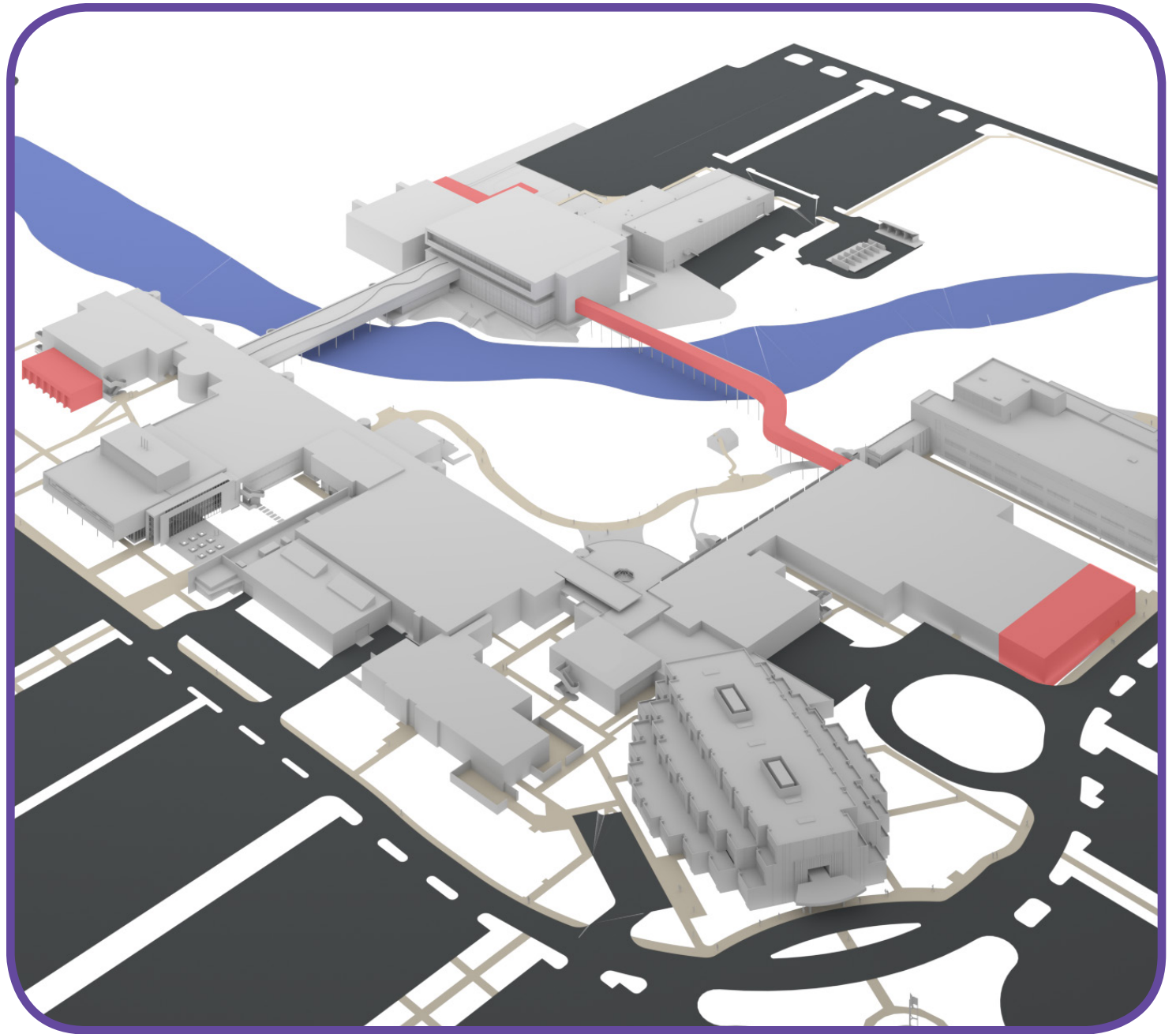




2018 COLLEGE MASTER PLAN



JOLIET JUNIOR COLLEGE

SEPTEMBER 2017

JOLIET JUNIOR COLLEGE COLLEGE MASTER PLAN UPDATE

BOARD OF TRUSTEES

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PREFACE

This document summarizes the college master planning process, findings, and resulting recommendations for future development of Joliet Junior College.

This master plan update was undertaken to continue the vision established in the comprehensive 2008 College Master Plan and the 2013 Master Plan Update. The vision is being updated with consideration for implemented and unimplemented objectives, as well as new ones. The College Master Plan Update is intended to serve as a living document and guide for the college’s investment, protection and utilization of its physical resources as they are developed over time.

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ACKNOWLEDGEMENTS

Joliet Junior College would like to acknowledge the following individuals who contributed to the decision-making process of the Master Plan. JJC appreciates the knowledge they shared and the time they devoted to this endeavor.

BOARD OF TRUSTEES

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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

OVERVIEW

The 2018 College Master Plan document has been completed in the context of the 2008 and 2013 College Master Plans, many components of which have now been implemented. This plan reconsiders the 2008 and 2013 master plan projects not yet implemented, and examines new ones that respond to the various challenges facing the college in the next five years.

PURPOSE

The purpose of the JJC “2018 College Master Plan” is to provide a rational and orderly plan to acknowledge recently completed projects from the 2013 College Master Plan Update, identify space that has become available as a result, revisit projects not implemented from the 2008 and 2013 plans, and re-examine space needs and costs for potential new projects. In order to help accomplish the college’s vision, mission, core values and strategic plan, additional renovations, expansions, new construction and other improvements to existing facilities are being proposed.

As the planning process unfolded, the President’s Cabinet and Master Plan Focus Groups channeled their efforts on updating specific needs for the Joliet Junior College Main Campus.

PROCESS

The master planning process was organized and overseen by the President's Cabinet. The Master Plan Focus Groups were comprised of representatives from the faculty and administration. The Focus Groups provided input and the President's Cabinet provided feedback at key decision points.

The 3-part process included an analysis of current and future space needs, the synthesis and refinement of new solutions, and the finalization of the document.

Part 1: Objectives & Interviews

Analyze (Understand)

Goal Setting / Planning Objectives
Document Recent M.P. Projects
Update Campus Site Plan
Meetings with President's Cabinet & Focus Groups
Space Needs Projections

Stakeholder
Input / Feedback

Part 2: Concept Development & Prioritization

Synthesize (Re -think)

Building Renovation & Expansion Options
Review Meetings

Stakeholder
Input / Feedback

Part 3: Master Plan Documentation

Finalize (Document)

Executive Summary
Concept Development
Consensus Master Plan & Recommendations
Conceptual Cost Projections
25 Bound Color Copies

Stakeholder
Input / Feedback

Refine (Prioritize)

Option Prioritization & Consensus
Conceptual Cost Projections
Priorities & Phasing

GOALS AND OBJECTIVES

With the overall goal of alignment with JJC's vision, mission, core values and strategic plan, the President's Cabinet began the process with the following:

- Make appropriate use of existing vacated space
- Provide larger classrooms if requested
- Provide additional office space for selected user groups
- Accommodate innovative learning environments for selected user groups
- Maximize operational efficiency by improving departmental adjacencies and re-thinking space locations
- Consider expanded representation in Eastern part of JJC district

SPACE NEEDS

Space needs requests for a limited number of divisions and departments at the Main Campus were analyzed through a series of interviews with key representatives from each user group, and through the subsequent development of space needs spreadsheets documenting the requests. Please refer to the Appendix in this document for minutes to all the focus group meetings and for the resulting space needs spreadsheets. Upon further consideration of these space needs requests by the Focus Groups and the President's Cabinet, the following divisional space needs are included for the Main Campus:

DIVISION NAME	2018 MASTER PLAN SPACE NEEDS (NSF)	GROSS-UP FACTOR	2018 MASTER PLAN SPACE NEEDS (GSF)
Academic Excellence & Support Division	5,294 SF	1.30	6,882 SF
Athletics	0 SF		0 SF
Campus Police	8,731 SF	1.30	11,350 SF
Corporate & Community Services	7,725 SF	1.30	10,043 SF
Cyber Cafe (See Note 1)	1,453 SF		1,453 SF
Fine Arts (See Note 2)			18,699 SF
Fitness Center	5,971 SF	1.30	6,284 SF
Mid-Size Conference Space	15,105 SF	1.30	19,637 SF
Technical	12,976 SF	1.50	19,464 SF
East District Campus (Placeholder)	17,377 SF	1.30	22,538 SF
New Bridge	13,925 SF	1.10	15,318 SF
TOTAL			131,668 SF

1 | No gross-up factor needed for relocation from Building D to the Bridge (Building H).

2 | No gross-up factor needed. Gross area space needs determined by existing shell space (Building J, 3rd Floor) and actual floor plan layout (Building K, 1st Floor).

EXECUTIVE SUMMARY

MAIN CAMPUS

The implementation of the 2013 College Master Plan resulted in the construction of the new Event Center and multiple improvements at the Main Campus, as well as the expansion of the Romeoville Campus. Additionally, the Culinary Arts program has relocated to downtown Joliet.

As a result, additional space at various existing buildings on the Main Campus has become available and is being included to address identified space needs. Renovations in the form of re-purposing of space and modernization of space are included and described in the floor plans that follow.

Other new construction components included in the plan are:

- an addition to Building G for Campus Police
- an addition to Building K for Fine Arts
- an addition to Building T for Career and Technical Education
- and a new bridge to connect Buildings J and T.

EASTERN DISTRICT CENTER

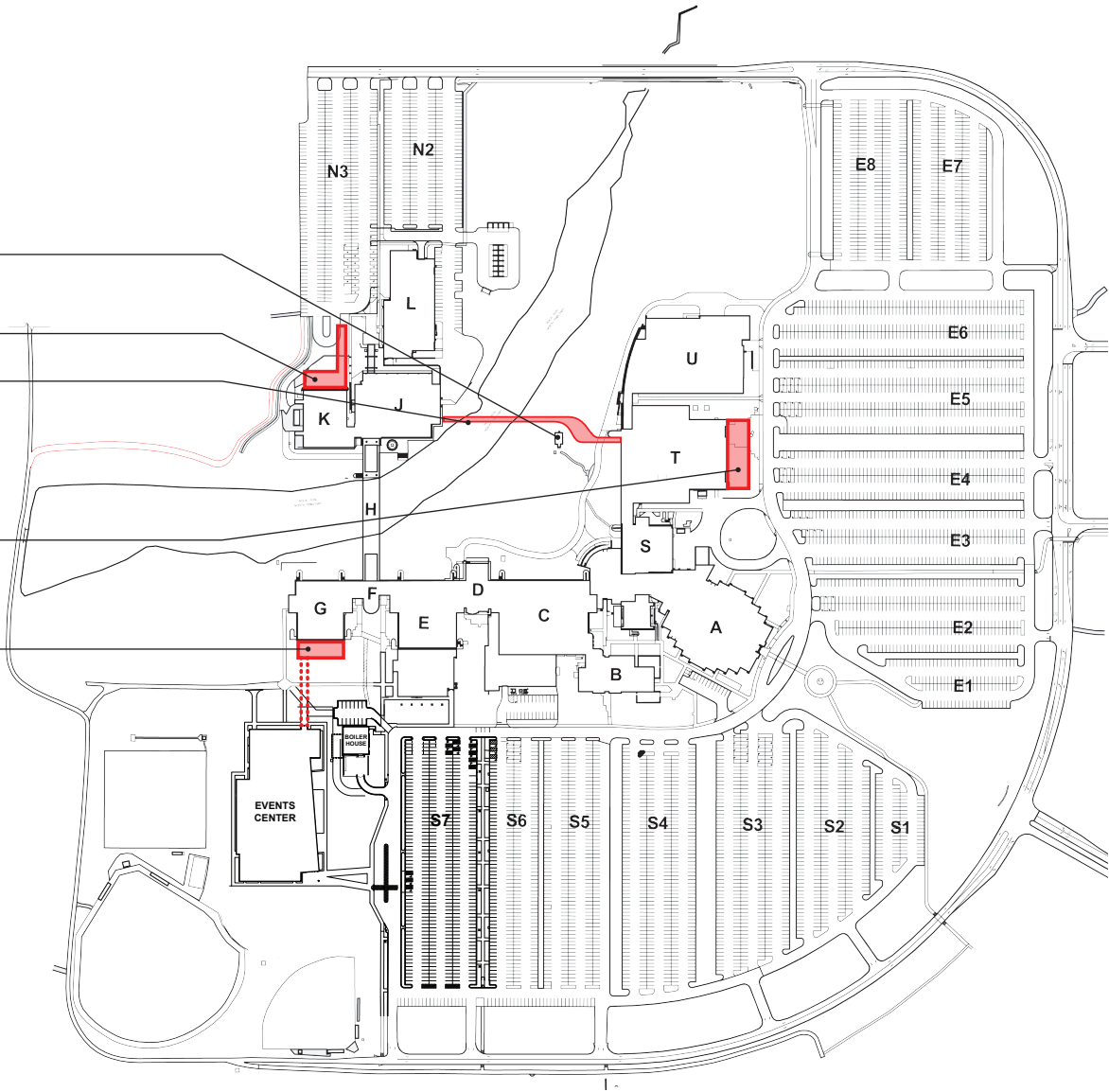
In the 2013 College Master Plan, space requests and needs were identified for the Frankfort Education Center at Lincolnway East High School. For the purposes of the 2018 College Master Plan, the 2013 space needs are being included again as a placeholder for future planning. The focus group meeting minutes and space needs spreadsheet for this center are included in the appendix of this document.

EXECUTIVE SUMMARY
SITE

- EXISTING SCHOOL HOUSE
(TO REMAIN)
- THEATER / FINE ARTS ADDITION
- NEW BRIDGE
- TECHNICAL ADDITION
- CAMPUS POLICE ADDITION

LEGEND

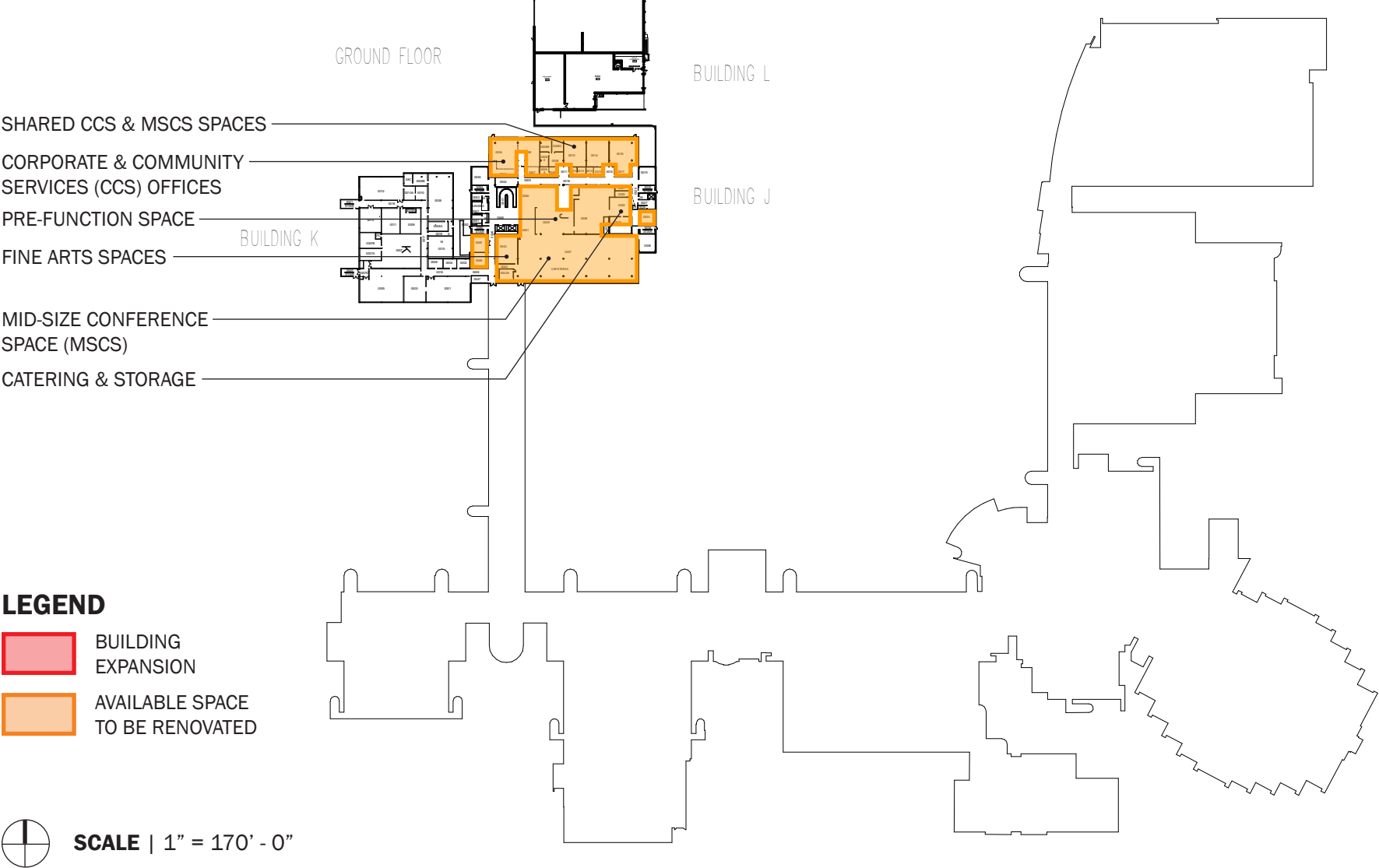
 BUILDING
EXPANSION



 **SCALE** | 1" = 450' - 0"

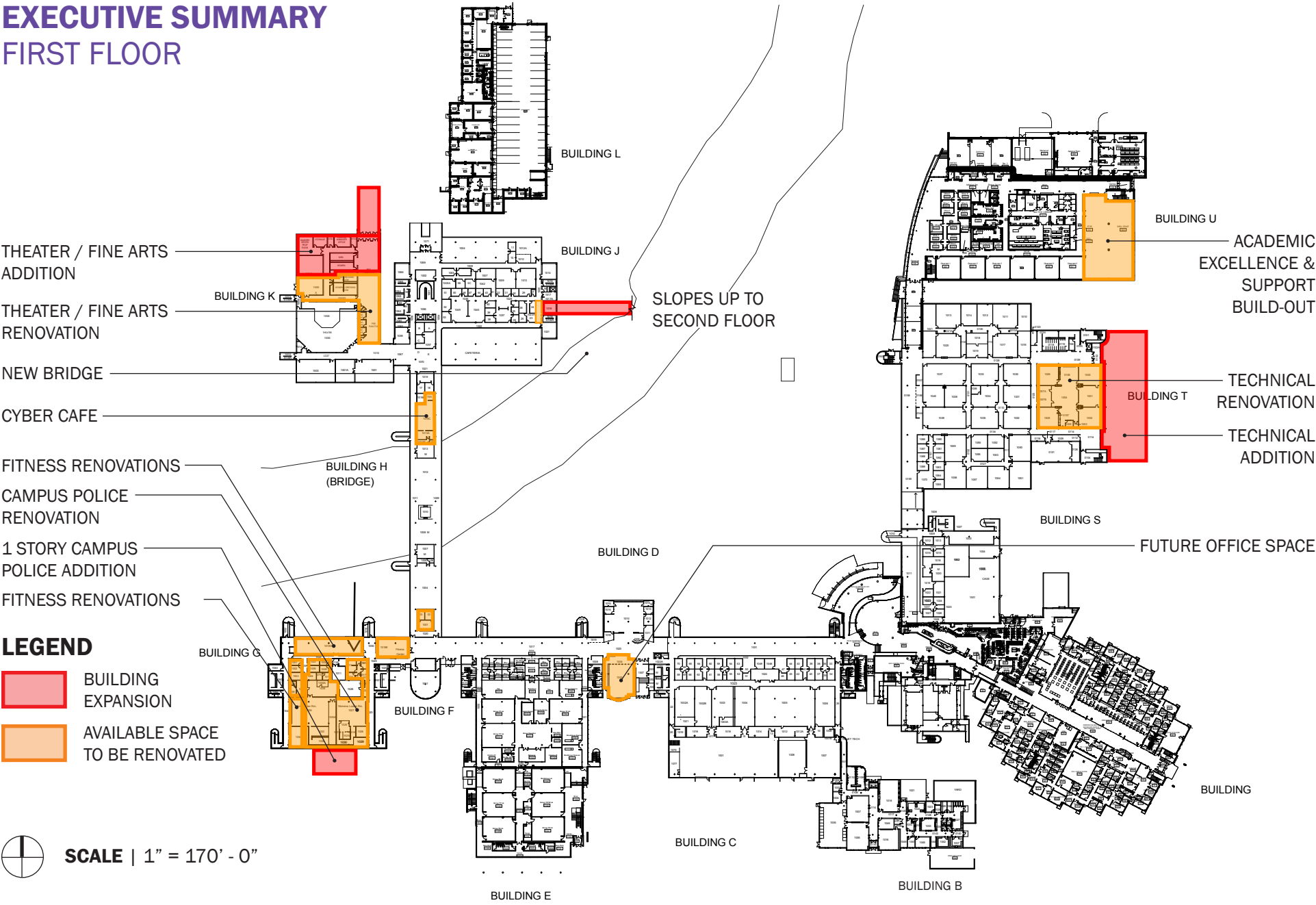
EXECUTIVE SUMMARY

GROUND FLOOR

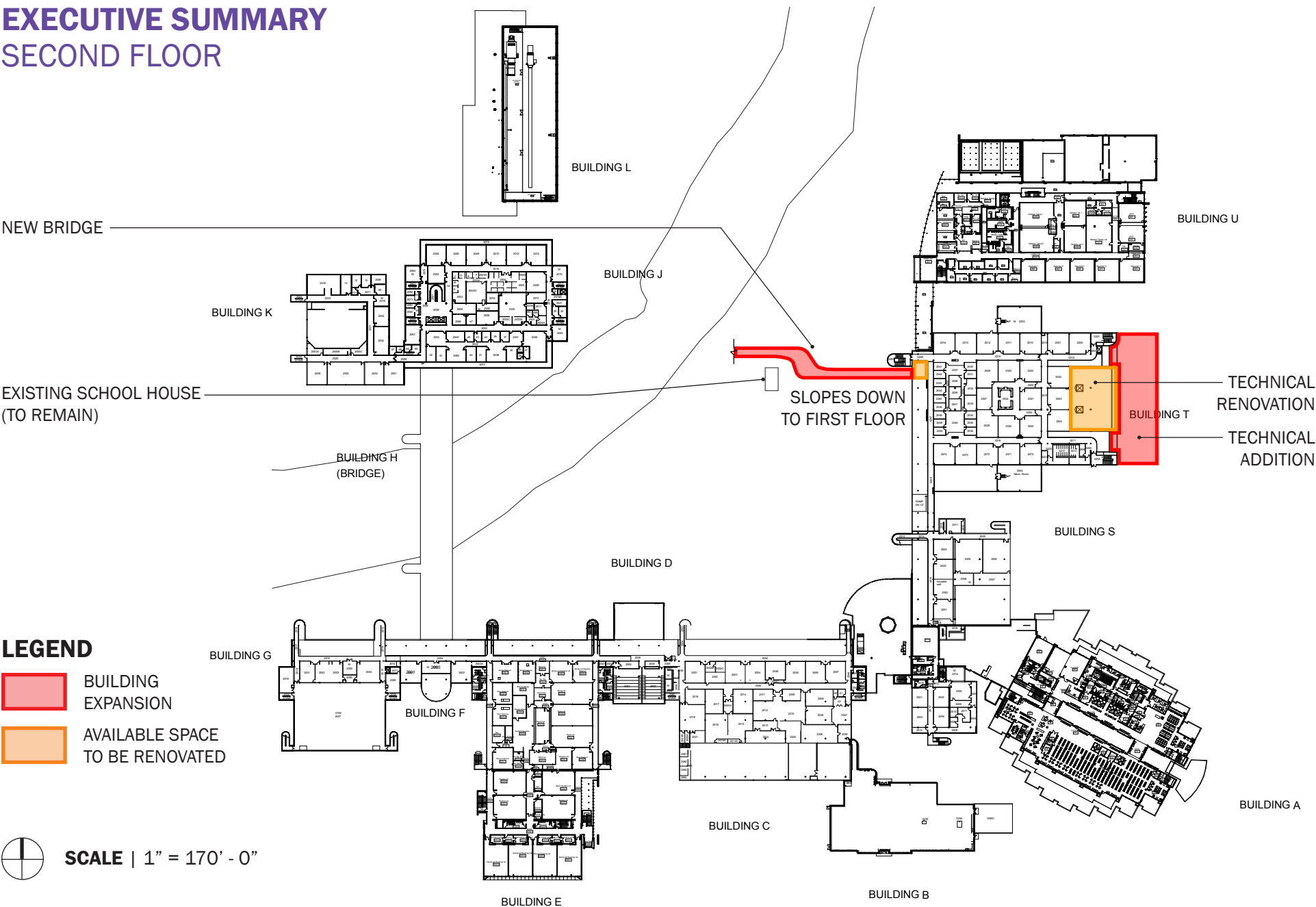


EXECUTIVE SUMMARY

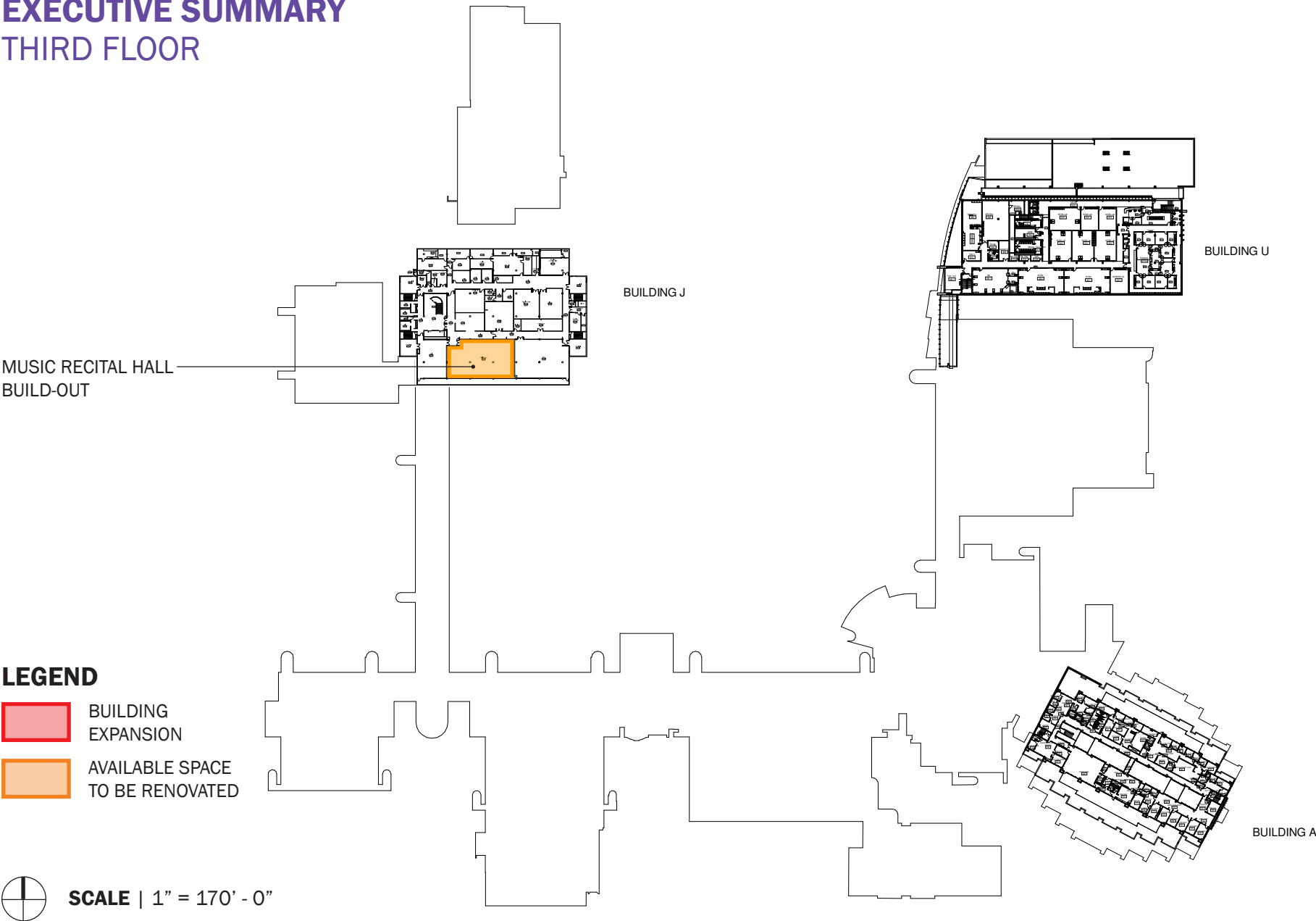
FIRST FLOOR



EXECUTIVE SUMMARY
SECOND FLOOR





EXECUTIVE SUMMARY
THIRD FLOOR

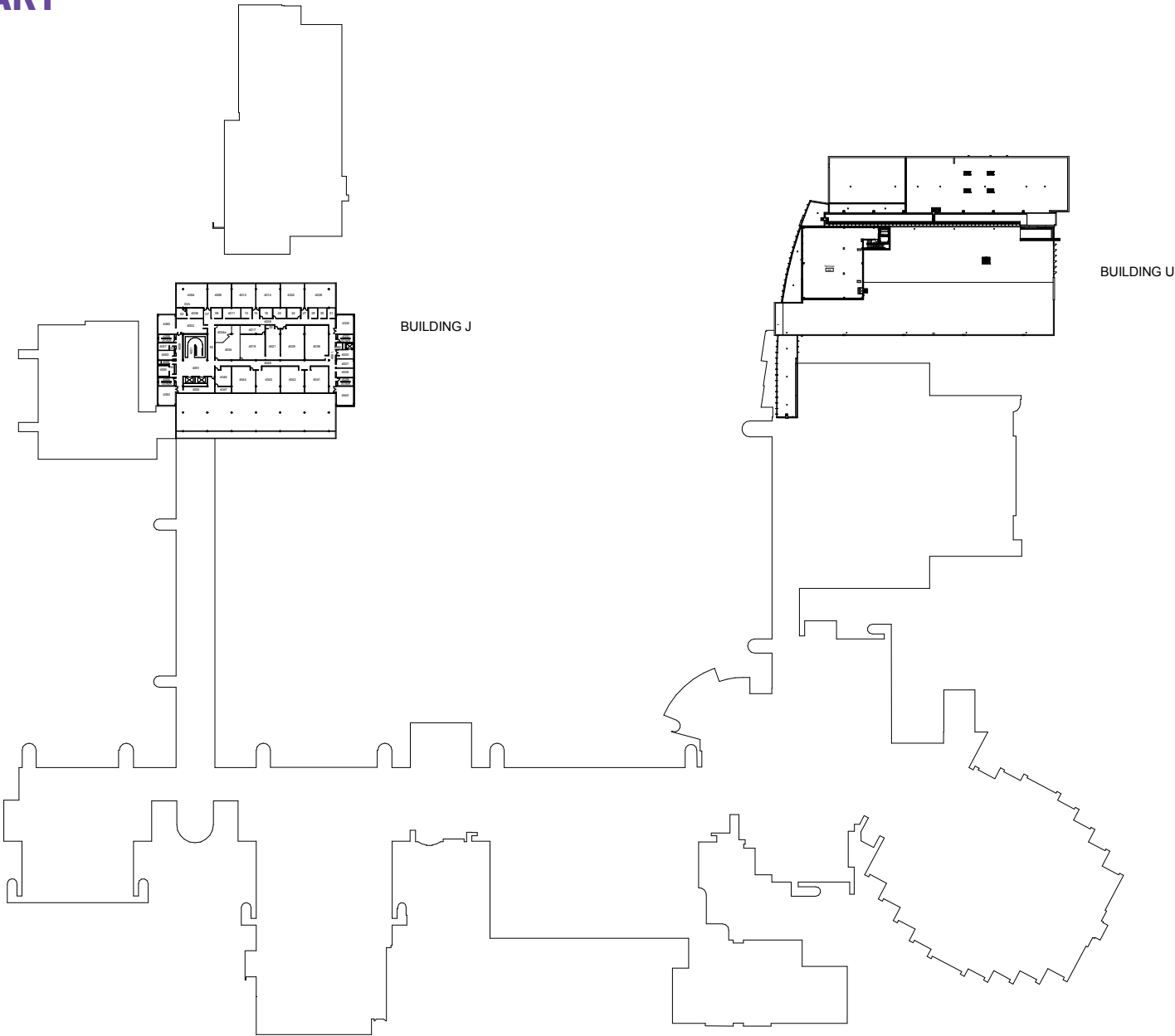


EXECUTIVE SUMMARY
FOURTH FLOOR

LEGEND

-  BUILDING EXPANSION
-  AVAILABLE SPACE TO BE RENOVATED

 **SCALE** | 1" = 170' - 0"





SPACE NEEDS RECOMMENDATIONS

OVERVIEW

The President's Cabinet identified that the focus of the 2018 College Master Plan would be for selected projects at the Main Campus, with the intent of maximizing the use of vacated space and improving operational efficiency by re-thinking spatial adjacencies.

The process for assessing these space needs requests included Focus Group interviews with key personnel from selected departments, and the development of space needs spreadsheets that quantify these space requests. The minutes for these interview meetings and the space needs spreadsheets are included in the Appendix of this document.

As the master planning process unfolded, the requested space needs were considered by the President's Cabinet. The space needs that follow summarize the projects included in the 2013 Master Plan and which projects have now been completed, as well as the projects that have been included in the 2018 Master Plan.

2013 MASTER PLAN UPDATE PROJECTS (HI-LITED PROJECTS HAVE BEEN COMPLETED)

Program Summary, Areas and Estimated Costs							
Campus	Department/Function	NET AREAS			GROSS AREAS		
		Existing Area (ASF)	2012 Master Plan Space	Diff. of Area (2012 - Exist.)	Gross Area (Exist. Bldg.)	Gross Area (Addition)	Gross Area (New Bldg.)
MAIN	Academic Affairs						
	Adjunct Faculty Center	344	1,420	1,076	605		
	Conference/Corporate Training Center	0	5,885	5,885		8,226	
	Deans' Office (CITE)	0	260	260	360		
	Fine Arts (New Theatre Entry)				6,472	5,400	
	Nursing & Allied Health	0	2,650	2,650			
	S.T. Lab, F.S. Lab and corridors				3,450		
	Information/Reception				110		
	Auditorium Reception and Storage				187		
	Phi Theta Kappa and Honors Program	0	750	750	825		
	Physical Education	10,591	17,226	8,635			24,870
	Tutoring/Computing Center	0	7,510	7,510	9,908		
	Academic Affairs subtotal:	10,935	35,701	26,766	21,917	5,400	33,096
	Student Development						
	Athletics	13,351	90,924	77,573			109,785
	Student Activities	6,128	6,900	772	849		
	Student Activities (Cyber Café/Gaming)	1,723	2,585	862	2,844	0	
	Veterans (Financial Aid)	0	1,332	1,332	1,732		
	Student Development subtotal:	21,202	101,741	80,539	5,424	0	109,785
	Learner Support & Tech. Services						
	2 new offices in Bldg. J				280		
	Information Technology Help Desk	358	500	142	550		
	LSTS subtotal:	358	500	142	830	0	0
	Administrative Services						
	Bookstore (Staging)	0	1,000	1,000	1,150		
	Bookstore (Cashier Revisions)				724		
	Campus Police	2,092	8,071	5,979		12,914	
	Administrative Services subtotal:	2,092	9,071	6,979	1,874	12,914	0
	Institutional Advancement						
	Foundation & Alumni Relations	0	0	0	0	0	0
	IA subtotal:	0	0	0	0	0	0
	Main Campus Subtotal A:	34,587	147,013	114,426	30,045	18,314	142,881
	Other						
	Classroom Modernization				5,906		
	1 new Conference Rooms and Corridor				566		
	New Computer Lab & Conference Room				994		
	Faculty Work Room				352		
	Future Classroom & Lab Space				3,225		
	Future Office Space				450		
	Future Office Space				2,307		
	2 New High Tech Classrooms				1,750		
	3 New Large Classrooms				3,423		
	New Bridge & Relocate Schoolhouse					7,520	
	Extend bike path						
	Add charging stations						
	Remove existing Service Center (Bldg. J)						
	Student seating/lounge furniture						
	Other subtotal:				18,973	7,520	0
	Main Campus Subtotal B:				49,018	25,834	142,881
ROMEDEVILLE	Academic Affairs	24,062	41,430	17,368		27,789	
	Student Development	0	8,932	8,932		14,291	
	Other	0	700	700		1,120	
	Romeoville subtotal:	24,062	51,062	27,000	0	43,200	0
TOTAL	Main Campus and Romeoville Campus				49,018	69,034	142,881

2018 MASTER PLAN PROJECTS

Summary

Programs Served

Division Name	2018 Master Plan Space Needs (NSF)	Gross-up factor	2018 Master Plan Space Needs (GSF)	2018 Comments
Academic Excellence & Support Division	5,294	1.30	6,882	Building U, 1st Floor
Athletics	0		0	Athletics to use Fitness Locker Rooms in Building G
Campus Police	8,731	1.30	11,350	Building G, 1st Floor
Corporate & Community Services	7,725	1.30	10,043	Building J, Ground Floor
Cyber Café	1,453		1,453	Building H, Bridge
Fine Arts			18,699	Building J, Ground Floor and 3rd Floor, Building K, 1st Floor
Fitness Center	5,971	1.30	6,284	Building G, 1st Floor
Mid-Size Conference Space	15,105	1.30	19,637	Building J, Ground Floor
Technical	12,976	1.50	19,464	Building T, 1st and 2nd Floors
East District Campus	17,337	1.30	22,538	Placeholder, Assuming Accommodation In An Existing Building
New Bridge	13,925	1.10	15,318	Building J, 1st Floor to Building T, 2nd Floor
Grand Total			131,668	



MAIN CAMPUS CONSENSUS RECOMMENDATIONS

SITE

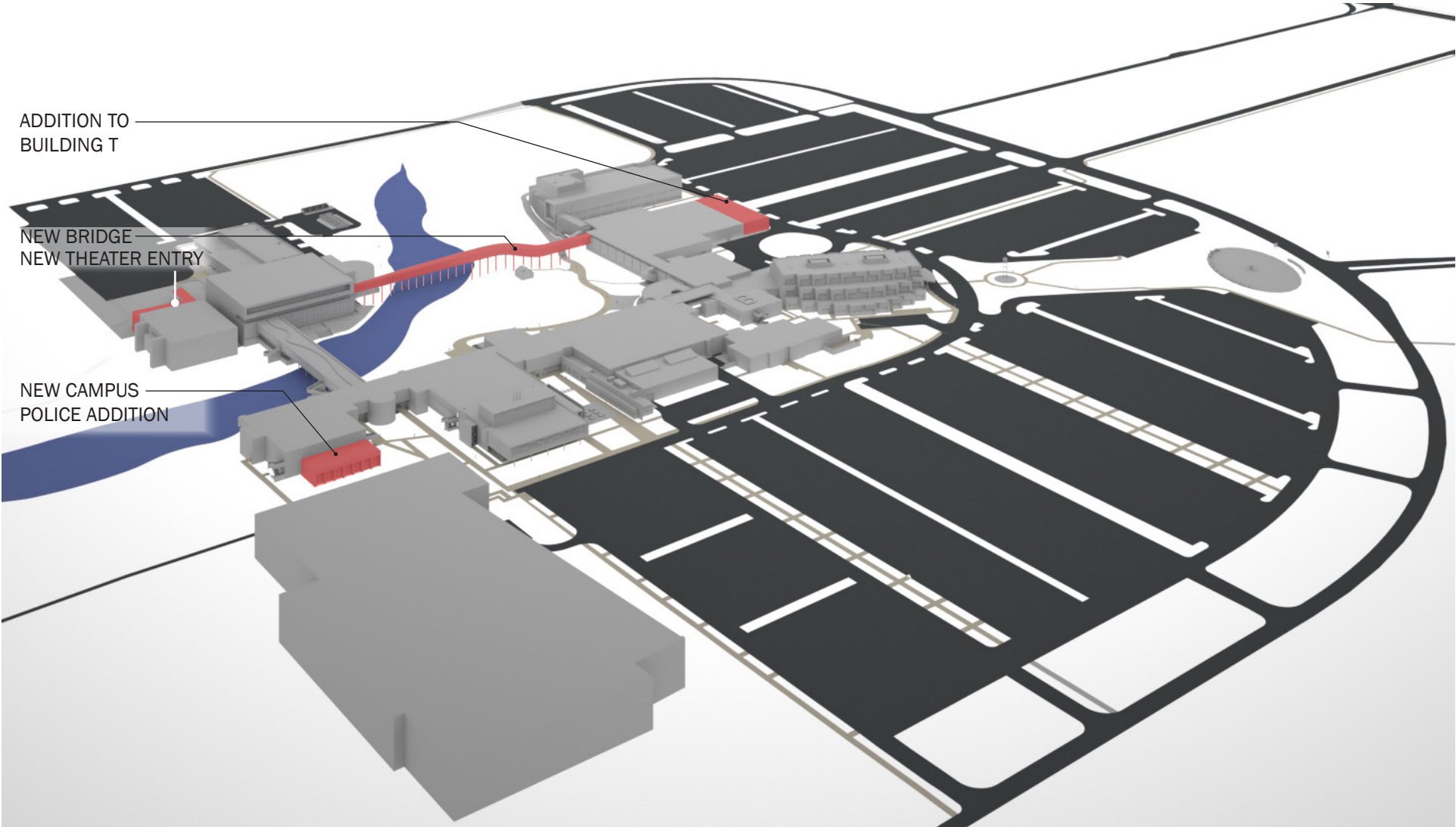
The new Bridge that would connect Building J and Building T is an unimplemented component from both the 2008 and 2013 plans, and is included again for the 2018 update. The Bridge is envisioned as an enclosed circulation concourse, extending over the lake to connect the first floor of Building J with the second floor of Building T; a second floor connection is required at Building T to allow emergency vehicles to pass under the proposed bridge. This new bridge connection will complete the interior circulation loop and make it much more convenient for students, faculty and staff to access the remote ends of the campus buildings. While the 2013 plan included an option to relocate the Cronin Schoolhouse to accommodate the most direct connection between buildings J and T, this option has been abandoned due to complications with the schoolhouse's foundation and its overall historic preservation.

Several new site components are also envisioned. A 1-story addition to the north of Building K is included to provide a more welcoming and direct entry sequence from the north parking lot for theater performances and other Fine Arts events. Currently, access for these events must occur through Building J.

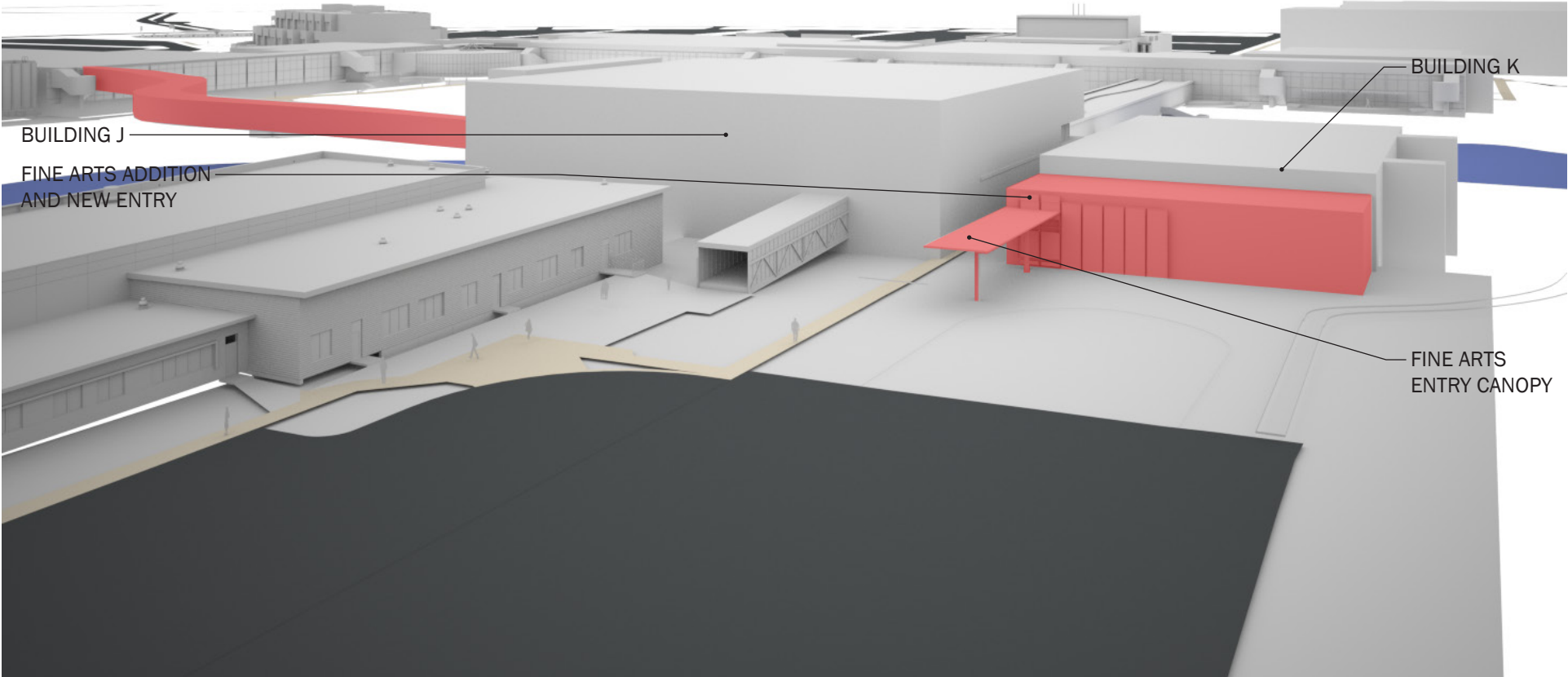
Another new site component is a small 1-story garage and storage addition to the south of Building G, adjacent to the first floor renovation for the Police Department. This location would accommodate direct access to dedicated parking for police squad cars as well as a 24-hour entry from the exterior.

Lastly, a new 2-story addition is envisioned at the East end of Building T to accommodate requested space needs for the Technical program. This addition will provide a new entry image from the East and will not disrupt the existing inner ring road or parking lot.

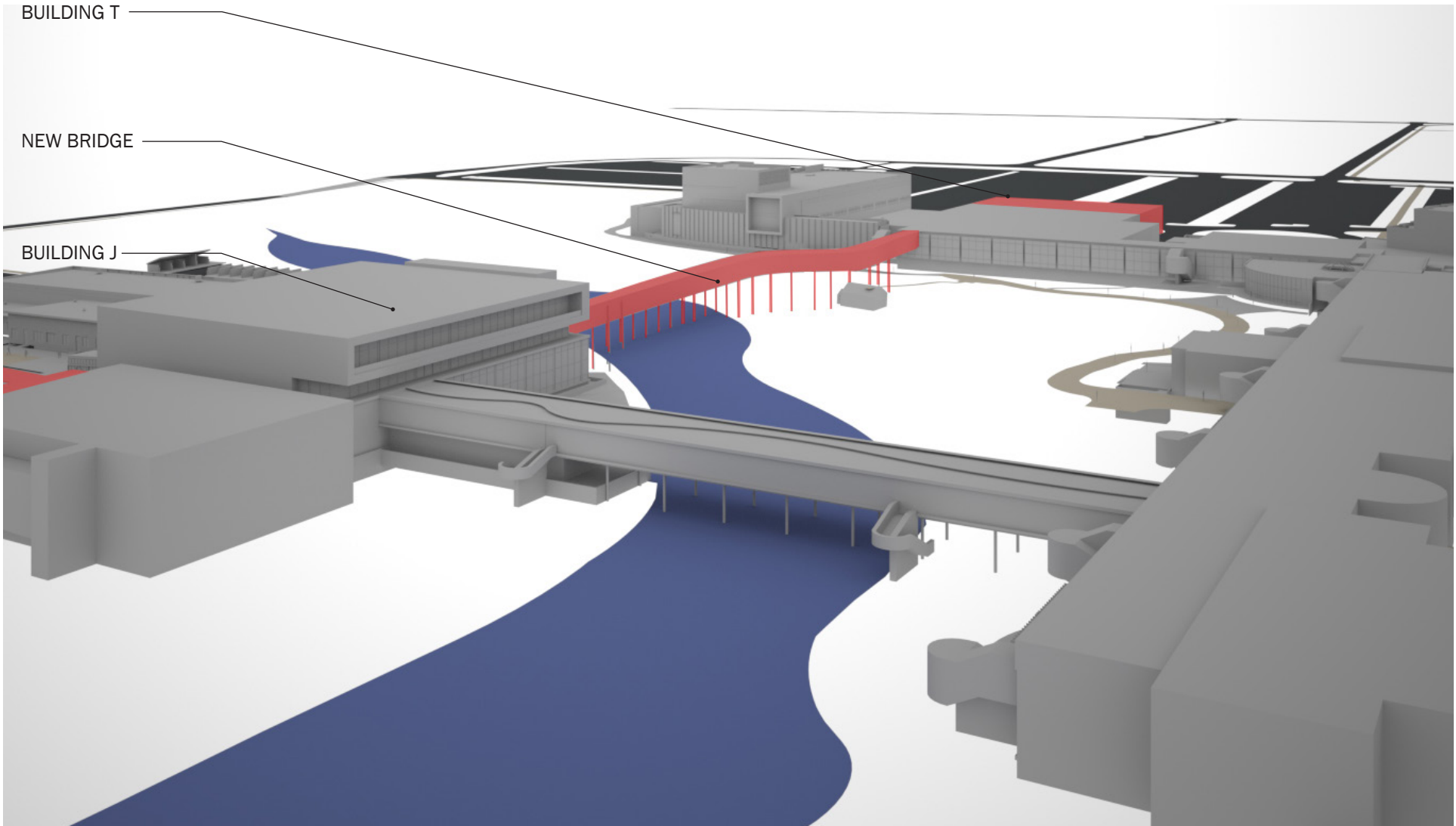
SITE - VIEW FROM THE SOUTHWEST



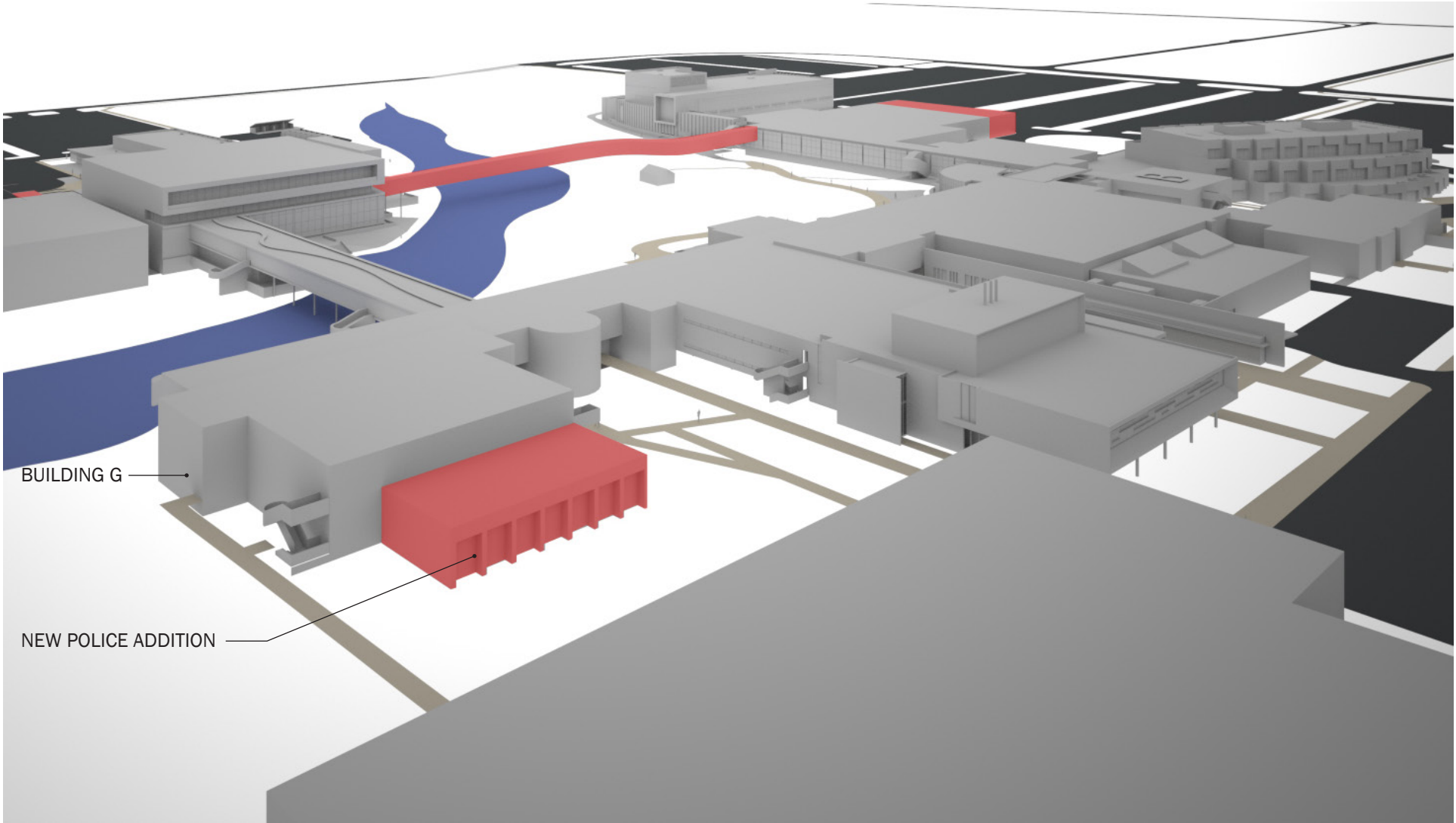
SITE - VIEW FROM THE NORTHWEST



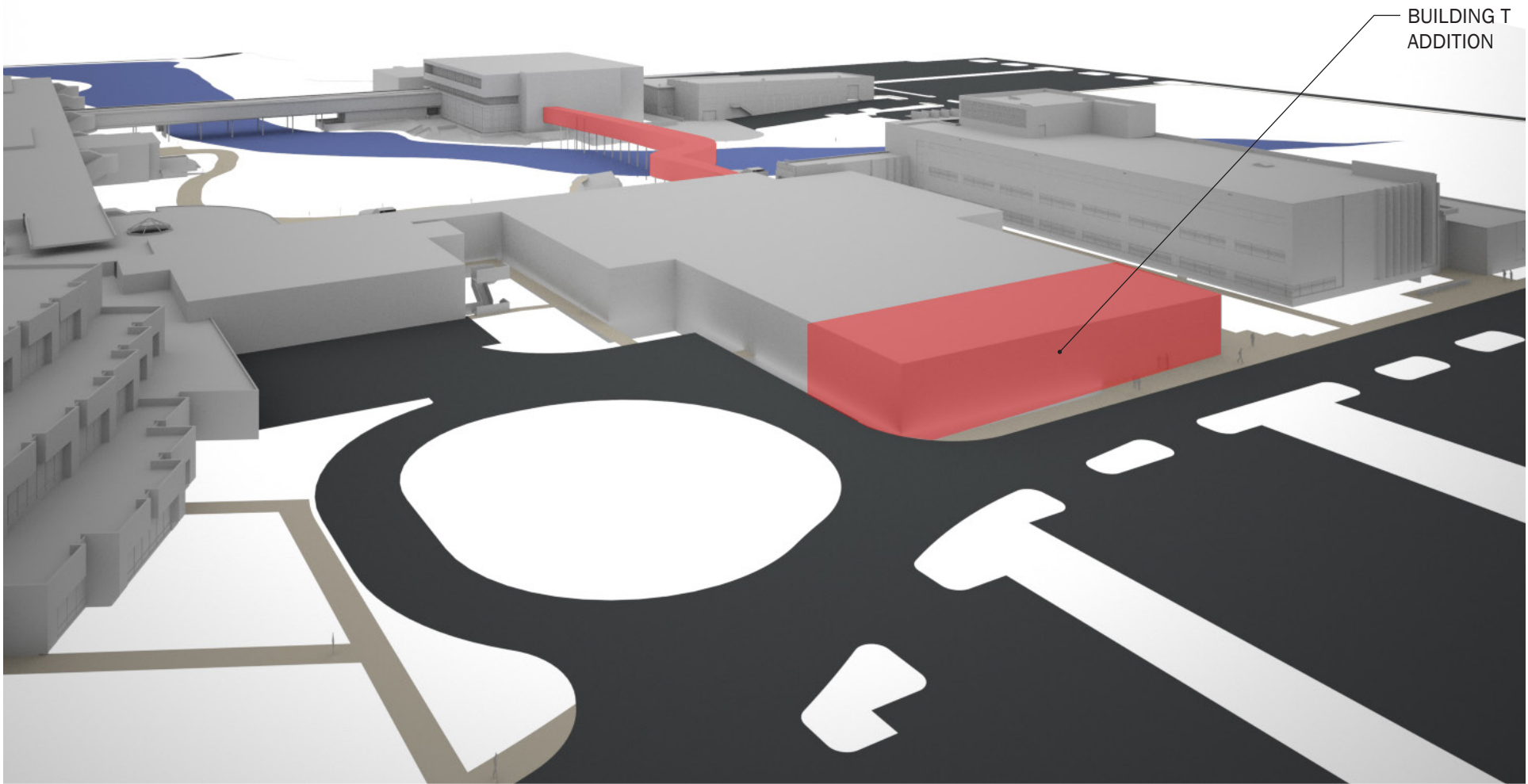
SITE - VIEW FROM THE WEST



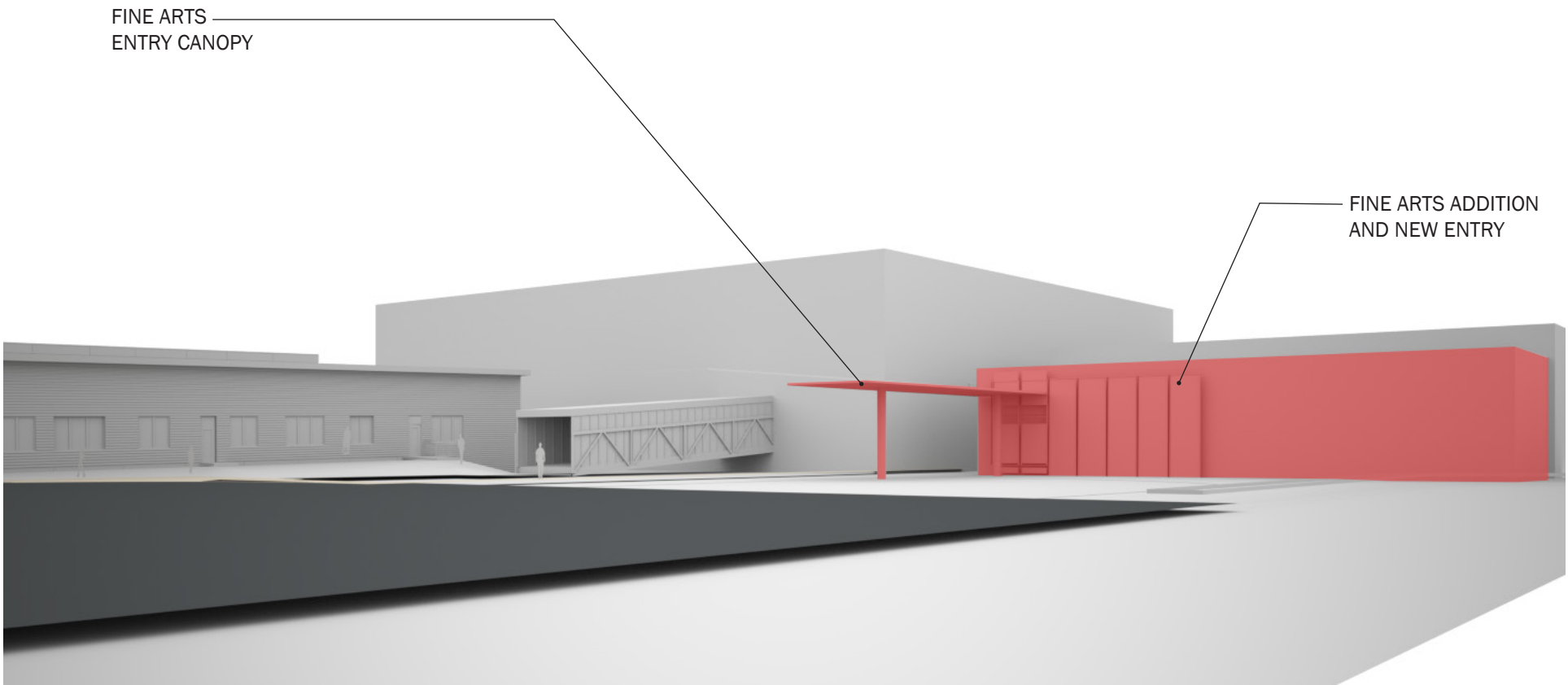
SITE - VIEW FROM THE SOUTHWEST



SITE - VIEW FROM THE EAST



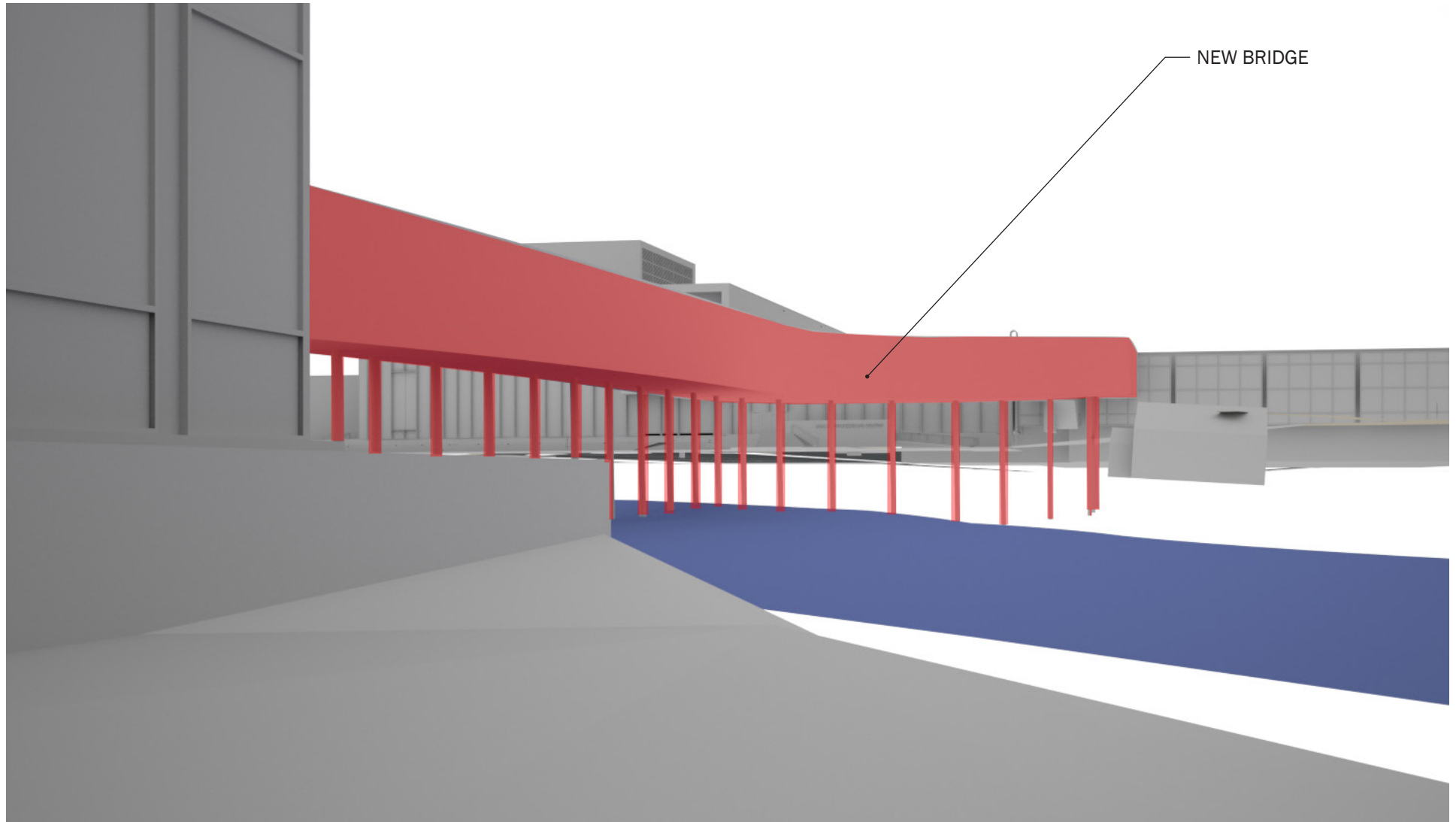
SITE - VIEW FROM THE NORTH



FINE ARTS
ENTRY CANOPY

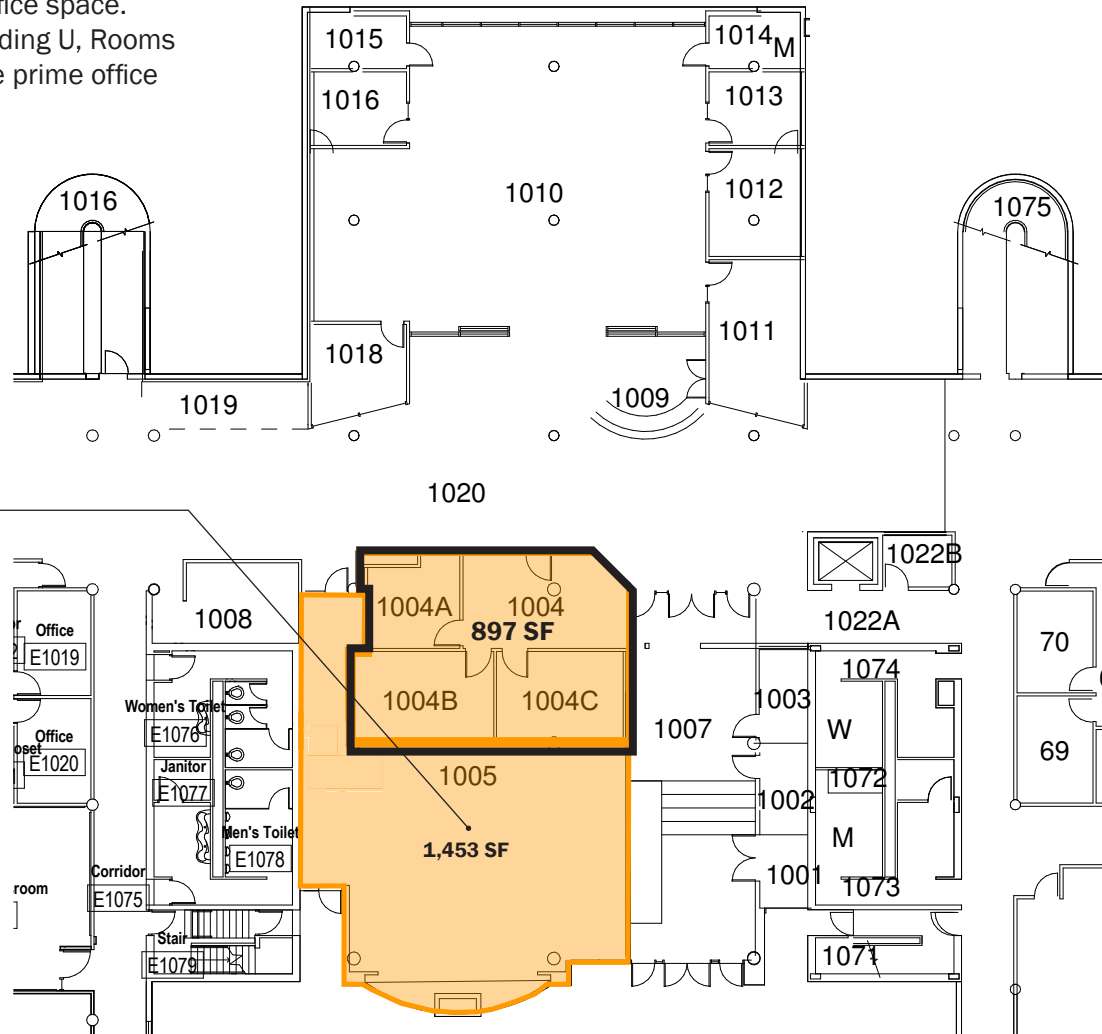
FINE ARTS ADDITION
AND NEW ENTRY

SITE - VIEW FROM BRIDGE



BUILDING D - FIRST FLOOR PLAN

With the Cyber Café being relocated to the Bridge, Room 1005 will provide a very accessible location for future office space. With Institutional Research being relocated to Building U, Rooms 1004, 1004A, 1004B, and 1004C will also provide prime office space accessible to the C/G concourse.



FUTURE OFFICE SPACE
2,350 SF

LEGEND

 AVAILABLE SPACE

 SCALE | 1" = 25' - 0"

BUILDING G - FIRST FLOOR PLAN

CAMPUS POLICE DEPARTMENT & FITNESS

ESTIMATED PROJECT COST: \$ 4,815,142

Now that the Event Center is completed, the majority of the first floor will be re-purposed for the Campus Police Department operation. A small 1-story addition to the south end of the building will be needed to house police vehicles and storage.

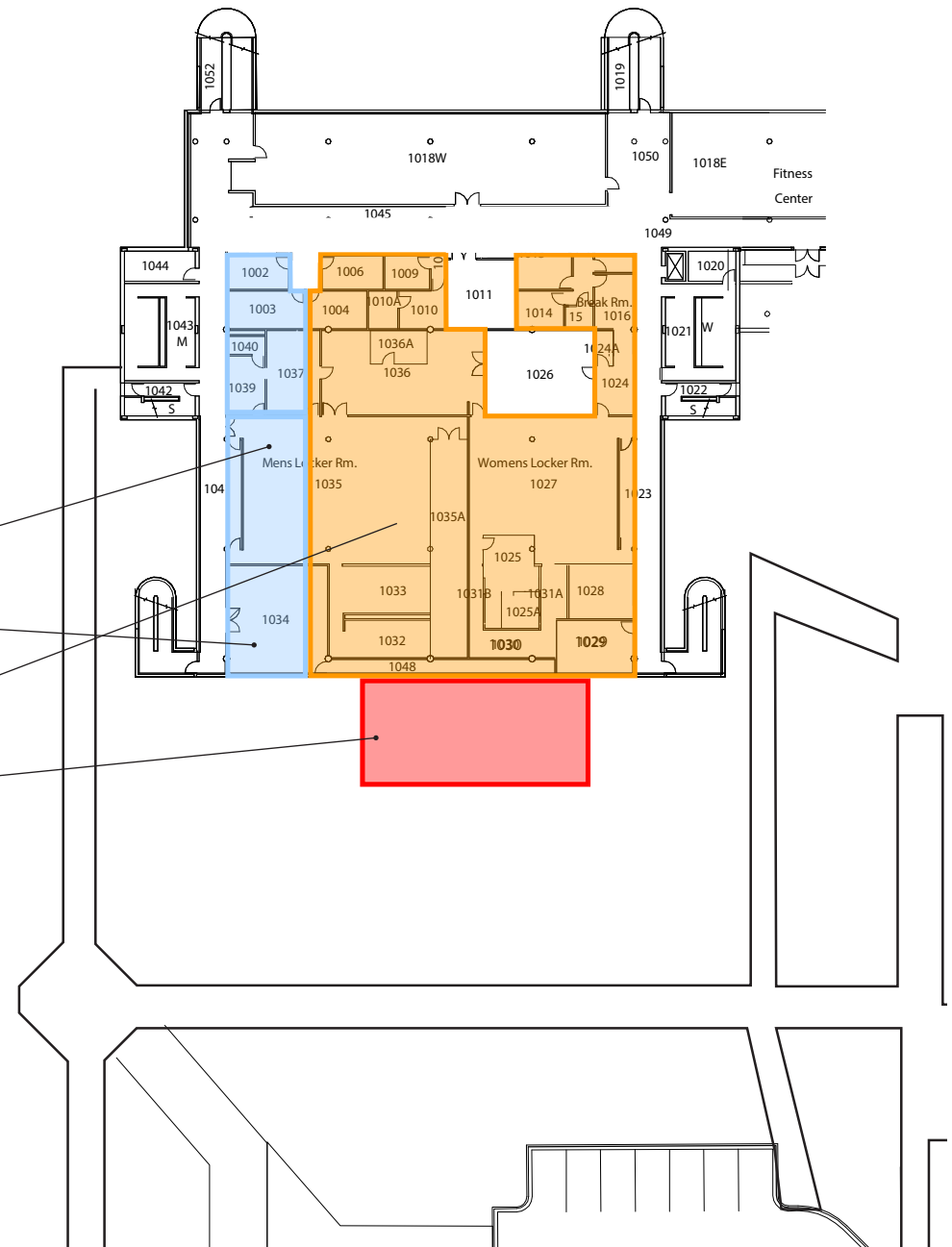
The balance of this floor will be re-purposed for Fitness. Offices for Fitness area staff and locker rooms will be accommodated along the west corridor with direct access to the existing fitness areas 1018W and 1018E.

- FITNESS OFFICES
770 SF
- FITNESS LOCKER/TOILET/SHOWER
1,355 SF
- CAMPUS POLICE RENOVATION
8,900 SF
- 1-STORY CAMPUS POLICE ADDITION
2,450 SF

LEGEND

- EXPANSION - CAMPUS POLICE
- RENOVATION - FITNESS
- RENOVATION - CAMPUS POLICE

 **SCALE** | 1" = 45' - 0"



BUILDING H - BRIDGE

CYBER CAFE

ESTIMATED PROJECT COST: \$ 30,000

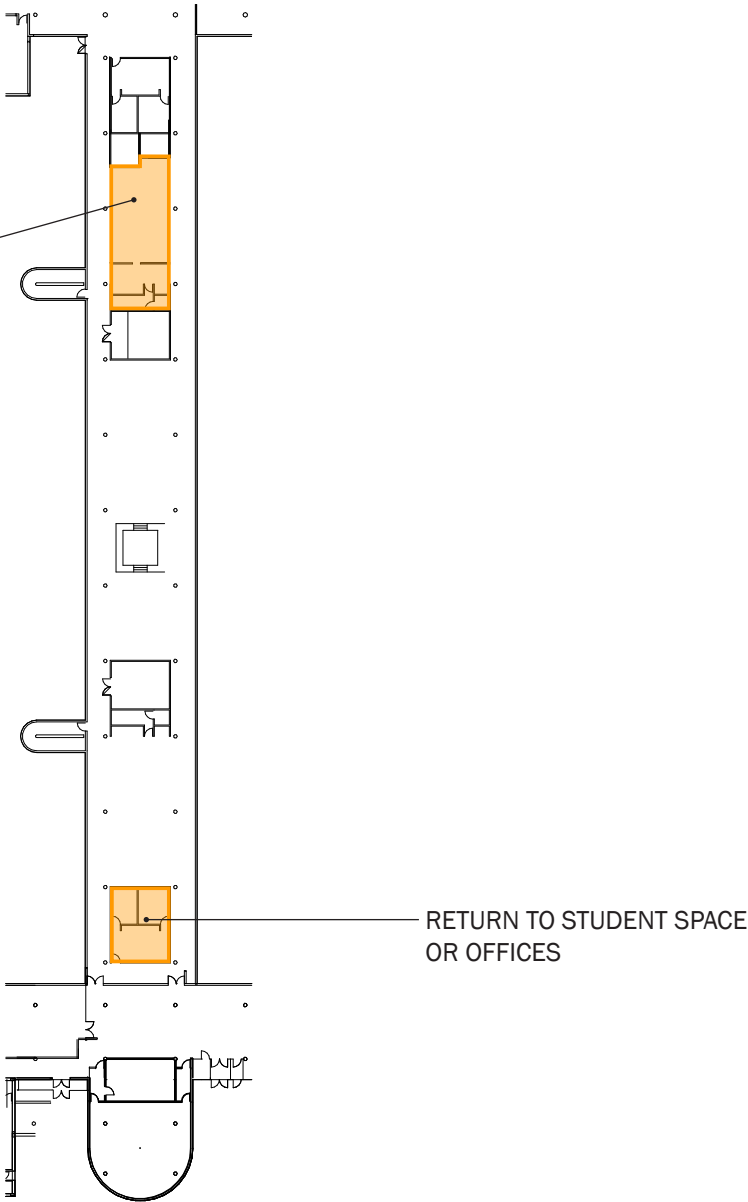
The Cyber Cafe will be relocated from Building D to the north end of the Bridge adjacent to other student activities. With the re-purposing of Building G for Campus Police, the office area at the south end of the Bridge will be vacated for a yet unidentified use.

CYBER CAFE
1,460SF

LEGEND

AVAILABLE SPACE &
RENOVATION

SCALE | 1" = 45' - 0"



BUILDING J - GROUND FLOOR PLAN

MSCS, CCS, & FINE ARTS

ESTIMATED PROJECT COST: \$ 4,381,407





With the opening of the Campus Center in 2011 and the more recent relocation of the Culinary Arts program to the downtown Joliet campus, this floor is available to be re-purposed for new Mid-Size Conference Space and the Corporate & Community Services programs. Both programs combined require facilities that can be flexibly scheduled for classrooms, computer rooms, breakout rooms, larger event space, pre-function space, offices, storage, warming kitchen and public rest rooms. The Conference Assembly Space can be configured to accommodate up to 500 seats at banquet tables (50 total tables) or 680 seats when arranged theater-style.

At the southwest corner of the floor, existing space will be re-purposed for a new Fine Arts - Art & Interior Design classroom and storage space. This location is directly adjacent to other Art & Interior Design spaces located on this level in Building K.

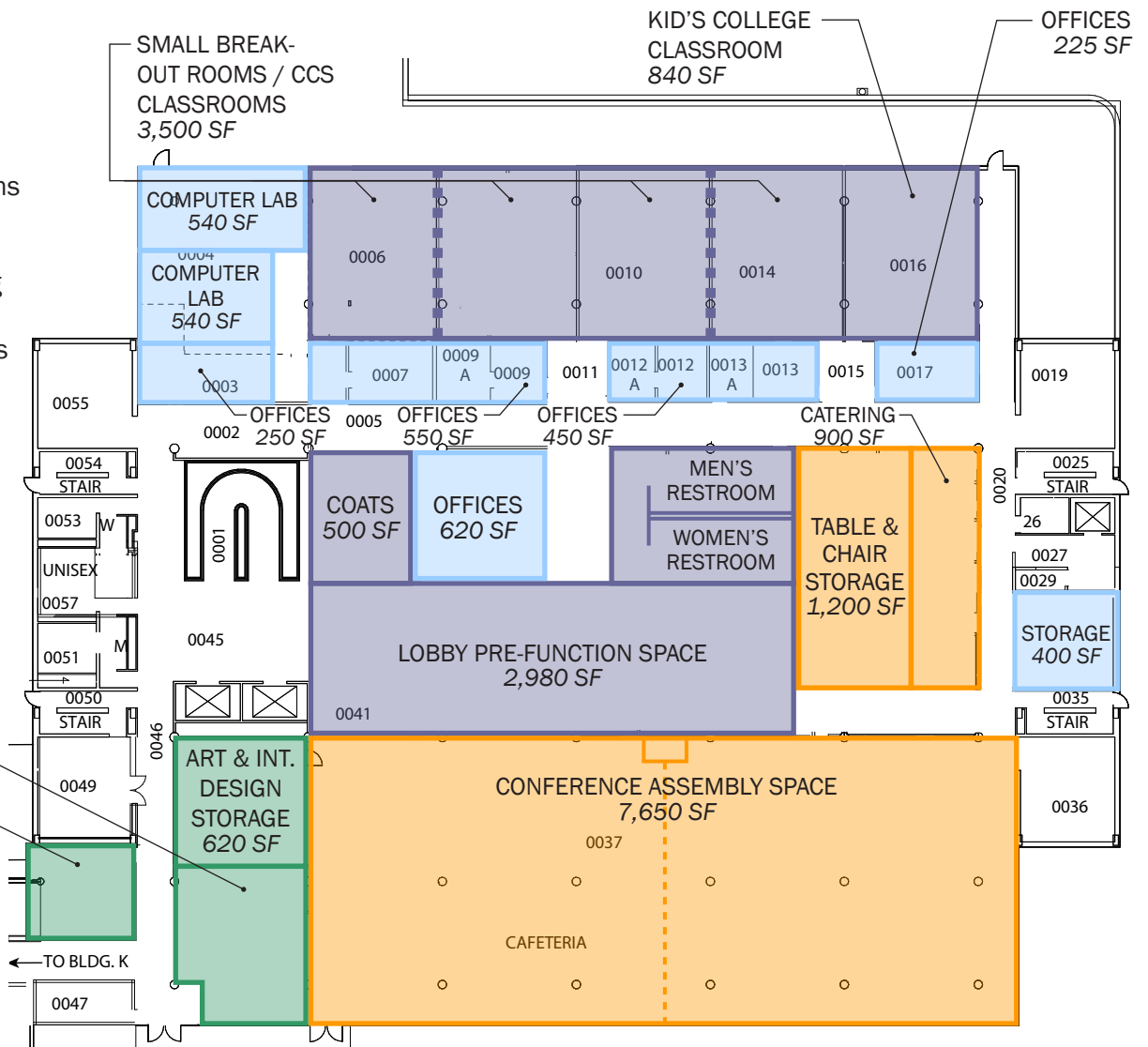
ART & INTERIOR DESIGN LECTURE ROOM
750 SF

ART & INTERIOR DESIGN STORAGE
370 SF

LEGEND

- | | | | |
|--|---|---|---|
|  | RENOVATION - MID-SIZE CONFERENCE SPACE (MSCS) |  | RENOVATION - CORPORATE & COMMUNITY SERVICES (CCS) |
|  | RENOVATION - FINE ARTS |  | RENOVATION - MSCS + CCS |

 **SCALE** | 1" = 35' - 0"

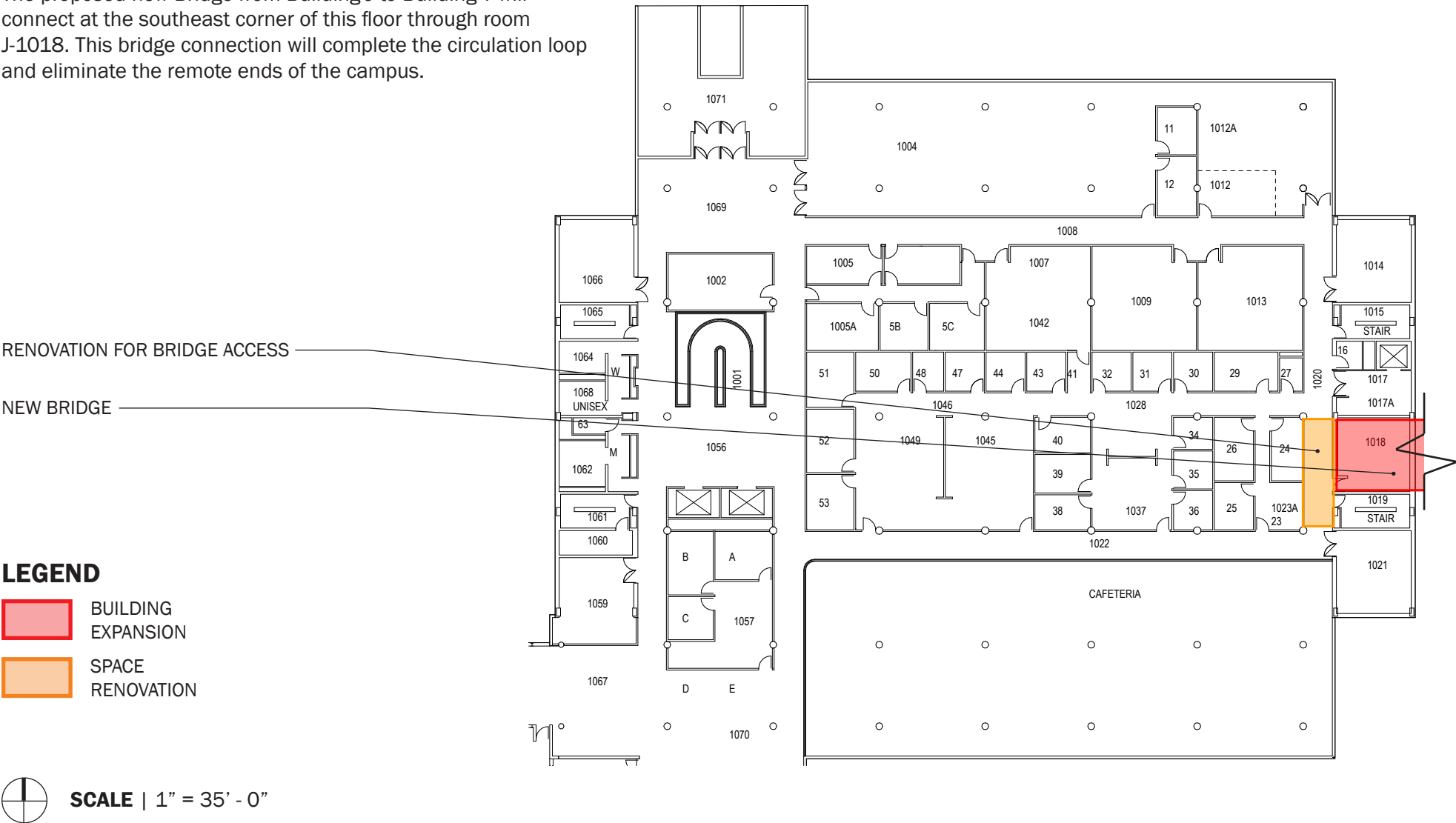


BUILDING J - FIRST FLOOR PLAN

NEW BRIDGE CONNECTION

ESTIMATED PROJECT COST: REFERENCE COST FOR
NEW BRIDGE ON PAGE 43

The proposed new Bridge from Building J to Building T will connect at the southeast corner of this floor through room 1018. This bridge connection will complete the circulation loop and eliminate the remote ends of the campus.



BUILDING J - THIRD FLOOR PLAN

FINE ARTS

ESTIMATED PROJECT COST: \$ 1,280,122

The existing shell space on this floor will be built-out for a new Music Recital Hall, Green Room and Storage Room. The Recital Hall will be outfitted with acoustical insulation, lighting, room darkening, and new finishes.

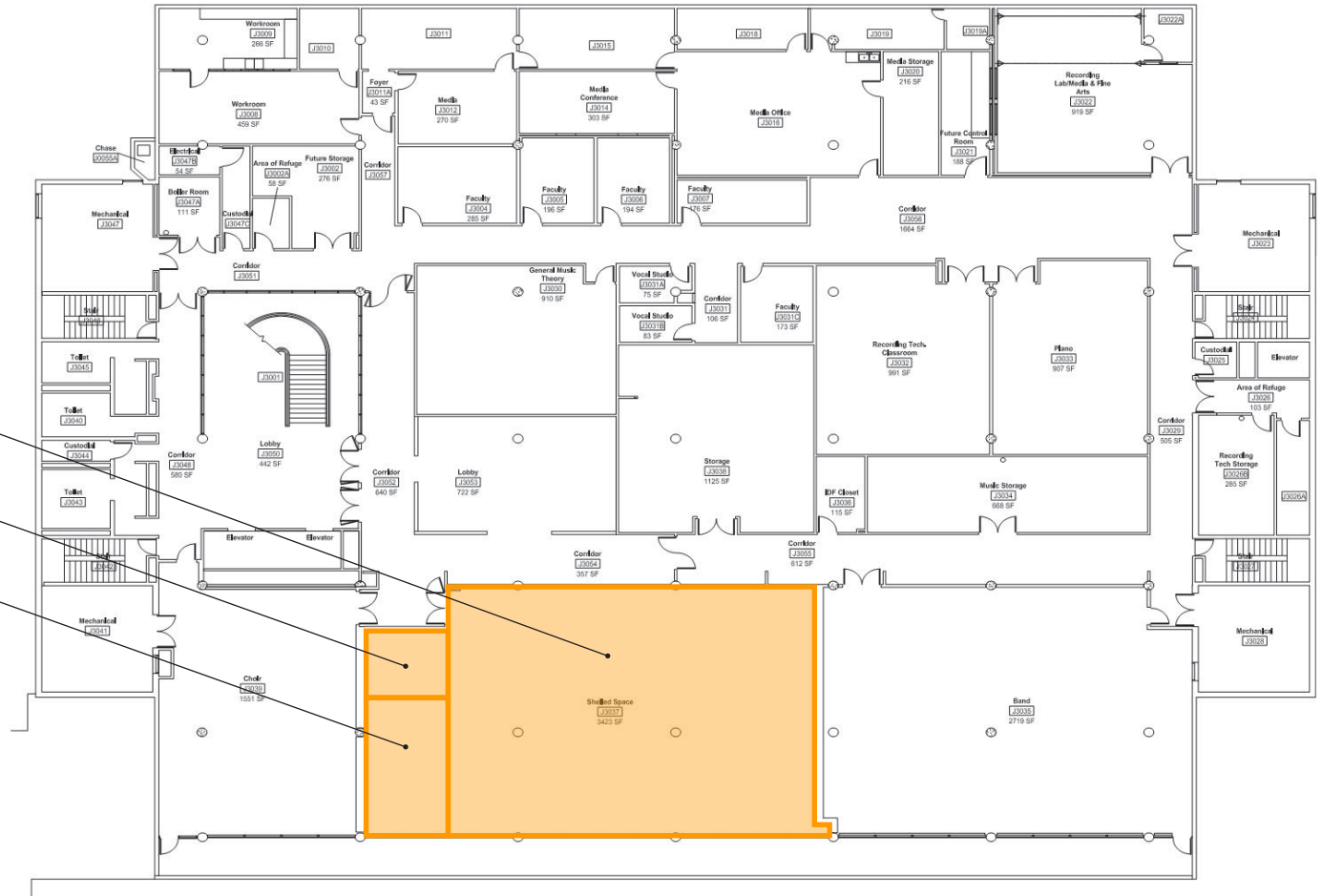
MUSIC RECITAL HALL
3,470 SF

GREEN ROOM
200 SF

STORAGE ROOM
410 SF

LEGEND

 SPACE
RENOVATION



SCALE | 1" = 35' - 0"

BUILDING K - FIRST FLOOR PLAN

FINE ARTS

ESTIMATED PROJECT COST: \$ 4,128,206

A building addition to the north of Building K is envisioned to create a more inviting entry sequence for theater events, a new theater classroom and expanded back-of-house functions. Renovations to the existing back-of-house and faculty offices will also be needed to accommodate new pre-function space and public restroom facilities for theater events. Building K currently has no restroom facilities and does not have a dedicated entrance from the parking lot to the north. New sound and lighting systems are also envisioned for the theater; however, no other physical renovations are included for this space.

NEW BUILDING K ENTRY CANOPY

FINE ARTS THEATRE
5,400 SF

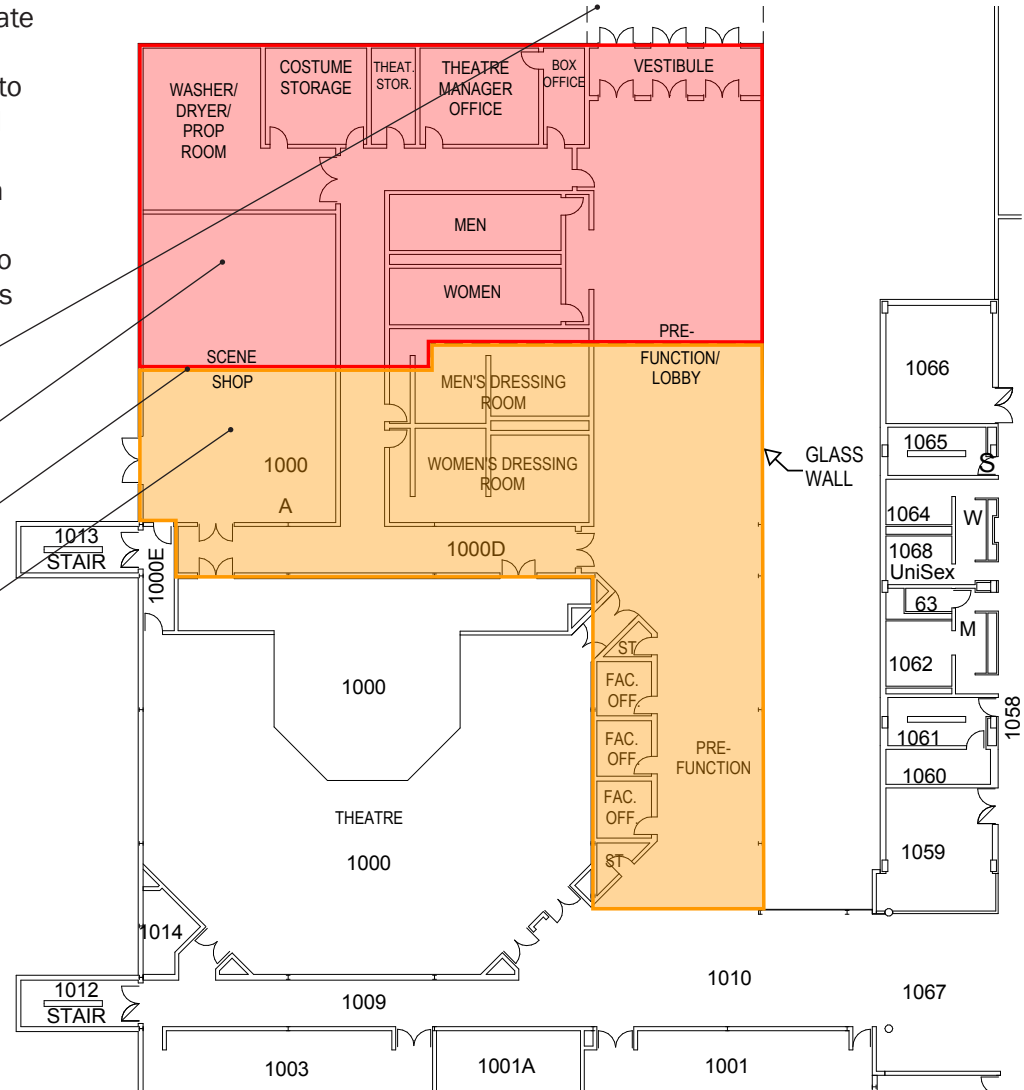
LINE OF EXISTING NORTH WALL

FINE ARTS THEATER RENOVATION
6,472 SF

LEGEND

- BUILDING EXPANSION
- SPACE RENOVATION

 **SCALE** | 1" = 30' - 0"



BUILDING T - FIRST FLOOR PLAN

TECHNICAL

ESTIMATED PROJECT COST: \$ 13,517,856

With Corporate & Community Services relocating to Building J, this department's existing space at the east end of this floor will be re-purposed for a new high-bay Inter-Disciplinary Lab for the Technical program. This is the only space on this floor that does not have a second floor above.

A new 2-story addition to the east of the existing building is also required to accommodate other Technical Department space needs, including the relocation of lab and classroom spaces from Buildings B and S.

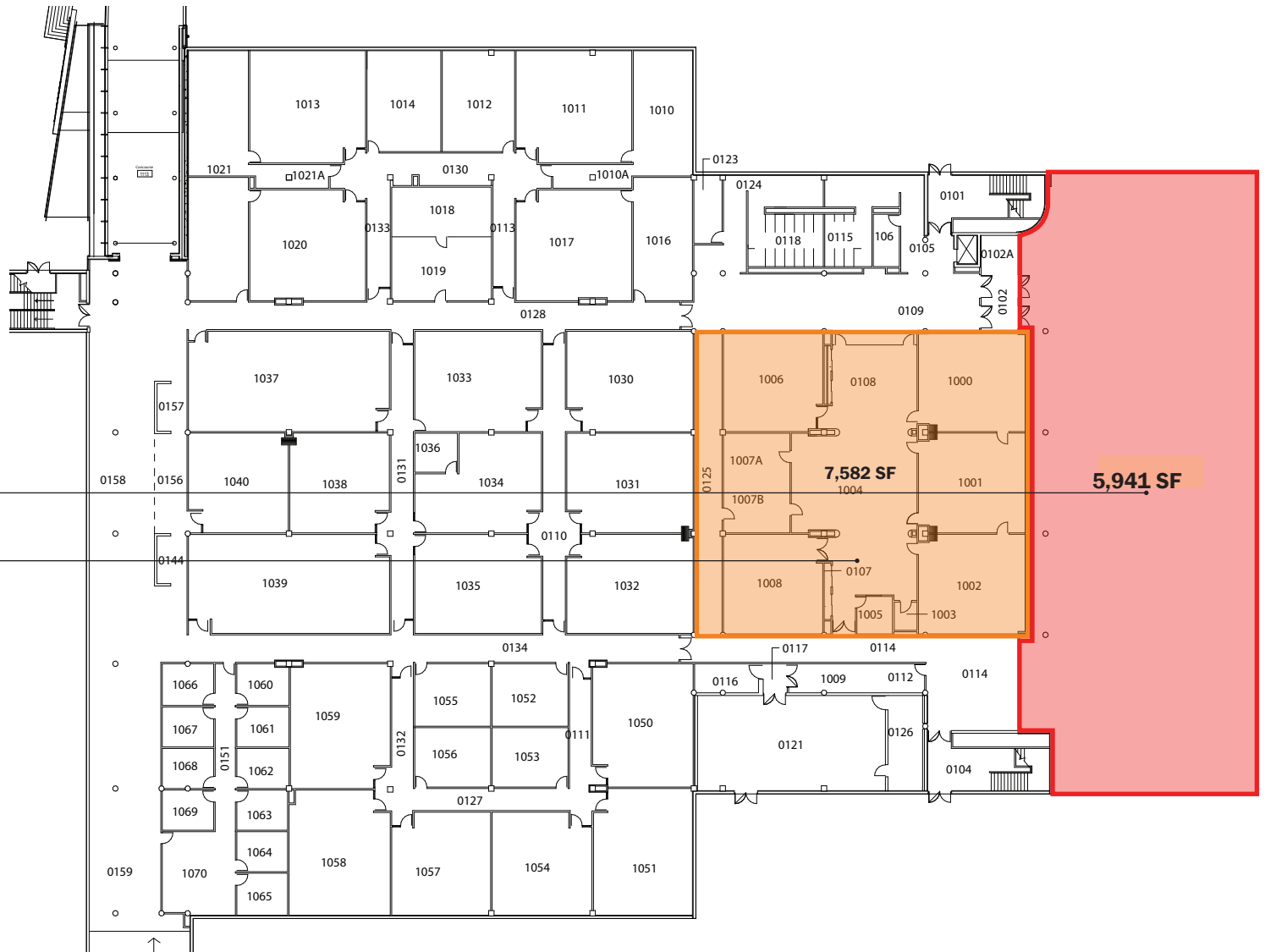
TECHNICAL ADDITION
5941 SF (FIRST FLOOR)

TECHNICAL RENOVATION
7,582 SF (FIRST FLOOR)

LEGEND

- BUILDING EXPANSION
- SPACE RENOVATION

 **SCALE** | 1" = 45' - 0"



BUILDING T - SECOND FLOOR PLAN

TECHNICAL & NEW BRIDGE CONNECTION

ESTIMATED PROJECT COST: \$ 13,517,856

A new 2-story addition to the east of the existing building is required to accommodate other Technical Department space needs, including the relocation of lab and classroom spaces from Buildings B and S.

The new Bridge to Building J will connect at the northwest corner of Building T, south of the existing stair.



BUILDING U - FIRST FLOOR PLAN

ACADEMIC EXCELLENCE & SUPPORT DIVISION

ESTIMATED PROJECT COST: \$ 1,969,600

The shell space at the east end of the building, originally intended for a proposed Dental Hygiene program, will be built-out for new space to co-locate instructional and office space for the Honors Program, Phi Theta Kappa, the Study Abroad Program, the Center for Excellence, and Institutional Research.

The build-out will also include a new Information/ Reception station and Presentation Room at the east main entrance from the parking lot.

INFORMATION RECEPTION
100 SF

VENDING COVE

PRESENTATION ROOM

ACADEMIC EXCELLENCE & SUPPORT DIVISION
6,600 SF

LEGEND

SPACE RENOVATION



 **SCALE** | 1" = 45' - 0"





COST SUMMARY

COST SUMMARY

Each of the following master plan projects at the Main Campus has been estimated for hard construction cost, including demolition work, renovation work, and new construction (additions) where applicable. A “Margins and Adjustments” line item has also been included for each Master Plan project that accounts for:

- Phasing / Temporary Work
- General Conditions / Requirements
- Bonds and Insurance
- Overhead and Profit
- Design / Estimating Contingency

The estimate was completed using hard construction cost values for 2017. An escalation factor of 3.5% should be applied for each year after 2017 that a given project is scheduled to be constructed.

No cost estimates for the Eastern District Campus are included as part of this Master Plan.

Each project is also identified as to its inclusion in the 2008, 2013, and/or 2018 Master Plans.

COST BREAKDOWN BY PROJECT

MASTER PLAN		
	Campus Police & Fitness (Building G, 1st Floor)	
	Demolition	\$220,500
2008	Renovation	2,035,000
2013	Addition	\$402,500
2018	Air-conditioning for 2nd Floor Gymnasium	\$411,360
	Subtotal:	\$3,069,360
	Margins & Adjustments	\$1,745,782
	Total:	\$4,815,142
	Cyber Cafe (Building H, Bridge)	
2013	Renovations	\$30,000
2018	Total:	\$30,000
	Corp & Comm. Services/Conf. Space/Fine Arts (Building J, LL)	
2018	Demolition	\$418,230
	Renovation	\$2,374,650
	Subtotal:	\$2,792,880
	Margins & Adjustments	\$1,588,527
	Total:	\$4,381,407
	New Bridge (Building J 1st Floor to Building T 2nd Floor)	
2008	New Construction	\$8,000,000
2013	Subtotal:	\$8,000,000
2018	Margins & Adjustments	\$4,550,219
	Total:	\$12,550,219

MASTER PLAN		
	Fine Arts (Building J, 3rd Floor Shell Space)	
	Interior Buildout	\$816,000
2018	Subtotal:	\$816,000
	Margins & Adjustments	\$464,122
	Total:	\$1,280,122
	Fine Arts (Building K, 1st Floor)	
2013	Demolition	\$97,080
2018	Renovation	\$1,294,400
	Addition	\$1,240,000
	Subtotal:	\$2,631,480
	Margins & Adjustments	\$1,496,726
	Total:	\$4,128,206
	Technical Department (Building T, 1st and 2nd Floors)	
2018	Demolition	\$113,730
	Renovation	2,274,600
	Addition	\$6,228,480
	Subtotal:	\$8,616,810
	Margins & Adjustments	\$4,901,046
	Total:	\$13,517,856
	Academic Excellence & Support Division (Building U, 1st Floor Shell Space)	
2018	Interior Buildout	\$1,255,500
	Subtotal:	\$1,255,500
	Margins & Adjustments	\$714,100
	Total:	\$1,969,600

PROJECT TOTALS: \$42,672,553



APPENDIX

OVERVIEW

Included in this appendix is the documentation for Part 1: Space Needs Report, comprising:

- Meeting Minutes for the division and department Space Needs Interviews
- Space Needs Spreadsheets

PROCESS

With full consideration for its Mission, Vision and Strategic Goals, Joliet Junior College is in the process of updating its College Master Plan for 2018. This “Part 1 - Space Needs Report” has been completed for the Main Campus only. The intent of this report is to provide an update and analysis of space needs since the completion of the 2008 College Master Plan and 2013 Master Plan Update. This “Part 1 Report” will now be used to inform and explore options in “Part 2” of the Master Plan Update.

SPACE NEEDS ANALYSIS

Nine Focus Group interviews with faculty representatives, staff, and administrators from selected departments at the Main Campus were conducted to provide input for the Space Needs Analysis. Outside of these interviews, there was also involvement from other team representatives.

The interviews were accomplished in the context of identifying future needs and considering the value, use and sustainability of existing functional areas. Floor plans were updated to reflect any new construction and used in the interviews to assist with the discussion. While this analysis was not intended as a personnel study, those interviewed, in many instances, were asked to identify existing staff positions, and to project future staff positions, as a basis for space needs.

Data from these interviews was recorded in “Minutes” included herein. These minutes were then used to develop and document the space needs in the “Space Needs Spreadsheets”, also included herein. These spreadsheets identify each department’s 2018 projected needs. As Part 2 of the Master Plan Update began, a “grossing factor” was applied to the net assignable areas for use in developing “test-fits” and specific master plan design options.

The selected departments’ space needs have been grouped and organized according to discipline. The net assignable and gross areas for these projected space needs are summarized on the following page.

Summary

Programs Served

Division Name	2018 Master Plan Space Needs (NSF)	Gross-up factor	2018 Master Plan Space Needs (GSF)	2018 Comments
Academic Excellence & Support Division	5,294	1.30	6,882	Building U, 1st Floor
Athletics	0		0	Athletics to use Fitness Locker Rooms in Building G
Campus Police	8,731	1.30	11,350	Building G, 1st Floor
Corporate & Community Services	7,725	1.30	10,043	Building J, Ground Floor
Cyber Café	1,453		1,453	Building H, Bridge
Fine Arts			18,699	Building J, Ground Floor and 3rd Floor, Building K, 1st Floor
Fitness Center	5,971	1.30	6,284	Building G, 1st Floor
Mid-Size Conference Space	15,105	1.30	19,637	Building J, Ground Floor
Technical	12,976	1.50	19,464	Building T, 1st and 2nd Floors
East District Campus	17,337	1.30	22,538	Placeholder, Assuming Accommodation In An Existing Building
New Bridge	13,925	1.10	15,318	Building J, 1st Floor to Building T, 2nd Floor
Grand Total			131,668	

MEETING MINUTES | PRESIDENT'S CABINET MEETING

February 22, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a President's Cabinet Meeting held at 9:00 am on February 22, 2017, at Joliet Junior College President's Conference Room. These notes record our understanding of 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

Dr. Judy Mitchell, President, Joliet Junior College
Malinda Carter, HR Executive Director, Joliet Junior College
Kelly Rohder, Director Communications/External Relations, Joliet Junior College
Jim Serr, Executive Director IT, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Dr. Yolanda Isaacs, VP Student Development, Joliet Junior College
Dr. Randy Fletcher, VP Academic Affairs, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves, and Dr. Mitchell explained that the purpose of the meeting was for the Cabinet to provide some initial input to kick off the 2018 Master Plan Update.
2. The following overall Goals and Objectives were discussed with regard to space needs for the 2017 Master Plan Update:
 - a. Use of Vacated Space

- b. Larger Classrooms (40 students and larger)
- c. More Offices
- d. Innovation and Active Learning Environments
- e. Community Events/Conferencing

The above goals and objectives will be revisited and updated, if necessary, at subsequent Cabinet meetings.

3. The following potential specific space strategies were discussed for the following buildings:
 - a. Building A: On the second floor, the existing shell space at the connection to Building S could potentially be considered for Institutional Research office space, should it need to be relocated from Building D.
 - b. Building D: The existing Cyber Café could be relocated to the Bridge to accommodate office space for the Center for Excellence or for Phi Theta Kappa. Institutional Research office space is also currently located in Building D just south of the C-G Concourse.
 - c. Building G: With the completion of the new Event Center, the first floor of Building G could now be considered for expansion of Campus Police which is currently located along the building's north edge. Existing locker rooms and related spaces could be re-purposed for Campus Police, however, some of these locker room and related spaces will have to be maintained to support the Fitness Center and Intramurals. On the second floor, the Spin Room and other adjacent rooms may need modernization. The existing Gymnasium will remain as is to support Intramurals and overflow for other activities.
 - d. Building H (Bridge): Potentially, the Cyber Café and offices for Phi Theta Kappa could be relocated on the Bridge adjacent to other student life spaces.
 - e. Building J: On the ground floor, potential uses include: the Center for Excellence, Arts & Sciences conference/meeting space, modernized classrooms along the north wall, and a catering Kitchen. The old Cafeteria space (6,663 SF) should be maintained for various multi-use events, however, noise transmission continues to be an issue that needs to be addressed. On the first floor, some existing office space is under-utilized, and a corridor extension at the southeast corner of the building that overlooks the old cafeteria below will be needed to

connect to the proposed J/T Bridge. On the third floor, existing shell space along the south wall could be considered for a new Black Box Theater.

- f. Building K: On the first floor, an addition to the north side of the building, and renovations to existing space, could be considered to accommodate direct access from the parking lot to the north. These revisions would provide new public pre-function space and back-of-house space. The existing Theater and Stage would remain untouched.
- g. Building T: On the first floor, the existing Conference Center at the east end of the building could be considered for expansion of CTE programs, if the Conference Center was to be relocated. On the second floor, a connection to the proposed J/T Bridge will need to be accommodated at the northwest corner of the building.
- h. Building U: On the first floor, potential uses for the shell space at the east end of the building include a new Conference Center to replace the space currently in Building T, and additional Classroom space. On the second floor, the existing Massage Therapy room is vacant and could be considered for other uses.

User group meetings will be scheduled in March to discuss the above strategies and any related space needs requirements.

- 4. The following schedule was discussed for the 2018 Master Plan Update:
 - a. Part 1 – Interviews and Objective Development: February/March 2017
 - b. Part 2 – Concept Development and Prioritization: April/May 2017
 - c. Part 3 – Final Master Plan Documentation: June/July 2017
 - d. Presentation to the Board of Trustees: August 2017
- 5. Next Cabinet meeting: March 29, 2017, 9:00 am.
- 6. Meeting Adjourned: 10:00 am.

Thank you.

Sincerely,

Jeffrey Sronkoski, AIA, LEED AP
Principal

JFS

ATTACHMENTS Attendance Sheet, Agenda, ppt

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

MEETING MINUTES | ACADEMIC EXCELLENCE & SUPPORT DIVISION

April 6, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of an Academic Excellence & Support Division user group meeting held at 12:00 pm on April 6, 2017, at Joliet Junior College, room A-3014. These notes record our understanding of 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

Dr. Randy Fletcher, VP Academic Affairs, Joliet Junior College
David Naze, Dean, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. Dr. Fletcher explained that part of the vision for the Academic Excellence & Support Division is to promote a "community of scholars" and to align Phi Theta Kappa and the Honors Program. There are currently 150 students in the Honors Program which begins the recruiting process with high school students.
4. For master planning purposes, the Academic Excellence & Support Division will include in the discussion: the Honors Program (HP), Phi Theta Kappa (PTK), Study Abroad Program (SAP), Center for Excellence (CFE), and Institutional Research (IR).
5. PTK and HP currently use C2001 (Classroom), C2002 (Office) and C2002 B/C (Conference Room). This location is not very pronounced or visible to the students.
6. The following space needs were discussed:
 - a. A dedicated HP Classroom is needed for 20 students.
 - b. HP Coordinator Office. This position is currently held by Al Golden who provides PTK advising support and HP student advising. Mr. Golden is a member of the Speech Faculty.
 - c. Conference Room with a table to accommodate 14 people. PTK and HP currently use C2002 B/C for student meeting space and for visiting advisors who have permanent offices elsewhere on campus.
 - d. Provide two Coordinator Workstations to be shared by:
 - 1) HP Assistant Coordinator. This is a new position.
 - 2) Study Abroad Coordinator. This position is currently held by Tamara Brattoli (English faculty) whose permanent office is in D1066. There was some discussion that if Tammy's faculty office was to be relocated to a new division space, that an office would then be provided for this position. If not, then a shared workstation would suffice.
 - 3) PTK/HP Advisor. Linda Aguilar currently holds this position. Her permanent office is in Advising in Building A.
 - 4) PTK Advisor. Marc Kaufman currently holds this position.
 - e. Dean's Administrative Assistant workstation.
 - f. HP/PTK Administrative Assistant workstation.
 - g. Dean's office.
 - h. Curriculum Specialist workstation.
 - i. Scheduling Specialist workstation.
 - j. IR Senior Director's office. This position is currently held by Kristen Ciesemier.
 - k. IR Research Analyst workstations (two thus).
 - l. IR Director's office. This position is currently held by Joe Offermann.

- m. CFE Training Classroom. This dedicated, flexible, open room will be equipped with computers and used for internal training to promote excellence in the classroom, including: Professional Development, Line Staff Training, Pedagogy Training, Learning Outcomes and Webinars. It should be a space similar in size and function to the Collaborative Classroom on the 2nd floor of Building J.
 - n. Small Meeting Room with a table and seating for 8 people.
 - o. Expansion of this division space should be accommodated.
- 7. The iCampus space on the 4th floor of Building J and the Collaborative Classroom on the 2nd floor of Building J are both part of this division. These spaces will remain in their current locations.
 - 8. It was discussed that this division space needs to be more visible and accessible to students. The lower level of Building J was discussed as a possible location.
 - 9. Meeting Adjourned: 1:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Academic Excellence & Support Division

Honors Program (HP), Phi Theta Kappa (PTK), Study Abroad Program (SAP), Center for Excellence (CFE) and Institutional Research (IR)

Room #	Space	2018 Master Plan Space Needs	2018 Comments
	HP Classroom	500	dedicated for 20 HP students
	HP Coordinator Office	96	
	Meeting Room	350	seating for 14 people
	Coordinator Workstation	96	shared by HP Asst. Coordinator and SAP Coordinator
	Coordinator Workstation	96	shared by PTK/HP Advisor and PTK Advisor
	Dean's Office	200	
	Dean's Admin. Asst. Workstation	48	
	HP/PTK Admin. Asst. Workstation	48	
	Curriculum Specialist Workstation	60	
	Scheduling Specialist Workstation	60	
	IR Senior Director Office	160	
	IR Director Office	160	
	IR Research Analyst Workstation	60	
	IR Research Analyst Workstation	60	
	CFE Training Classroom	2,000	similar in size to collaborative suite in Bldg. J, 2nd flr (1942 SF)
	Meeting Room	200	seating for 8 people
	subtotal AE&SD:	4,194	
	Presentation Room	1,000	adjacent to building entry
	Information/Reception Workstation	100	adjacent to building entry
	subtotal other:	1,100	
Sub-total		5,294	

MEETING MINUTES | ATHLETICS

April 6, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of an Athletics user group meeting held at 1:00 pm on April 6, 2017, at Joliet Junior College in room A-3014. These notes record our understanding of 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

Wayne King, Athletic Director, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. Wayne indicated that the old gymnasium on the second floor of Building G would be a prime location for the Wrestling program.
4. For the Wrestling program, Wayne indicated that one of the existing locker rooms on the first floor of Building G could be sub-divided and modernized for a Men's Locker/Toilet/Shower Room with 30 lockers, and a Women's Locker/Toilet/Shower Room with 10 lockers. Wayne also indicated that

there are two existing Storage Rooms on the second floor of Building G that could be re-purposed for new locker rooms.

5. The wrestling mats need to be cleaned daily.
6. Wayne indicated that the old gymnasium would also have to be used for Men's and Women's Basketball practice, as well as Women's Volleyball practice, when the Event Center gymnasium was booked for outside events.
7. Wayne also indicated that some settlement has occurred at the existing Soccer Field and that it does not drain well resulting in standing Water.
8. Meeting Adjourned: 2:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski, AIA, LEED AP
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Athletics

Room #	Space	2018 Master Plan Space Needs	2018 Comments
	Men's Locker Room (30)	0	use Fitness facilities
	Men's Toilet/Shower Room	0	use Fitness facilities
	Women's Locker Room (10)	0	use Fitness facilities
	Women's Toilet/Shower Room	0	use Fitness facilities
Sub-total		0	

MEETING MINUTES | CAMPUS POLICE

April 6, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Campus Police user group meeting held at 2:00 pm on April 6, 2017, at Joliet Junior College in room A3014. These notes record our understanding of 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

Peter Comanda, Chief, Campus Police, Joliet Junior College
Jeff Smith, Sergeant, Campus Police, Joliet Junior College
Jean Smith, Communications Supervisor, Campus Police, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. Chief Comanda indicated that current Campus Police staff comprises: 15 male sworn officers, 6 full-time and part-time dispatchers (2 males and 4 females), 19 community service officers (5 females, 14 males and 4 future), 3 clerical, and +/-4 student workers.

4. The department currently has the following vehicles: 6 squad cars, 1 ATV unit, 4 bikes, and 1 CSO vehicle.
5. The list of program spaces from the 2013 College Master Plan Update will again be used for the 2018 College Master Plan Update, with the following edits:
 - a. Chief's Office: include a side table.
 - b. Armory/Evidence Room: Change room name to "Armory"; does not need to accommodate a safe.
 - c. Dispatch/Shift Commander: Change room name to "Dispatch Supervisor Workstation".
 - d. Roll Call/Conf/Interview/Det. Rm.: Change room name to "Roll Call Rm."
 - e. Squad/Break/Reports Room: Change room name to "Squad/Report Writing Room".
 - f. Commander's Office: include a side conference table.
 - g. Evidence/Locker Room: Change room name to "Evidence Room"; to accommodate a safe for cash and narcotics.
 - h. Toilet Room: Change room name to "Detention Toilet Room".
 - i. Lobby/Waiting Area: seating to accommodate 8-10 people.
 - j. The following 3 space line items are to be eliminated from the spreadsheet: Records/Bikes/Equip. Storage; Processing Room; Holding Room.
 - k. Break Room/Kitchenette: to include a refrigerator, microwave, and sink.
 - l. Holding/Detention Room: Change the room name to "Holding Cell".
 - m. Lost & Found Storage: not to be a separate room.
 - n. Secure Interview Rooms: to accommodate 3 people at a fixed table; room to be equipped with audio and video coverage.
 - o. Sargeants' Office: to accommodate 3 workstations.
 - p. Bike Storage: Eliminate this line item and accommodate bike storage in the Garage line item.
 - q. Line-up Interview Room: to be equipped with audio and video coverage.
 - r. Juvenile Detention/Interview Room: to be equipped with audio and video coverage.
 - s. Non-secure Interview Room: to be equipped with audio and video coverage.

- t. Training/Emergency Ops. Room: should be at least a 1000 SF room with good access for multiple users.
- u. Men's Locker Room: Revise number of sworn officer lockers from 15 to "18"; provide "20" CSO lockers.
- v. Women's Locker Room: Provide "12" CSO lockers.
- w. Men's Toilet Rm. w/ Shower: to include 2 urinals.
- x. Sally Port (5 cars)/Storage: Change room name to "Garage". Garage to include a 20'x70' space for storage of 7 vehicles, including a secure sally port area, as well as a 10'x70' space for the storage of tires, cleaning/maintenance equipment, bike repair tires and equipment, air tank, etc.

6. Meeting Adjourned: 3:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet, Building G floor plan

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Campus Police

Room #	Space	Existing Area (ASF)	2013 Master Plan Space Needs	2018 Master Plan Space Needs	2018 Comments
G1008	Chief's Office (1 person)	131	200	200	with file storage; side conference table
G1009	Administrative Asst. (1 person)	131	150	150	workstation + 4 file cabinets
G1010	General Storage Room	84	300	300	HR cabinet w/ personnell storage boxes, office supplies, radios, jump-start kits, etc.
G1010A	Armory	49	100	100	targets, gasmasks and ammunition
G1013	Dispatch Supervisor Workstation	140	100	120	1 person; semi-private
G1013A	Records Room	130	300	300	4 workstations w/ 24 file drawers; adjacent to Dispatch Supv.
G1014	Roll Call Room	100	250	250	table and seating for 10
G1015	Prisoner Processing Area	36	300	300	fingerprinting & photography; adjacent to sallyport & detention toilet
G1016	Squad/Report Writing Room	140	300	300	4-6 counter workstations
G1017	Commander's Office (1 person)	131	200	200	with file storage; side conference table
G1024	Evidence Room	163	150	150	include open shelf for each officer & other general shelving; safe for cash & narcotics
G1024A	Detention Toilet Room	25	80	80	adjacent to Prisoner Processing
G1046	Lobby/Waiting Area	36	150	200	seating for 8-10 people
T0102A	Wheelchair Storage	63	36	36	2 wheel chairs; adjacent to Lobby/Waiting
WB109	Records/Bikes/Equip. Storage	490	0	0	
WB109A	Processing Room	187	300	0	
WB109B	Holding Room	56	0	0	
	Break Room/Kitchenette	0	200	200	seating for 4; refrigerator; microwave; sink
	Holding Cell	0	80	80	for overnight investigations; lavatory & watercloset; camera
	Lost & Found Storage Area	0	200	200	adjacent to Dispatch; not a separate room; (3) 3'Wx7'Hx2'D cabinets
	Secure Interview Rooms	0	200	200	(2) rooms @ 100 SF each; seating for 3 people @ a fixed table; counter against one wall; camera
	Sergeants' Office (3 people)	0	200	200	3 workstations
	Investigations Office (2 people)	0	120	160	2 workstations
	Bike Storage	0	0	0	included in Garage

Room #	Space	Existing Area (ASF)	2013 Master Plan Space Needs	2018 Master Plan Space Needs	2018 Comments
	Line-up Interview Room	0	100	100	similar to COD; 1-way glazing; camera; audio
	Juvenile Detention/Interview Rm.	0	100	100	separate from adult detention; camera
	Non-secure Interview Room	0	150	150	meeting table & chairs for 6; camera; adjacent to Lobby
	Evidence Processing	0	100	100	workstation + counter with water, prints, etc.
	CSO/Student Worker Work Rm.	0	120	120	2 counter workstations
	Tech Work Area	0	150	150	for work on squad car computers, cameras, panic alarms, etc.
	Training/Emergency Ops. Room	0	600	1,000	adjacent to Roll Call Room; movable partition; self defense training; mat storage; good access for multiple users
	Men's Locker Room	0	250	300	
	Women's Locker Room	0	100	150	(18) 18"Wx24"Dx5'H lockers w/ integral bench & drawers + (20) 12"Wx24"Dx5'H CSO lockers
	Men's Toilet Rm. w/ Shower	0	150	200	minimum 2 urinals
	Women's Toilet Rm. w/ Shower	0	150	150	(5) 18"Wx24"Dx5'H lockers w/ integral bench & drawers + (12) 12"Wx24"Dx5'H CSO lockers
	Clerical/Dispatch Locker Area	0	80	80	lockers for student workers as well
	Garage/Storage	0	1,800	2,100	20'x70' for 7 cars and sallyport; 10'x70' areas for storage of tires, cleaning/maintenance equipment; bike repair tires & equipment; air tank; etc.
	Timeclock/Mailbox Area	0	80	80	
	Dispatch	0	225	225	2 workstation consoles; training station; walk-up window
Sub-total		2,092	8,071	8,731	

MEETING MINUTES | CORPORATE & COMMUNITY SERVICES

April 7, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Corporate & Community Services user group meeting held at 1:00 pm on April 7, 2017, at Joliet Junior College in room A-3014. These notes record our understanding of 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

Dr. Randy Fletcher, VP Academic Affairs, Joliet Junior College
Amy Murphy, Dean, Applied Arts, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. The department provides services for continuing education and community events such as job fairs and vendor fairs.
4. The size of the 3 Classrooms along the east wall are adequate (32 student capacity). These rooms are used for non-credit seminars, workshops and

training programs. The 2 moveable partitions between these 3 classrooms do not provide good sound separation and need to be replaced.

5. The 2 Computer Labs (18 student capacity) are adequate in size.
6. Office space is currently less than ideal with some workstations located in re-purposed corridor space. Office space is required for 12 staff (10 full-time and 2 part-time):
 - a. 1 Manager Office
 - b. 3 Coordinator workstations
 - c. 1 shared workstation for visiting Deans. Amy's office is located at City Center.
 - d. 4 Support workstations
 - 1) Registration Specialist
 - 2) Contract Training Specialist
 - 3) Seminar Specialist
 - 4) Training Specialist
 - e. Clerical workstations
 - 1) 2 full-time
 - 2) 2 part-time
7. Office space for Traffic School is also needed.
8. A few small shared meeting rooms are needed when personnel at workstations need privacy.
9. A dedicated Kid's College Room (900 SF) is needed for the various age groups in this program which is currently accommodated in T-1030, a room that is shared with Technical. The multi-purpose room needs to be dedicated because of the specialized furniture, finishes and equipment required for this program. A tile floor is needed in part of the room, as well as a carpeted area for story time. Computers are also required in the room.
10. For large groups (over 100 participants), the auditorium space in U-1024 is used and works quite well.
11. A Meeting Room for 10 people is required.
12. Storage space somewhere in between the areas of T-1005 and T-1007A/B (455 SF) is needed for books, supplies, shirts for kids, etc.
13. Adjacencies: parking, front entry, toilet rooms, Technical. In the current location with access to parking and the east entry to Building T, the department can be locked off from the rest of building for controlled access to the building on weekends.
14. The existing furniture in the lobby needs to be updated and more flexible.

- 15. More natural light is desired.
- 16. Meeting Adjourned: 2:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Corporate & Community Services

Room #	Space	Existing Area (ASF)	2018 Master Plan Space Needs	2018 Comments
T-1000	Classroom	818	800	32 students
T-1001	Classroom	819	800	32 students
T-1002	Classroom	818	800	32 students
T-1006	Computer Lab	737	540	18 students
T-1008	Computer Lab	737	540	18 students
	Manager Office	0	120	
	Coordinator Workstation	0	96	
	Coordinator Workstation	0	96	
	Coordinator Workstation	0	96	
	Deans' Shared Workstation	0	200	
	Registration Spec. Workstation	0	60	
	Contract Specialist Workstation	0	60	
	Seminar Specialist Workstation	0	60	
	Training Specialist Workstation	0	60	
	Clerical Workstation (F.T.)	0	48	
	Clerical Workstation (F.T.)	0	48	
	Clerical Workstation (P.T.)	0	48	
	Clerical Workstation (P.T.)	0	48	
T-1041	Traffic School Office	408	0	
	Meeting Room	0	100	3' diameter table + 3 chairs
	Meeting Room	0	100	3' diameter table + 3 chairs
	Meeting Room	0	250	table and seating for 10 people
T-1030	Kid's College Classroom	943	900	
	Storage Room	0	455	
T-0109	Lobby	1,382	1,400	
Sub-total		6,662	7,725	

MEETING MINUTES | FINE ARTS

April 7, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Fine Arts user group meeting held at 3:00 pm on April 7, 2017, at Joliet Junior College in room A-3104. These notes record our understanding of 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

Dr. Sonya Williams, Dean, Arts & Sciences, Joliet Junior College
Lori Schahrer, Chair, Fine Arts, Joliet Junior College
Nicki Blowers, Theater Manager, Fine Arts, Joliet Junior College
Chuck Morgan, Music Coordinator, Fine Arts, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. Dr. Williams indicated that space needs should be addressed for the Music, Theater, Speech, and Art & Interior Design programs.
4. The existing Photography Studio at the Romeoville Campus was discussed

as to whether it should remain there or moved to the Main Campus. Renovation plans currently call for it to be eliminated from Romeoville, but perhaps this should be reconsidered as there is value in this course offering.

5. The following needs were discussed for the Music program with respect to a new Recital Hall to be built out in the room J-3037 shell space. While a new Black Box Theater was previously discussed for this shell space, the department indicated that it was pleased with the existing Black Box Theater, and that a new Recital Hall is needed instead.
 - a. This new space would free up the Theater for other programming.
 - b. This new Recital Hall would be used for rehearsals, ensembles and teaching space.
 - c. The room would need to accommodate a grand piano and include a door opening between the Band Room and Recital Room through which the piano would be moved.
 - d. Requirements of the room would include: flat floor, sound-proofing, audience seating for 50-75 people, a curtains for acoustics, dimmable LED lighting for color, and vinyl tile flooring.
 - e. A Green Room will be required.
 - f. A Storage Room will be required for stackable chairs and portable stage platforms.
6. The following needs were discussed for the Theater program:
 - a. A separate Theater Classroom is needed; the program is currently using the Prop Storage Room K-1001A as a classroom.
 - b. The Costume Storage Room on the first floor of Building K is being used for general storage and it also has a sewing machine. Costume Storage is now on the second floor of Building K.
 - c. The Theater needs new LED lighting, house lights and control system, and new stage light controls. An previous estimate of \$30,000 for these systems had been provided to the department, and a more detailed quote (dated 5-2-17) of \$34,239.02 was subsequently given to the department by Barbison Lighting Company. The existing lighting system could be relocated to the Black Box Theater. A new speaker system, estimated at \$5,000, is needed.
 - d. In the existing Black Box Theater in K-1001, the existing dimming controls will have to be integrated with the lighting system from

the Theater, should this relocation take place. Also, more power is needed in this space.

- e. The HVAC systems for both the Theater and the Black Box Theater need to be controlled separately from the rest of Building K to save energy when off-hour performances are scheduled.
7. The following needs were discussed for the Speech program:
- a. The Speech & Theater Classroom in K-2002 desires to have natural light.
 - b. All other classroom needs are being met with existing space.
8. The following needs were discussed for the Art & Interior Design program:
- a. Interior Design accommodates 10-16 students in K-0012.
 - b. All-purpose lecture space is needed for 30 students.
 - c. K-0011 is now being used as a Graphics Arts Computer Lab with 16-20 computers.
 - d. The Jewelry program uses a combined lab in K-008 for “metalsmithing” and “jewelry making”.
 - e. All the labs and classrooms in Art & Interior Design would be better served if a large new Storage Room was added so as to free up space in these existing instructional spaces.
9. The 2013 College Master Plan Update was reviewed with respect to the addition and renovation of the first floor of Building K. This addition and renovation would create a new entry and identity for Building K from the parking lot to the north, provide new pre-function space with public restrooms for theater events, and accommodate new back-of-house theater space. Dr. Williams indicated that these improvements are still very much needed.
10. Meeting Adjourned: 4:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Fine Arts

Room #	Space	2018 Master Plan Space Needs	2018 Comments
J-3037	Music Recital Hall	3,825	use existing shell space
J-3037	Storage Room	400	use west end of existing shell space
J-3037	Green Room	162	use west end of existing shell space
	Theater Classroom	700	28 students; include in new constr. w/ back of house, entry, etc.
	Art & Interior Design Lecture Rm.	750	30 students; use rooms J0042A, J0042 and part of J0043
J-0043	Art & Interior Design Storage Rm.	990	re-purpose part of old dish room J0043 and J0048
	Back-of-House/Entry/Pre-Function	5,400	1-Story Addition to the north side of Building K
	Back-of-House/Pre-Function/Office	6,472	Renovation of existing Building K first floor
Sub-total		18,699	

MEETING MINUTES | FITNESS CENTER

April 7, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Fitness Center user group meeting held at 4:00 pm on April 7, 2017, at Joliet Junior College in room A-3104. These notes record our understanding of 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

Dr. Sonya Williams, Dean of Arts & Sciences, Joliet Junior College
Patrick Mills, Chair, Natural Sciences & Physical Education, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. The Fitness Center promotes an "exercise is medicine" approach.
4. The Fitness Center is academic lab space for Kinesiology, Health & Physical Education 101, and the Personal Training Certificate program. The center is open to students and faculty.

5. It was stated that, while the Fitness Center programs generally comprise Aerobics in G-1018E and Weights in G-1018W, both could be accommodated in G-1018W. Room G-1018E could possibly be converted for "exergaming" as an attraction for students.
6. The Fitness Center also accommodates the POWER program for police officer wellness. This program provides fitness testing and has brought in revenues of approximately \$300,000 for the past 3 years.
 - a. With current space, 8 officers can be tested at the same time.
 - b. An appropriate indoor or outdoor 1-1/2 mile track is needed. Currently, the running portion of the testing is accomplished in either the old gymnasium (set up with cones to mark the multiple lap course), or in one of the concourses. Both accommodations are less than ideal.
 - c. A Reception/Processing Room is needed; a room the size of G-1003 (approximately 400 SF) would be adequate for body fat measuring and weighing.
 - d. Other testing, using the Fitness Center, involves bench press, sit-ups and flexibility.
 - e. An Adjunct Office is needed to administer the testing. A photo booth is currently located in this space.
7. A Faculty Office for 2 full-time faculty is required.
8. Modernized locker/toilet/shower facilities are needed for men and women. Patrick will advise later as to how many lockers are needed for men and women.
9. Upgraded facilities to wash and dry towels, and an ice machine are also needed.
10. Meeting Adjourned: 5:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Fitness Center

Room #	Space	Existing Area (ASF)	2018 Master Plan Space Needs		2018 Comments
G-1018W	Fitness Center Weights	3,263	3,263		
G-1018E	Fitness Center Aerobics	858	858		
G-1003	POWER Reception/Processing Rm.	0	400		
G-1001	POWER Testing/Adjunct Office	130	130		
G-1002	Faculty Office	130	160		2 faculty workstations (same size as G-1002)
	Men's Locker Room	0	450		
	Men's Toilet/Shower Room	0	360		
	Women's Locker Room	0	150		
	Women's Toilet/Shower Room	0	120		
	Towel Room	0	80		washer, dryer, ice machine
Sub-total		4,381	5,971		

MEETING MINUTES | HEALTH & PUBLIC SERVICES

April 7, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Health & Public Services user group meeting held at 2:00 pm on April 7, 2017, at Joliet Junior College, room A-3104. These notes record our understanding of 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

Mary Beth Luna, Dean of Nursing, Health & Public Services, Joliet Junior College
Duane Stonich, Chair, Health & Public Services, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. A larger EMS Classroom for 32 students is desired and could be accommodated on the second floor of Building U in room U-2010; this room was originally intended for Massage Therapy, but is currently vacant. A folding partition is desired to be added, if possible, similar to

the existing EMS Lab on the first floor. No break out rooms would need to be associated with this classroom. Classroom furniture for this space will come from the City Center Campus. This classroom will also be used by the Joliet Township High School Dual Credit program.

4. By moving the EMS Classroom to the second floor, this would free up the current EMS Lab on the first floor to be utilized by the Morris Hospital Paramedic Program. This room would accommodate 24 students for this program.
5. An Information/Reception station is needed adjacent to the east main entry to Building U; this need was also identified in the 2013 College Master Plan.
6. A dedicated space for the Candidate Physical Agility Testing (CPAT) program was discussed. Fire fighters require this testing and, despite a new testing site being identified in Naperville, another one of the region's sites may be closing down. There would be an investment in equipment, but it would also provide a revenue source. A tall space is required with 85' in between each test event.
7. Meeting Adjourned: 3:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Health & Public Services

Room #	Space	Existing Area (ASF)	2018 Master Plan Space Needs	2018 Comments
U-2010	EMS Classroom	1,556	1,556	32 students; use U-2010 (originally planned for Massage Therapy)
U-1021 U-1023	EMS Lab	1,646	1,646	24 students
Sub-total		3,202	3,202	

MEETING MINUTES | MID-SIZE CONFERENCE SPACE

April 6, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Mid-Size Conference Space user group meeting held at 3:00 pm on April 6, 2017, at Joliet Junior College in room A-3014. These notes record our understanding of 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

Janice Reedus, Director, Business & Auxiliary Services, Joliet Junior College
Susan Stockwell, Event Scheduler, Business & Auxiliary Services, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. The impact of the Renaissance Center utilization and operations will ultimately affect the need for this space at the main campus.
4. Community needs for mid-size conference space is still required for groups such as Exxon Mobile, Catholic Charities and United Way.

5. A large room (dividable into 3 smaller rooms) with appropriate audio-visual technology, lighting, room darkening, acoustics and noise control is required.
6. Separate breakout rooms (with seating for 50 people) are needed for this space.
7. The old cafeteria space will accommodate 500 people in a theater style seating arrangement, however the openness and acoustics in this existing space presents privacy issues.
8. Space for serving, catering, food warming, refrigeration and freezing is required.
9. A coat room is required.
10. A large storage space for tables and chairs is required.
11. Meeting Adjourned: 4:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski, AIA, LEED AP
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Mid-Size Conference Space

Room #	Space	2018 Master Plan Space Needs	2018 Comments
J-0037	Conference Assembly Space	7,535	theater seating for 500 people; dividable into 2 spaces
	Small Breakout Meeting Rooms	3,600	4 rooms @ 900 SF each (theater seating for 50 people each)
	Large Breakout Meeting Room	1,620	1 room @ 1620 SF (theater seating for 90 people)
	Catering/Food Warming Kitchen	800	refrigeration and freezer required (check LLC and UCLC)
	Coat Room	500	
	Storage Room	1,050	
Sub-total		15,105	

MEETING MINUTES | TECHNICAL

April 7, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Technical user group meeting held at 12:00 pm on April 7, 2017, at Joliet Junior College in room A-3104. These notes record our understanding of 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

Patricia Zuccarello, Dean, Career & Technical Education, Joliet Junior College
Dr. Jeffery Bradford, Chair, Career & Technical Education, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Everyone introduced themselves.
2. Rob Galick explained that the focus of the 2018 College Master Plan Update is to explore unmet space needs with a limited number of user groups, and with the intent of evaluating existing vacated space for alternate use. He further explained that no funding has been confirmed for any master plan projects.
3. Patricia indicated that some existing classroom spaces are an afterthought and an abomination such as Orthotics Classroom T-1016 and IMT Classroom S-1001A (shared with Agriculture). The walls in S-1002 do not

go all the way up to the structure above allowing noise from the adjacent shared Agriculture Lab to disrupt instruction.

4. Dr. Bradford indicated that, in general, the labs and classrooms are not laid out well and do not provide ample space for him to walk around and connect with students.
5. Computer Lab T-1032 does not allow a good furniture layout for 18-20 students.
6. The new Pedorthic Assistant Certification program will require the follow:
 - a. 2 new Labs (20 students each)
 - b. 1 additional Classroom (20 students)
 - c. Should be adjacent to the Orthotics Prosthetics Technology (OPT) program.
7. The OPT program needs to grow.
8. When considering future space needs, the following interdisciplinary Technical programs need to be co-located: Industrial Maintenance Technology (IMT), Electrical/Electronic Automated Systems (EEAS), and Process Control & Instrumentation Technology (PCIT). Other related programs are: Electronic Engineering Technology (EET) and Heating Ventilation and Air-Conditioning (HVAC).
 - a. Both the IMT and HVAC have their classrooms in Building T, but their lab spaces are in other buildings: IMT Lab in Building B, and HVAC Lab in Building C. This fragmentation is less than desirable.
 - b. The EEAS, PCIT and EET programs are currently located in Building T.
 - c. The old cafeteria in Building J was mentioned as a possible future location providing more collaborative and integrated space for the above programs.
 - d. If the HVAC Lab was relocated out of Building C, it would allow additional space for either the CNC Lab (part of the Machine Shop) or for Automotive Technology.
9. The Maker Lab T-1034 needs to be doubled in size and is not visible enough.
10. A follow-up meeting to continue the discussion was scheduled for April 11th, at 10:30 am.
11. Meeting Adjourned: 1:00 pm.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

April 11, 2017

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938

RE 2018 College Master Plan Update
Architect's Project Number: 217048.00
Meeting Minutes

Following is a summary of a Technical user group meeting held at 10:00 am on April 11, 2017, at Joliet Junior College in room T-1055. These notes record our understanding of 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

Patricia Zuccarello, Dean, Career & Technical Education, Joliet Junior College
Dr. Jeffery Bradford, Chair, Career & Technical Education, Joliet Junior College
Greg Pakieser, Instructor, Joliet Junior College
Rob Galick, VP Administrative Services, Joliet Junior College
Pat Van Duyne, Director Facility Services, Joliet Junior College
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. The Technical space needs discussion will focus on the following programs:
 - a. Industrial Maintenance Technology (IMT)
 - b. Electrical/Electronic Automated Systems (EEAS)
 - c. Process Control & Instrumentation Technology (PCIT)
 - d. Electronic Engineering Technology (EET)
 - e. Heating Ventilation and Air-Conditioning (HVAC)
 - f. Orthotics Prosthetics Technology (OPT) (see minutes from 4-7-17)
 - g. Operations Engineering & Technicians (OET)
 - h. No space needs have to be considered for the Automotive Technology program
2. For OPT, in addition to the space needs identified in the minutes (dated 4-7-17), the Orthotics Classroom T-1016 needs to be replaced with a new Classroom for 20 students.
3. More storage is needed for all the above Technical programs; classroom and lab spaces have become cluttered impeding instruction.
4. Instructional space for the IMT program is currently located in Buildings B, S and T. Sections are 3-1/2 hours long, and are half classroom and half lab instruction. So students navigate between these 3 buildings during each section. The following space needs were discussed:
 - a. IMT Classroom T-1054: Unless there is a drive by the administration to increase class size to 18 students, 12-14 students is preferred in this existing room to provide more space for the instructor to move around.
 - b. IMT Classroom S-1001A: This room is shared with Ag and seats 24 students. IMT needs seating for 12-14 students.
 - c. One additional IMT Classroom is needed with seating for 12 students.
 - d. B-1007 Dirty Lab could be relocated, however an additional Storage Room (180 SF) to free up the lab is needed. If this lab was to be relocated, then additional lab and storage space for the adjacent Welding program would become available.
 - e. Other IMT storage accommodated in T-1052 and T-1056 for IMT classrooms T-1054 and S-1001A is adequate.
 - f. A new "Inter-disciplinary Lab" is desired where instruction could be integrated with EEAS, PCIT and OET programs.
 - g. 2-3 new lab/lecture rooms the size of T-1054 and B-1007, combined or separate, are needed.
5. The following space needs were discussed for the HVAC program:
 - a. One additional Classroom for 12 students is needed and should be adjacent to the lab; the existing Classroom T-1057 also accommodates 12 students.
 - b. An additional Lab is needed so two sections can be scheduled simultaneously.
 - c. A new Storage Room of 180 SF is needed.
6. The following space needs were discussed for the EEAS program:

- a. Existing Classroom/Lab spaces T-1050, 1051, 1058 and 1059 are adequate; each space accommodates 12 students.
 - b. Storage is accommodated in a shared space with EET in T-1053.
 - c. A new “Inter-disciplinary Lab” is desired where instruction could be integrated with IMT, PCIT and OET programs.
7. The following space needs were discussed for the PCIT program:
 - a. Currently, the program is accommodated in T-1038/1040 and the program is capped at 12 students. This space is too tight and needs to be doubled.
 - b. A new “Inter-disciplinary Lab” is desired where instruction could be integrated with IMT, EEAS and OET programs.
8. The following space needs were discussed for the EET program:
 - a. The existing spaces T-1020 (Classroom/Lab) and T-1021 (Circuit Board Soldering Lab) are adequate.
 - b. Storage is currently accommodated in a shared space with EEAS in T-1053. Other storage within T-1020 and T-1021 is accepted.
9. Faculty Offices:
 - a. Existing office space for the Technical dean and faculty is accommodated in T1060, 1061, 1062, 1063, 1064, 1066, 1067, 1068 and 1069; this does not include faculty office space for Automotive Technology and the Machine Shop.
 - b. Assuming that faculty offices for Automotive Technology and the Machine Shop would remain in their existing space, office space for the remainder of Technical faculty would need to accommodate 17 existing faculty (including the chair) and 2 future faculty.
10. Administrative Office space:
 - a. Reception waiting area with seating for 6.
 - b. 2 Administrative Assistant workstations.
11. No dedicated meeting room is needed.
12. An Adjunct Faculty Office of 360 SF, that can also double as a meeting space, is needed.
13. Meeting Adjourned: 11:30 am.

Thank you.

Sincerely,

Jeffrey Sronkoski
Principal

JFS

ATTACHMENTS Attendance Sheet

CC File: 217048.00.00 JJC 2017 Master Plan Update: B3

FILENAME JJC 2017 Master Plan Update MIN 21704800

Technical

Room #	Space	Existing Area (ASF)	2018 Master Plan Space Needs	2018 Comments
T-1010	Mechanical Room	320	320	being used for some equipment storage
T-1010A		145	145	
T-1011	Prosthetics Classroom/Lab	960	960	
T-1012	Custodial Storage	554	554	
T-1013	AEC Classroom/Lab	962	962	
T-1014	Construction Lab	561	561	
T-1016	IMT and HVAC Storage Room	442	442	currently used as an Orthotics Classroom
T-1017	Orthotics Classroom/Lab	963	963	
T-1018	AEC	390	390	
T-1019	AEC	488	488	
T-1020	EET Classroom/Lab	963	963	
T-1021	EET Circuit Board Soldering Lab	1165	1165	
T-1021A				
T-1030	OET Classroom	943	943	
T-1031	CIOS Classroom	943	943	90
T-1032	CIOS Computer Lab	945	945	
T-1033	CAD Lab	944	944	
T-1034	Maker Lab	805	1610	
T-1035	CAD Lab	943	943	
T-1036		125	125	
T-1037	AEC Lab	1481	1481	
T-1038	PCIT Lab	736	1472	
T-1039	AEC Lab	1481	1481	
T-1040	PCIT Lab	736	1472	
T-1050	EEAS Classroom	911	911	12 students
T-1051	EEAS Classroom	937	937	12 students
T-1052	Technical Storage Room	352	352	
T-1053	EEAS/EET Storage	355	355	

Room #	Space	Existing Area (ASF)	2018 Master Plan Space Needs	2018 Comments
T-1054	IMT Classroom	758	758	limit class size to 14 students; more space to move around
T-1055	Adjunct Faculty Office	355	355	
T-1056	Technical Storage Room	352	352	
T-1057	HVAC Classroom	759	759	12 students
T-1058	EEAS Classroom	930	930	12 students
T-1059	EEAS Classroom	899	930	12 students
T-1060	Technical Faculty Office	152	152	
T-1061	Technical Faculty Office	155	155	
T-1062	Technical Faculty Office	155	155	
T-1063	Technical Faculty Office	155	155	
T-1064	CTE Faculty Chair's Office	155	155	
T-1065	Copy Room	166	166	
T-1066	Technical Faculty Office	157	157	
T-1067	Technical Faculty Office	157	157	
T-1068	Technical Faculty Office	157	157	
T-1069	Technical Faculty Office	157	157	
T-1070	Reception/Waiting	474	474	
	Building T subtotal:	26643	28951	
	Bldg. T (Needs - Existing)		2308	
	New Technical Storage Room		763	
	New IMT Classroom		763	to replace S-1001A (14 students w/ room to move around)
	New IMT Classroom		763	
	New IMT Dirty Lab		924	to replace B-1007
	New IMT Dirty Lab Storage Room		0	use T-1016
	New Inter-Disciplinary Lab		5000	for EEAS, PCIT and OET programs
	New IMT Lecture/Lab		1682	equal in area to T-1054 (758 SF) and B-1007 (924 SF)
	New IMT Lecture/Lab		1682	equal in area to T-1054 (758 SF) and B-1007 (924 SF)
	New IMT Lecture/Lab		1682	equal in area to T-1054 (758 SF) and B-1007 (924 SF)
	New HVAC Classroom		759	12 students with room to move around

Room #	Space	Existing Area (ASF)	2018 Master Plan Space Needs	2018 Comments
	New HVAC Storage Room		0	use T-1016
	New HVAC Lab		1872	
	New Pedorthic Assistant Lab		600	20 students
	New Pedorthic Assistant Lab		600	20 students
	New Pedorthic Assistant Classroom		500	20 students
	New Technical Faculty Office		160	2 future faculty
	New Orthotics Classroom		500	20 students
	New Space Subtotal:		18250	
	Bldg. T (Needs - Existing) + New Space		20558	
	Space gained from C&CS move to Bldg. J		7582	
	Net Space Needs for Technical		12976	
S-1001A	Ag Classroom	763	763	IMT to no longer use this space for a Classroom
B-1007	IMT Dirty Lab	924	924	Re-purpose for Welding
C-1008	HVAC Lab	1872	1872	Re-purpose for Machine Shop or Automotive Technology

MEETING MINUTES | FRANKFORT EDUCATION CENTER

January 30, 20

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

Re: Joliet Junior College – 2012 Master Plan Update
Architect's Project Number: 211125.00
Meeting Minutes – Frankfort Education Center Meeting

Summary of the Frankfort Education Center Meeting held at 1:30 PM on Monday, January 30, 2012, at Joliet Junior College. These notes record our understanding of 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

Marsha McCormick, JJC
Elizabeth “Jane” Leone, JJC
Mary Rekar, JJC
Sarah Hintze, JJC
Amy Kittle, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. All classrooms need to be outfitted with “smart” technology.
3. JJC’s current space at Lincolnway East High School accommodates up to 1,000 students; the amount of night classes offered has doubled.
4. Enrollment increased from 400 to 900 students when daytime offerings were made.
5. The existing Computer Lab accommodates 25-30 stations.
6. Current general education course offerings include:
 - a. Political Science
 - b. Psychology
 - c. Math
 - d. English
 - e. C.I.S.
7. The goal is to offer certifications and associate degrees.
8. Classes are full in both the daytime and evenings, and 70% of the classes are at capacity.
9. In addition to the space at Lincolnway East HS, JJC also rents 5-6 classrooms (evening only) at Lincolnway Central HS in New Lenox, and 1 classroom (2 nights per week) at Lincolnway North HS near Mokena and Tinley Park.
10. The existing classrooms hold 30 students each.
11. The following space needs were discussed:
 - a. (3) total Computer Labs.
 - b. Reception/Security CSO Kiosk
 - (1) CSO workstation
 - (1) Receptionist workstation
 - (2) Support staff workstations
 - (1) Coordinator Office
 - Waiting Area with 6 seats
 - Copy/Work area
 - Staff Kitchenette
 - Staff Toilet Room
 - c. (10) dedicated Classrooms (30 students each)
 - d. Student Gathering (30 students)
 - e. Food Service (small “Grab N’ Go”)
 - f. Storage Room for laptops, TV carts, overhead projectors, paper, boxes, office supplies, etc.

- g. Biology Lab (for sure)
- h. Chemistry Lab (wish list)
- i. Geography Lab (for sure)
- j. Dedicated Toilet Rooms
- k. Faculty Work Room
- l. Library/Resource Room
- m. Lactation Room
- n. Meeting Room (10 people)
- o. Bookstore (small)
- p. Adjunct Work Room
- q. The space needs for student services and student activities will be confirmed at a later meeting with Student Development.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Frankfort Education Center

Programs Served: Frankfort Education Center

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Academic Affairs					
	Computer Labs	0	0	2,100	2,100	2 additional labs @ 1050 SF each; 35 students per lab
	New Classrooms (dedicated)	0	0	4500	4,500	6 additional classrooms @750 SF each; 30 students each
	Biology Lab	0	0	1400	1,400	
	Chemistry Lab	0	0	1400	1,400	
	Geography Lab	0	0	1400	1,400	
	Library/Resource Room	0	0	875	875	
	Academic subtotal:	0	0	11,675	11,675	
	Student Development					
	Registration Facilitators	0	0	96	96	2 workstations @ 48 SF each
	Registration Student Computers	0	0	180	180	6 stations @ 30 SF each
	Financial Aid/Veterans	0	0	0	0	share with Registration computer stations
	Testing Room	0	0	250	250	8 dedicated testing stations + 1 proctor
	Tutoring Area	0	0	144	144	3 one-on-one station
	Student Accounts	0	0	0	0	combine with Bookstore
	Career Services	0	0	0	0	combine with Counseling
	Admissions	0	0	0	0	share with Registration Facilitator
	Counseling/Advising	0	0	220	220	2 offices at 110 SF each
	Presentation Room	0	0	0	0	share with Event Space
	Event Space	0	0	2000	2,000	table setups for 20 employers at Career events
	Student Gathering Area	0	0	0	0	for 30 students; combine with Event Space
	Student Development subtotal:	0	0	2890	2,890	

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Reception/Security CSO Kiosk					
	CSO workstation	0	0	48	48	
	Receptionist workstation	0	0	48	48	
	Support Staff workstations	0	0	96	96	2 @ 48 SF each
	Coordinator Office	0	0	120	120	
	Copy/Work Area	0	0	120	120	
	Staff Kitchenette	0	0	60	60	
	Staff Toilet Room	0	0	60	60	
	Reception/Security subtotal:	0	0	552	552	
	Other					
	Food Service	0	0	350	350	small Grab N Go
	Storage Room	0	0	120	120	
	Faculty Work Room	0	0	375	375	
	Lactation Room	0	0	50	50	
	Meeting Room	0	0	250	250	table and seating for 10
	Bookstore	0	0	875	875	
	Adjunct Faculty Office	0	0	200	200	
	Other subtotal:	0	0	2220	2,220	
Sub-total		0	0	17,337	17,337	

