Next review meeting will be in Schematic Design Phase. | | | | |