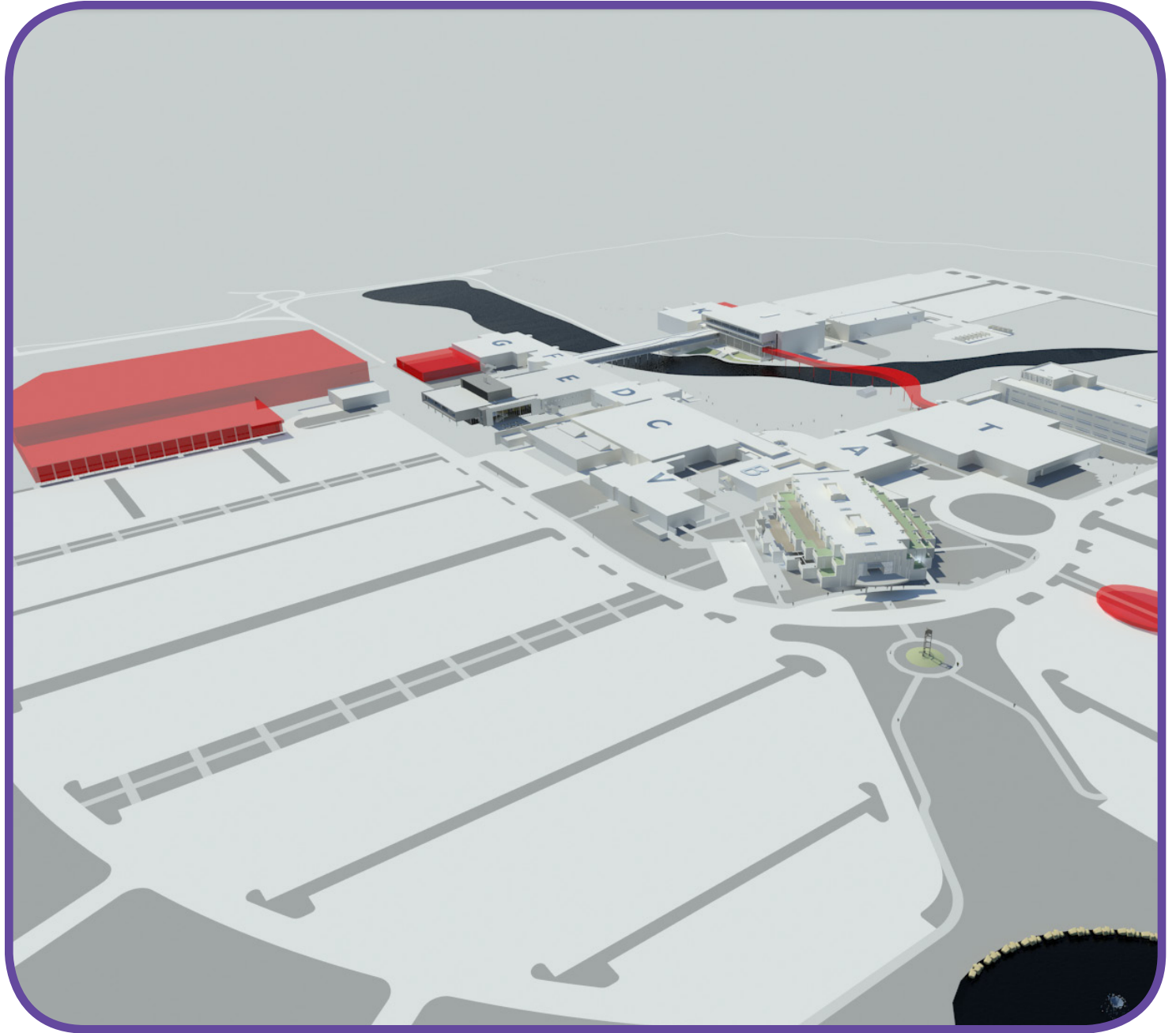




COLLEGE MASTER PLAN UPDATE



JOLIET JUNIOR COLLEGE

APRIL 2013

JOLIET JUNIOR COLLEGE COLLEGE MASTER PLAN UPDATE

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PREFACE

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

This master plan update was undertaken to continue the vision established in the 2008 College Master Plan and update it 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 Update. JJC appreciates the knowledge they shared and the time they devoted to this endeavor.

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Dr. Debra Daniels – President
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Jim Serr, Information Technology
Kelly Rohder, Communication & External Relations

DESIGN SUPPORT TEAM

Legat Architects



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

OVERVIEW

The 2013 College Master Plan Update document has been completed in the context of the 2008 College Master Plan, many components of which have now been implemented. This update will reconsider 2008 master plan projects not yet implemented, examine new ones, and recommend priorities that respond to the various challenges facing the college in the years to come.

PURPOSE

The purpose of the JJC “College Master Plan Update” is to provide a rational and orderly plan to acknowledge recently completed projects from the 2008 College Master Plan, identify space that has become available as a result, revisit projects not implemented from the 2008 plan, update space utilization, 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 Master Plan Update Committee focused its efforts on updating specific needs for the Joliet Junior College Main Campus, Romeoville Campus, Morris Education Center, Frankfort Education Center and Weitendorf Agricultural Education Center, all within the context of a 10-year outlook.

PROCESS

The master planning process was organized and overseen by a Master Plan Update Committee that comprised representatives from the faculty and administration. The committee provided input and feedback at key decision points.

The 3-part process included an analysis of current needs and conditions, 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
- Review Utilization
- Review Strategic Plan
- Meetings with Senior Management Trustees, Etc.
- Interviews With VPs, Deans, & Directors
- Space Needs Projections

Stakeholder
Input / Feedback

Part 2:
Concept Development &
Prioritization

Synthesize (Re-think)

- Building Renovation & Expansion Options
- Review Meetings
- Sustainability Integration

Stakeholder
Input / Feedback

Part 3:
Master Plan Documentation

Finalize (Document)

- Executive Summary
- Concept Development
- Consensus Master Plan & Recommendations
- Conceptual Cost Projections
- 20 Bound Color Copies
- Large Site Plan Boards for Each Campus

Stakeholder
Input / Feedback

Refine (Prioritize)

- Option Prioritization & Consensus
- Conceptual Cost Projections
- Priorities & Phasing

EXECUTIVE SUMMARY

PLANNING OBJECTIVES

With the overall goal of alignment with JJC's vision, mission, core values and strategic plan, the Master Plan Update Committee began the process with the following objectives:

- Address the re-purposing of Building C.
- Focus on the Extended Campuses.
- Revisit the space needs and construct a new Multipurpose Facility.
- Respond to the long-awaited need for additional space for Campus Police.
- Respond to the space needs for the Adjunct Office.
- Reconsider the space needs and location of the Cyber Café.
- Identify highly visible wall space on campus for the Alumni and Foundation "Wall of Honor".
- Accommodate the space needs for a new Veterans' Center.
- Identify the location for a new Dean's Office.
- Revisit and construct a New Bridge to connect Building J and Building T.
- Identify the needs for additional Student Space.

SPACE UTILIZATION

Using the College's scheduling software, space utilization was updated to compare the Fall 2011 classrooms and teaching labs results to those of the Fall 2006. Classroom utilization for peak times, Monday through Thursday, decreased by 9.3%, while teaching lab utilization decreased by 3.6%. These decreases can partially be explained by a 46.3% increase in the number of classrooms included in the 2011 utilization update when compared to 2006. A larger decrease in the utilization rate probably would have been realized had it not been for an 18.6% increase in enrollment from 2006 to 2011. While enrollment is projected to continue to increase at JJC through 2040, every effort should continue to be made to achieve a desired 65% utilization rate for classrooms during peak periods.

SPACE NEEDS

Space needs requests for a limited number of divisions and departments at the Main Campus, Romeoville Campus, Morris Education Center, Frankfort Education Center and Weitendorf Agricultural Education Center were analyzed through a series of interviews with key representatives from each location, and through the subsequent development of space needs spreadsheets documenting the requests. Upon further consideration of these space needs requests by the Master Plan Update Committee and the Senior Leadership Team, the following divisional space need “net” areas to be included in this update for further analysis at the Romeoville Campus and Main Campus:

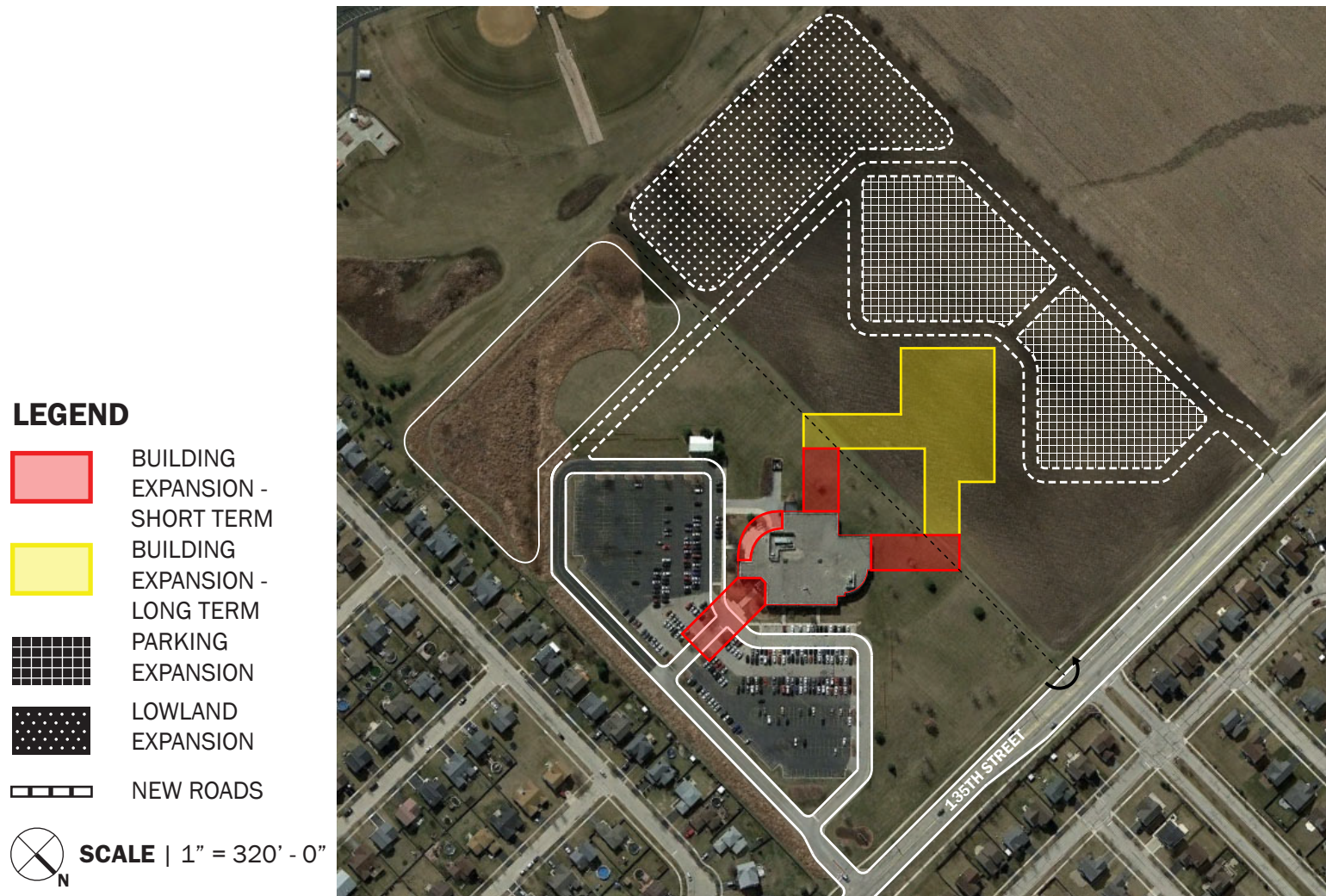
CAMPUS	EXISTING AREA	REQUESTED AREA	NEEDED AREA
ROMEOVILLE			
Academic Affairs	24,062 SF	41,430 SF	17,368 SF
Student Development	0 SF	8,932 SF	8,932 SF
Other	0 SF	700 SF	700 SF
Total	24,062 SF	51,062 SF	27,000 SF
MAIN CAMPUS			
Academic Affairs	10,935 SF	37,701 SF	26,766 SF
Student Development	21,202 SF	106,741 SF	85,539 SF
LSTS	358 SF	500 SF	142 SF
Administrative Services	2,092 SF	9,071 SF	6,979 SF
Institutional Advancement	0 SF	0 SF	0 SF
Total	34,587 SF	154,013 SF	119,426 SF

EXECUTIVE SUMMARY

ROMEIOVILLE CAMPUS

With enrollment currently at approximately 4,000 students, Romeioville is JJC's fastest growing campus. The 40-acre site will more than adequately accommodate the needed academic addition(s) to the west of the existing 1-story building, as well as an addition to the east for new student

development space. While the existing parking capacity is currently meeting the needs of this location, both parking lots could easily be expanded to the west for future capacity needs.



EXECUTIVE SUMMARY

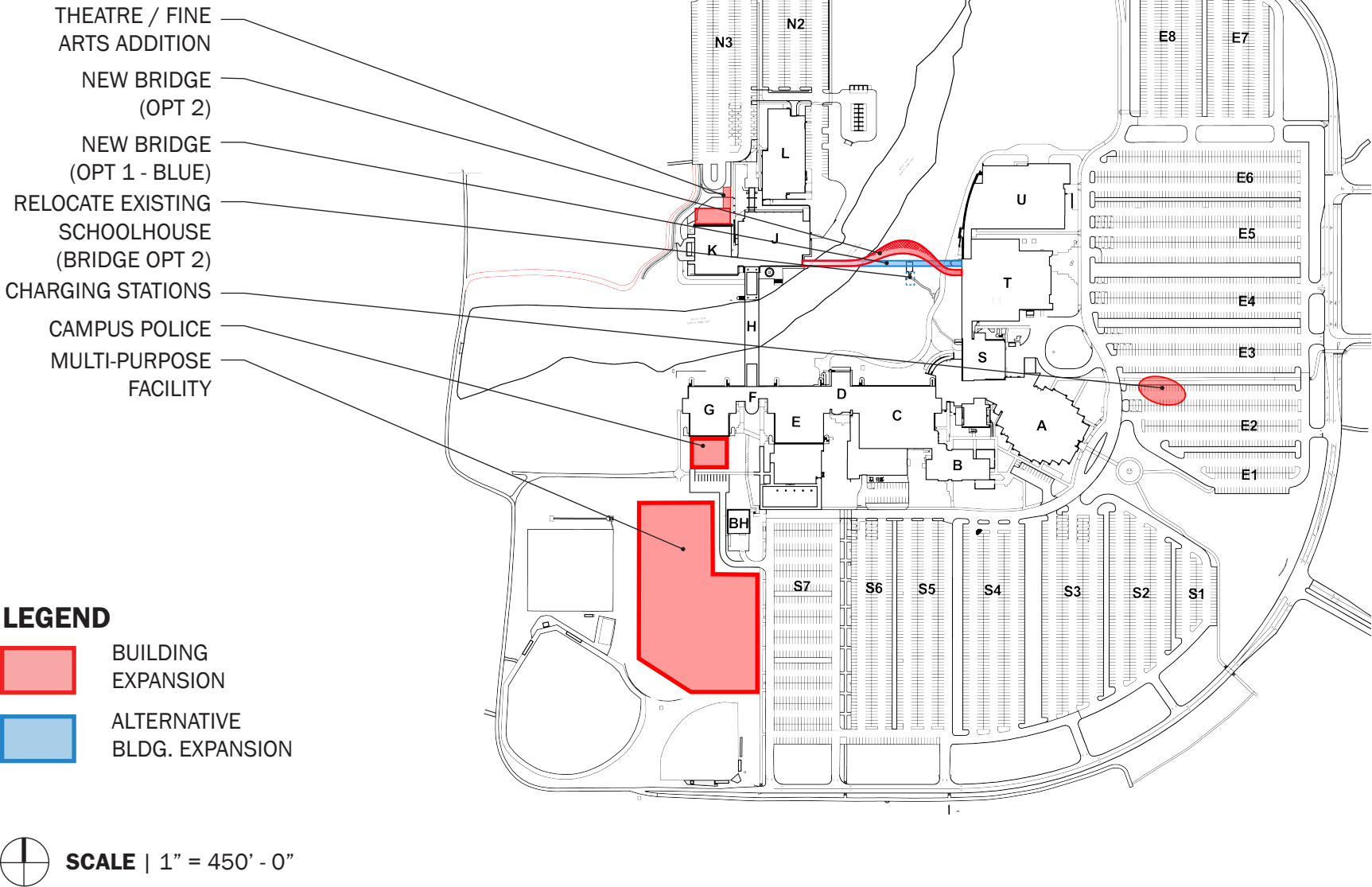
MAIN CAMPUS

The implementation of the 2008 College Master Plan resulted in the implementation of six new buildings and an extensive amount of site work including parking lots, landscaping, utilities and other improvements. Two projects included in the 2008 plan but not implemented, the Multipurpose Facility and the new Bridge, are again being included and revisited as new construction components of this 2013 update. Other new construction components included in the plan are an addition to Building G for Campus Police and an addition to Building K for Fine Arts.

Also, as a result of the 2008 plan implementation, additional space at various existing buildings 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.

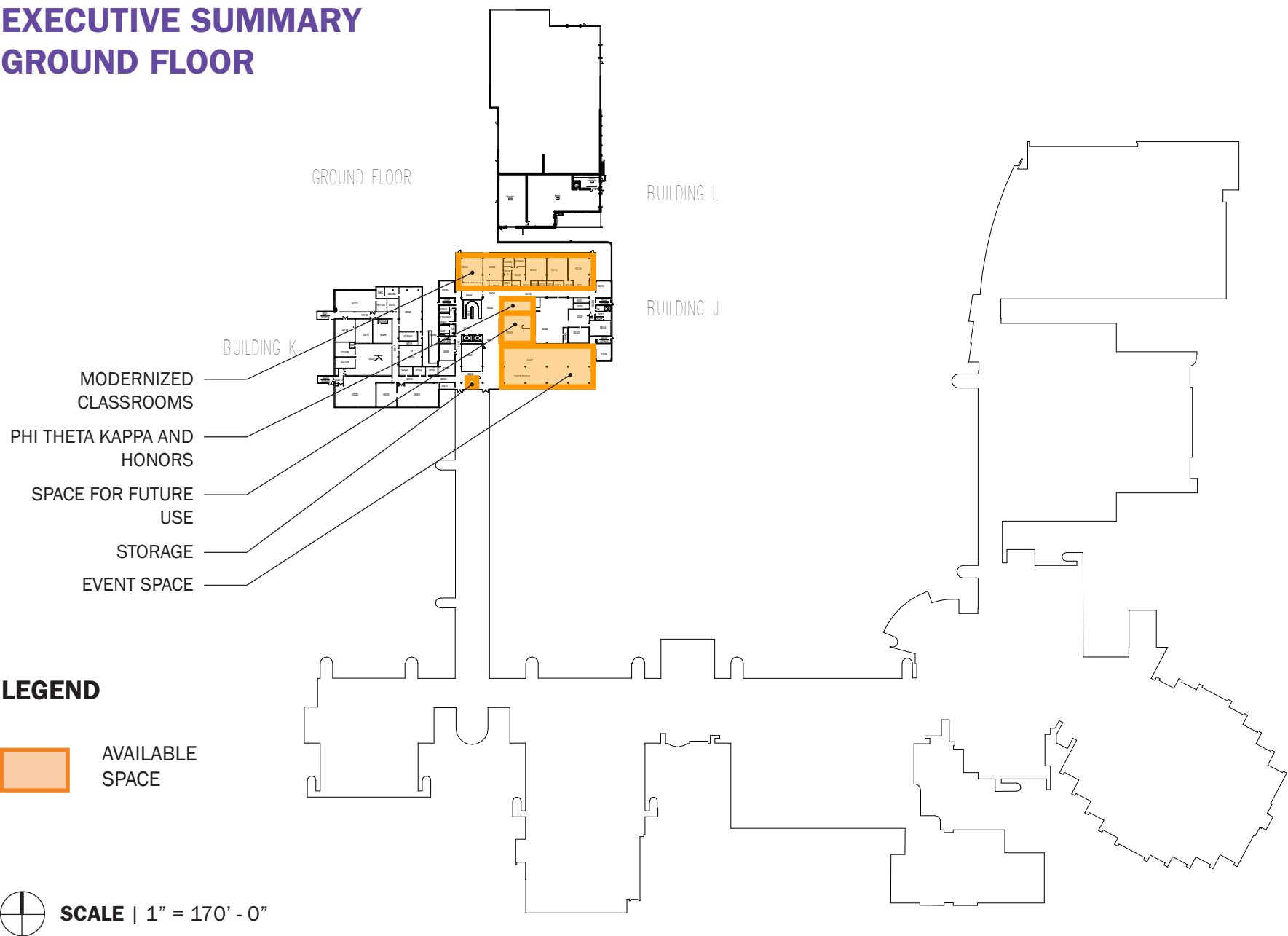
EXECUTIVE SUMMARY

SITE

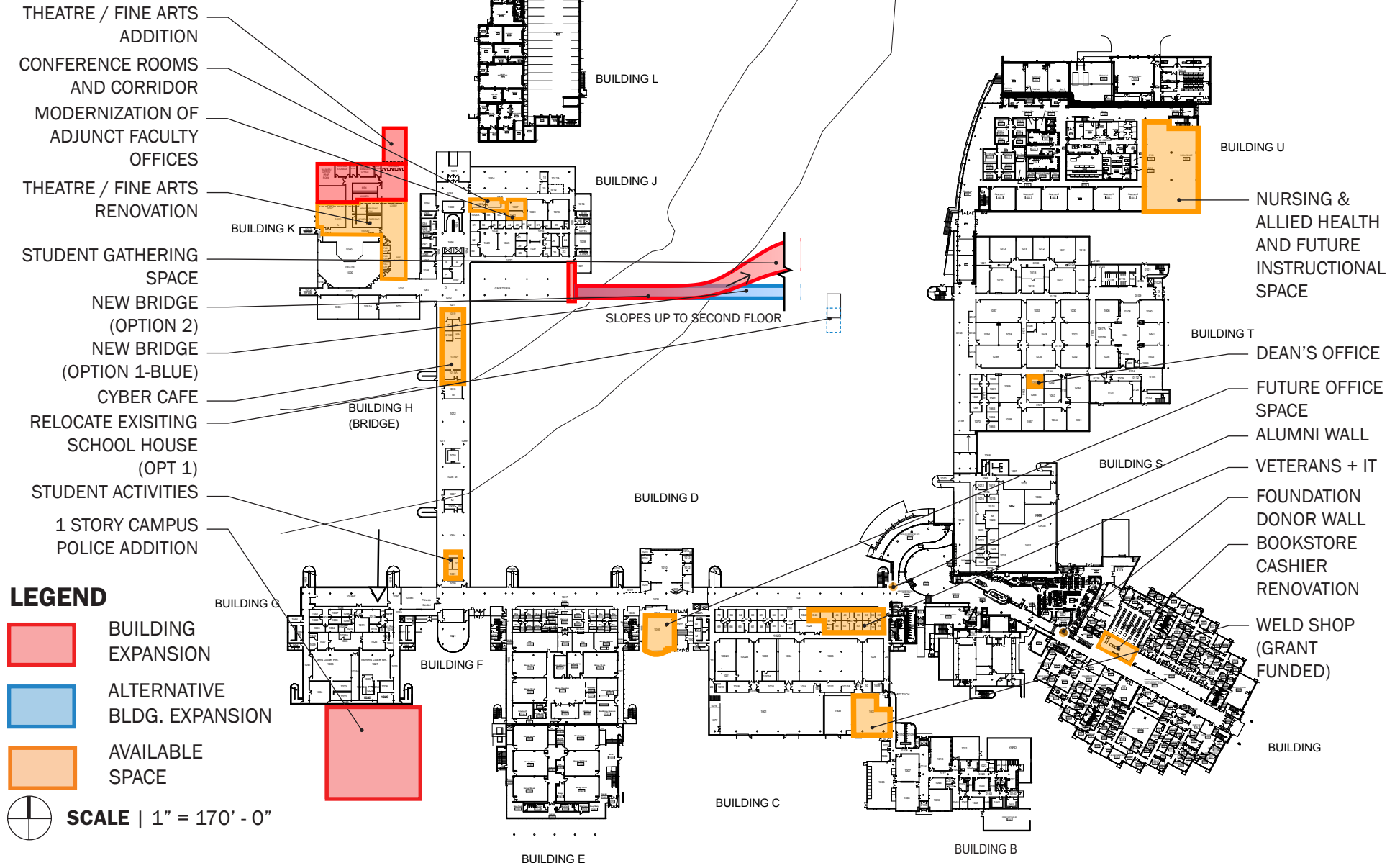


EXECUTIVE SUMMARY

GROUND FLOOR



EXECUTIVE SUMMARY FIRST FLOOR



EXECUTIVE SUMMARY

SECOND FLOOR

- FUTURE OFFICE SPACE
- FUTURE CLASSROOMS
- IT OFFICE (115 SF)
- HIGH TECH CLASSROOMS (1,823)
- STUDENT GATHERING SPACE
- NEW BRIDGE (OPTION 2)
- NEW BRIDGE (OPTION 1-BLUE)
- EXISTING SCHOOL HOUSE
- BOOKSTORE STAGING
- TUTORING AND COMPUTING
- FUTURE CLASSROOMS

LEGEND

- BUILDING EXPANSION
- ALTERNATIVE BLDG. EXPANSION
- AVAILABLE SPACE

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

SECOND FLOOR

BUILDING G

BUILDING F

BUILDING E

BUILDING C

BUILDING B

BUILDING D

BUILDING H
(BRIDGE)

BUILDING J

BUILDING L

CONNECTION TO
BLDG J AT FIRST
FLOOR

SLOPES
DOWN TO
FIRST FLOOR

BUILDING T

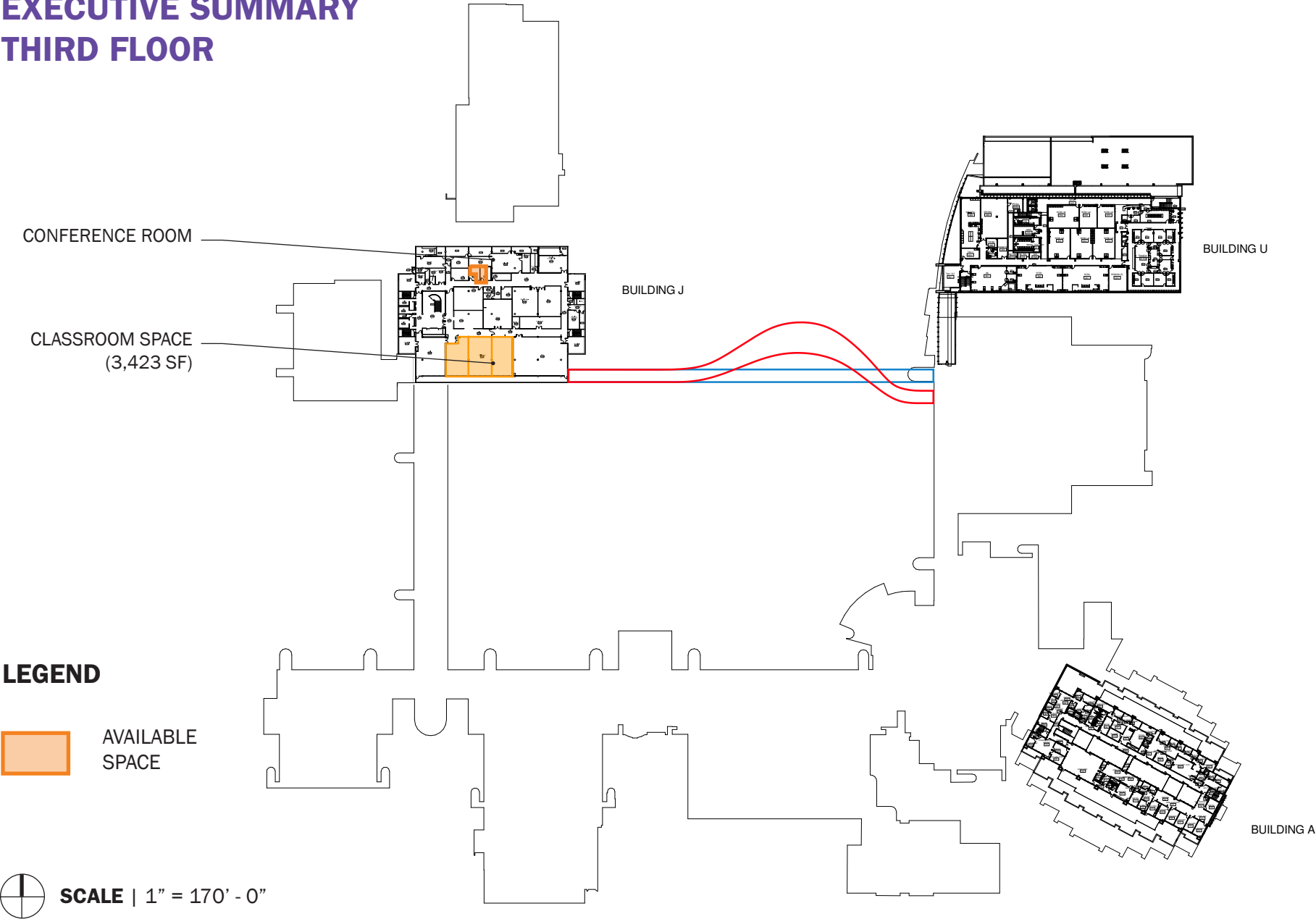
BUILDING S

BUILDING U

BUILDING A

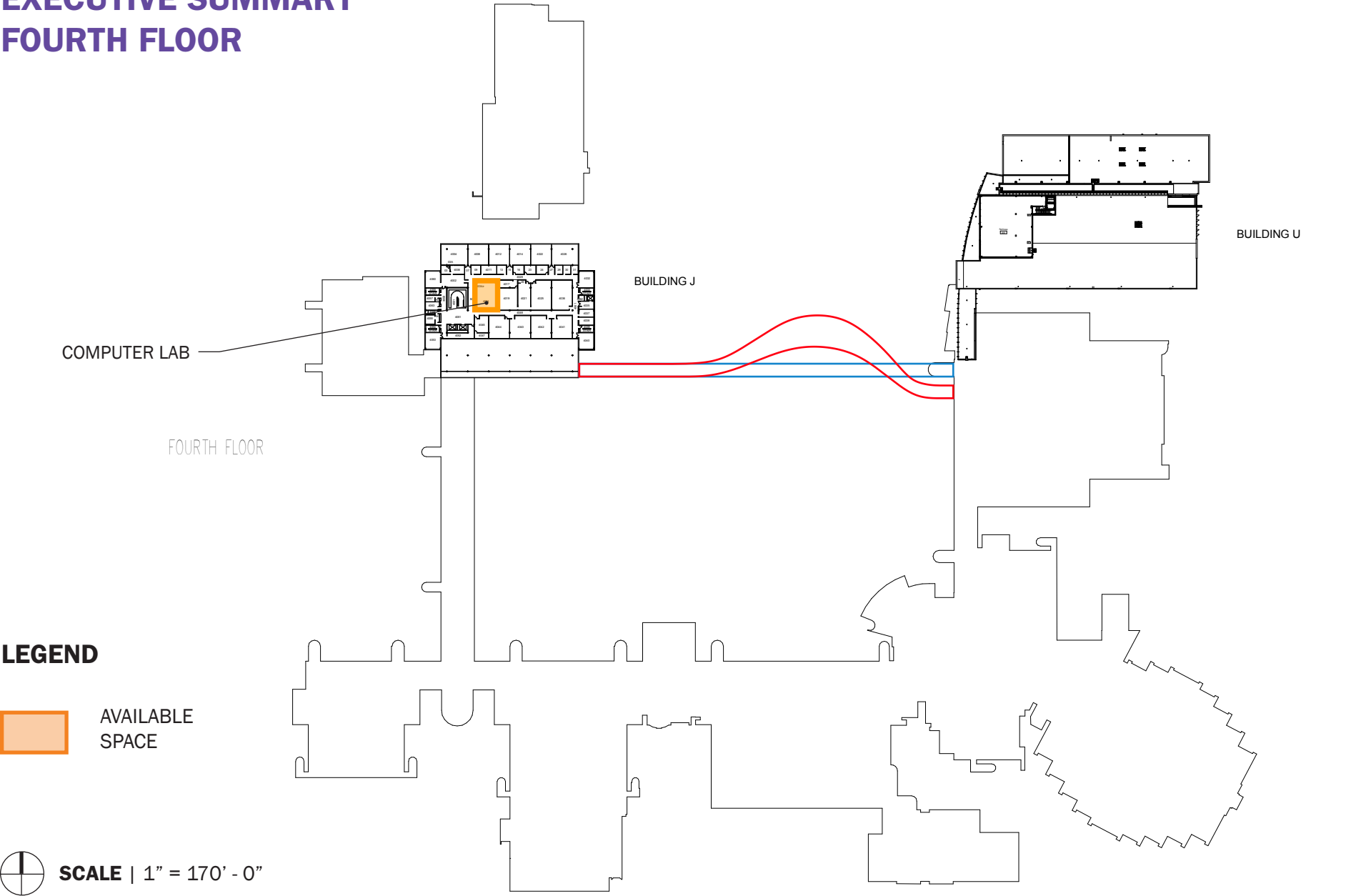
EXECUTIVE SUMMARY

THIRD FLOOR



EXECUTIVE SUMMARY

FOURTH FLOOR





SPACE UTILIZATION UPDATES

SPACE UTILIZATION

Space Utilization of the JJC campus was studied to compare the Fall 2011 classroom and teaching lab use to studies completed using Fall 2006 data. The study utilized the college's scheduling software to produce utilization for mornings, afternoons, and evenings for each day of the week.

First glance indicates classroom utilization for peak times of Monday through Thursdays mornings and evenings has decreased from 62.4% to 56.6%. Teaching Lab utilization decreased slightly from 47.8% to 46.1%. Looking closer at the factors which produce the percentages indicate several important changes at the college.

The total number of classrooms at JJC has increased from 54 to 79 rooms and is now adequate to accommodate the next ten years. This increase alone has caused utilization to decrease. The increase in classroom space was an outcome of the 2008 Master plan which planned to renovate and add classrooms to anticipated enrollment increases over the next two decades. During the same time frame, the fall enrollment has risen 18.6% from 2006 to 2011, which helped offset the overall decrease in utilization. Institutional Research projections indicate these growth trends are expected to continue through 2040.

Mornings and afternoon utilization has decreased as expected with the increase of classrooms, however, evening utilization has increased from 48.2% to 54.5%.

ROMEOVILLE CAMPUS

		Monday (Hours Utilized)				Tuesday (Hours Utilized)				Wednesday (Hours Utilized)				Thursday (Hours Utilized)						
Room Type	Quantity Capacity	Units	AM	Afternoon	PM	Units	AM	Afternoon	PM	Units	AM	Afternoon	PM	Units	AM	Afternoon	PM			
		8am-10pm 14hrs	8am-1pm 5hrs	1pm-5pm 4hrs	5pm-10pm 5hrs	8am-10pm 14hrs	8am-1pm 5hrs	1pm-5pm 4hrs	5pm-10pm 5hrs	8am-10pm 14hrs	8am-1pm 5hrs	1pm-5pm 4hrs	5pm-10pm 5hrs	8am-10pm 14hrs	8am-1pm 5hrs	1pm-5pm 4hrs	5pm-10pm 5hrs	2011	2006	
SSLC Classrooms Seats	14 399	7.923 57%	2.782 56%	1.455 36%	3.686 74%	8.423 60%	2.481 50%	2.154 54%	3.788 76%	8.404 60%	3.173 63%	1.506 38%	3.724 74%	7.897 56%	2.731 55%	1.429 36%	3.737 75%	65%	65%	
SSLB Labs Seats	1 10	2.667 19%	0.000 0%	0.000 0%	2.667 53%	8.250 59%	5.000 100%	3.250 81%	0.000 0%	2.667 19%	0.000 0%	0.000 0%	2.667 53%	10.250 73%	5.000 100%	3.250 81%	2.000 40%	43%		
SSCL Computer Labs Seats	6 124	6.390 46%	1.417 28%	2.000 50%	2.973 59%	5.014 36%	1.972 39%	1.153 29%	1.889 38%	6.445 46%	2.250 45%	2.389 60%	1.806 36%	4.611 33%	1.972 39%	0.833 21%	1.806 36%	40%	20%	
WDL Wet Dry Lab Seats	3 72	9.249 66%	3.666 73%	1.500 38%	4.083 82%	8.668 62%	4.334 87%	2.167 54%	2.167 43%	9.017 64%	3.433 69%	1.500 38%	4.083 82%	6.500 46%	4.333 87%	0.000 0%	2.167 43%	71%	59%	
CN Conference Seats	1 10	2.000 14%	0.000 0%	0.000 0%	2.000 40%	4.000 29%	0.000 0%	0.000 0%	4.000 80%	7.500 54%	2.000 40%	1.500 38%	4.000 80%	4.000 29%	0.500 10%	1.500 38%	2.000 40%	36%		
														Utilization Rate Monday-Thursday 8am-1pm & 5pm-10pm				Rom NC Classrooms	65%	65%
																		Rom NC Wet Labs	71%	59%
Room Type	Quantity Capacity	Units	AM	Afternoon	PM	Units	AM	Afternoon	PM	Units	AM	Afternoon	PM							
		8am-10pm 14hrs	8am-1pm 5hrs	1pm-5pm 4hrs	5pm-10pm 5hrs	8am-10pm 14hrs	8am-1pm 5hrs	1pm-5pm 4hrs	5pm-10pm 5hrs	8am-10pm 14hrs	8am-1pm 5hrs	1pm-5pm 4hrs	5pm-10pm 5hrs							
SSLC Classrooms Seats	14 399	3.500 25%	2.064 41%	0.763 19%	0.673 13%	2.731 20%	2.481 50%	0.250 6%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	31%						
SSLB Labs Seats	1 10	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0%						
SSCL Computer Labs Seats	6 124	0.000 0%	0.000 0%	0.000 0%	0.000 0%	2.389 17%	1.667 33%	0.722 18%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	9%						
WDL Wet Dry Lab Seats	3 72	4.750 34%	3.667 73%	1.083 27%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	26%						
CN Conference Seats	1 10	4.000 40%	0.000 0%	2.000 56%	2.000 56%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	0.000 0%	7%						
														Utilization Rate Friday-Saturday 8am-5pm				Rom NC Classrooms	31%	25%
																		Rom NC Wet Labs	26%	16%

JJC MAIN CAMPUS

		Monday (Hours Utilized)				Tuesday (Hours Utilized)				Wednesday (Hours Utilized)				Thursday (Hours Utilized)				Fall	Fall
Room Type	Quantity Capacity	AM 8am-10pm 14hrs	Afternoon 8am-1pm 5hrs	PM 1pm-5pm 4hrs	PM 5pm-10pm 5hrs	AM 8am-10pm 14hrs	Afternoon 8am-1pm 5hrs	PM 1pm-5pm 4hrs	PM 5pm-10pm 5hrs	AM 8am-10pm 14hrs	Afternoon 8am-1pm 5hrs	PM 1pm-5pm 4hrs	PM 5pm-10pm 5hrs	Units 8am-10pm 14hrs	AM 8am-1pm 5hrs	Afternoon 1pm-5pm 4hrs	PM 5pm-10pm 5hrs	2011	2006
SSLC/LC Classrooms Seats	79 2,481	8.274 59%	3.206 64%	2.128 53%	2.940 59%	7.240 52%	2.688 54%	1.967 49%	2.585 52%	8.109 58%	3.186 64%	2.138 53%	2.786 56%	7.165 51%	2.727 55%	1.906 48%	2.532 51%	Classrooms 56.6%	62.4%
SSLB/LB Labs Seats	43 1,016	6.559 47%	2.545 51%	1.785 45%	2.229 45%	6.071 43%	2.320 46%	1.314 33%	2.438 49%	6.606 47%	2.472 49%	1.866 47%	2.267 45%	5.385 38%	2.110 42%	1.234 31%	2.041 41%	Labs 46.1%	47.8%
SSCL Computer Labs Seats	23 542	4.743 34%	1.906 38%	1.319 33%	1.518 30%	4.572 33%	1.293 26%	1.145 29%	2.134 43%	5.370 38%	1.949 39%	1.493 37%	1.928 39%	4.431 32%	1.062 21%	1.159 29%	2.210 44%	Computer Labs 35.0%	46.8%
		Utilization Rate Monday-Thursday 8am-1pm & 5pm-10pm												Main Classrooms				56.6%	62.4%
														Main Labs				46.1%	47.8%
		Friday (Hours Utilized)				Saturday (Hours Utilized)				Sunday (Hours Utilized)									
Room Type	Quantity Capacity	Units 8am-10pm 14hrs	AM 8am-1pm 5hrs	Afternoon 1pm-5pm 4hrs	PM 5pm-10pm 5hrs	Units 8am-10pm 14hrs	AM 8am-1pm 5hrs	Afternoon 1pm-5pm 4hrs	PM 5pm-10pm 5hrs	Units 8am-10pm 14hrs	AM 8am-1pm 5hrs	Afternoon 1pm-5pm 4hrs	PM 5pm-10pm 5hrs						
SSLC/LC Classrooms Seats	79 2,481	5.598 40%	2.241 45%	1.338 33%	2.020 40%	0.652 5%	0.238 5%	0.120 3%	0.293 6%	0.145 1%	0.095 2%	0.016 0%	0.034 1%	15%					
SSLB/LB Labs Seats	43 1,016	2.893 21%	2.059 41%	0.733 18%	0.101 2%	0.378 3%	0.302 6%	0.076 2%	0.000 0%	0.192 1%	0.116 2%	0.076 2%	0.000 0%	12%					
SSCL Computer Labs Seats	23 542	2.764 20%	1.069 21%	0.630 16%	1.065 21%	0.159 1%	0.159 3%	0.000 0%	0.000 0%	0.152 1%	0.000 0%	0.000 0%	0.152 3%	7%					
		Utilization Rate Friday-Sunday 8am-5pm												Main Classrooms				15.0%	37.7%
														Main Labs				12.5%	10.9%

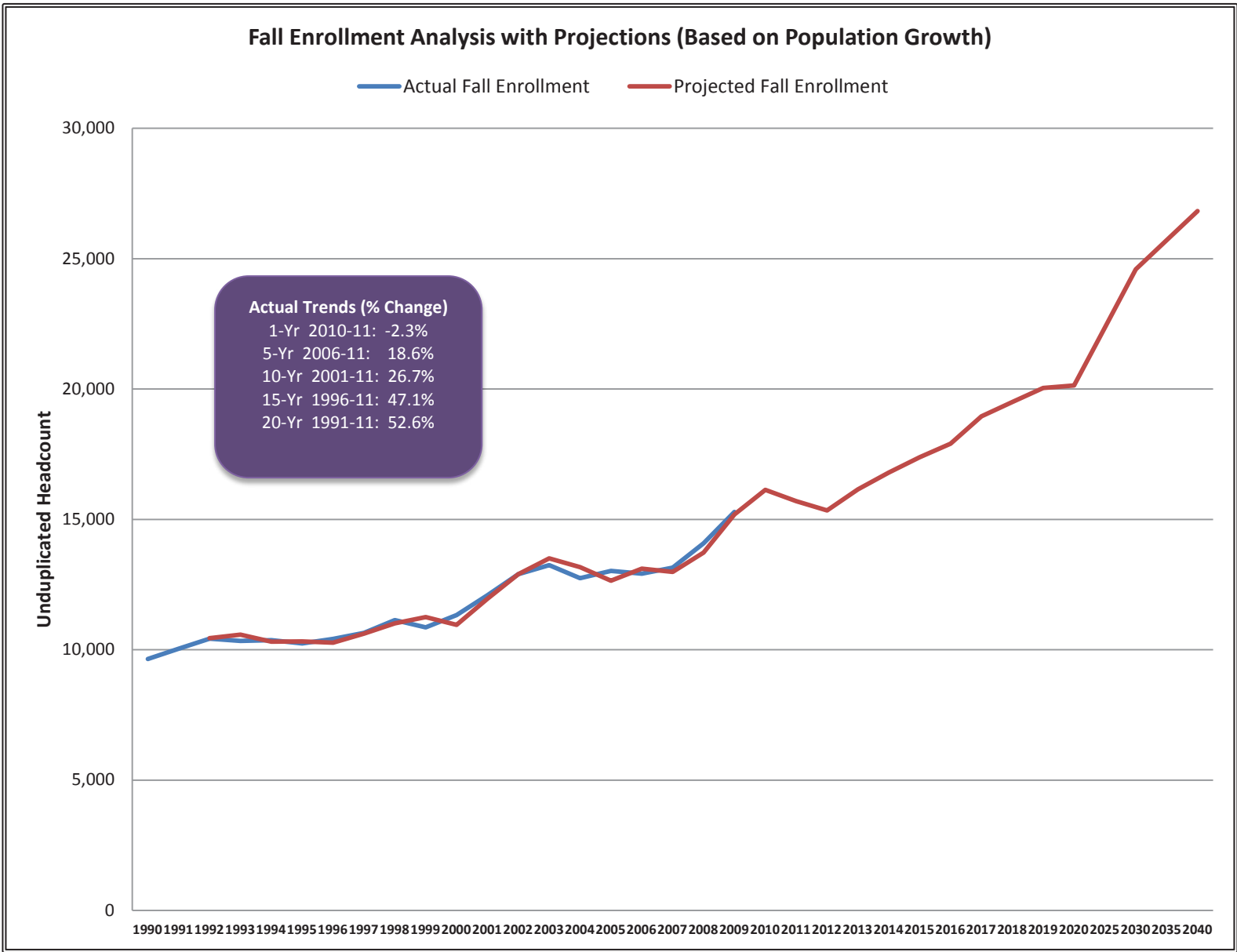
ENROLLMENT ANALYSIS WITH PROJECTIONS

	Fall Enrollment											
	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Actual Fall Enrollment	9,645	10,043	10,427	10,336	10,369	10,248	10,414	10,647	11,137	10,858	11,334	12,089
Projection	-	-	10,442	10,581	10,307	10,325	10,271	10,615	11,011	11,254	10,960	11,960
Error	-	-	15	245	-62	77	-143	-32	-126	396	-374	-129
	-	-	0.1%	2.4%	-0.6%	0.8%	-1.4%	-0.3%	-1.1%	3.6%	-3.3%	-1.1%

	Fall Enrollment											
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Actual Fall Enrollment	12,904	13,245	12,751	13,022	12,924	13,149	14,088	15,288	15,676	15,322	-	-
Projection	12,899	13,509	13,173	12,649	13,111	12,988	13,733	15,191	16,133	15,698	15,343	16,153
Error	-5	264	422	-373	187	-161	-355	-97	457	376	-	-
	0.0%	2.0%	3.3%	-2.9%	1.4%	-1.2%	-2.5%	-0.6%	2.9%	2.5%	-	-

	Fall Enrollment											
	2014	2015	2016	2017	2018	2019	2020	2025	2030	2035	2040	
Actual Fall Enrollment	-	-	-	-	-	-	-	-	-	-	-	
Projection	16,799	17,387	17,906	18,953	19,500	20,047	20,136	22,366	24,596	25,711	26,826	
Error	-	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	

FALL ENROLLMENT ANALYSIS WITH PROJECTIONS



SPACE UTILIZATION BY BUILDING

Classrooms

					Monday				Tuesday				Wednesday				Thursday											
Building	Type	Quantil % / Rooms	Total		Units	AM	Afternoon	PM	Units	AM	Afternoon	PM	Units	AM	Afternoon	PM	Units	AM	Afternoon	PM	Peak Utiliz.	Fr-Su	M-Th	Average Hours				
					8am-10pm	8am-12	12-5pm	5pm-10	8am-10pm	8am-12	12-5pm	5pm-10	8am-10pm	8am-12	12-5pm	5pm-10	8am-10pm	8am-12	12-5pm	5pm-10	8am-12	1/2 hr Units	1/2 hr Units	per Week				
					1/2 hour units	14hrs	4hrs	5hrs	5hrs	1/2 hour units	14hrs	4hrs	5hrs	5hrs	1/2 hour units	14hrs	4hrs	5hrs	5hrs	1/2 hour units	14hrs	4hrs	5hrs	5hrs				
Main Campus																												
Building A	LC	3	6.1%		51	18	18	15	26	9	8	9	51	20	18	13	41	15	6	20		117	169	48				
					61%	75%	60%	50%	31%	38%	27%	30%	61%	83%	60%	43%	49%	63%	20%	67%	55.1%							
Building B	LC	7	14.3%		104	46	32	26	115	51	29	35	79	42	27	10	119	51	27	41		46	417	33				
					53%	82%	46%	37%	59%	91%	41%	50%	40%	75%	39%	14%	61%	91%	39%	59%	59.9%							
Building C	LC	8	16.3%		148	56	44	46	139	42	60	37	117	54	41	32	129	48	43	42		203	533	46				
					66%	88%	55%	58%	62%	66%	75%	46%	52%	84%	51%	40%	58%	75%	54%	53%	62.0%							
Building D	LC	2	4.1%		33	11	10	12	24	3	10	11	34	11	10	13	31	11	11	9		87	122	52				
					59%	69%	50%	60%	43%	19%	50%	55%	61%	69%	50%	65%	55%	69%	55%	45%	56.3%							
Building E	LC	1	2.0%		16	4	7	5	13	6	7	0	16	4	7	5	13	6	7	0		4	58	31				
					57%	50%	70%	50%	46%	75%	70%	0%	57%	50%	70%	50%	46%	75%	70%	0%	41.7%							
Building F	LC	2	4.1%		36	10	15	11	40	14	11	15	33	10	14	9	38	14	12	12		54	147	50				
					64%	63%	75%	55%	71%	88%	55%	75%	59%	63%	70%	45%	68%	88%	60%	60%	66.0%							
Building G	LC	1	2.0%		19	6	5	8	17	5	7	5	22	8	5	9	15	5	7	3		14	73	44				
					68%	75%	50%	80%	61%	63%	70%	50%	79%	100%	50%	90%	54%	63%	70%	30%	68.1%							
Building J	LC	13	26.5%		216	86	83	47	215	86	74	57	215	78	81	70	203	85	64	64		336	849	46				
					59%	83%	64%	36%	59%	83%	57%	44%	59%	75%	62%	54%	56%	82%	49%	49%	61.2%							
Building K	LC	5	10.2%		94	34	30	30	91	37	31	23	95	34	32	29	85	37	34	14		57	365	42				
					67%	85%	60%	60%	65%	93%	62%	46%	68%	85%	64%	58%	61%	93%	68%	28%	66.1%							
Building T	LC	11	22.4%		199	82	62	54	194	72	56	62	209	83	67	58	186	70	60	54		264	788	48				
					65%	93%	56%	49%	63%	82%	51%	56%	68%	94%	61%	53%	60%	80%	55%	49%	67.6%							
Building V	LC	1	2.0%		18	4	6	8	18	6	6	6	10	0	4	6	22	8	6	8		20	68	44				
					64%	50%	60%	80%	64%	75%	60%	60%	36%	0%	40%	60%	79%	100%	60%	80%	63.9%							
Building KK	LC	0	0.0%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0	0				
					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-								
54					934	357	312	262	892	331	299	260	881	344	306	254	882	350	277	267		1202	3589					
					62%	83%	58%	49%	59%	77%	55%	48%	58%	80%	57%	47%	58%	81%	51%	49%								
Peak					Peak				Peak				Peak				Peak											
8am-Noon & 5-10pm M-Th					Mondays:		63.7%		Tuesdays		60.8%		Wednesdays		61.5%		Thursdays		63.5%									
The utilization analysis was based upon the Fall 2006 master schedule. Courses or use of a room which were not documented within the JJC scheduling software, were not included within the utilization calculations.													Utilization Rate				Classrooms											
																	Monday-Thursday											
																	8am-Noon & 5-10pm				62.4%							
																	Average Weekly Hours Utilized				44							

3

SPACE NEEDS RECOMMENDATIONS

SPACE NEEDS RECOMMENDATIONS

The Master Plan Update Committee identified that the Main Campus, Romeoville Campus, Morris Education Center, Frankfort Education Center and Weitendorf Agricultural Education Center would all be included in the process as future space needs requests were investigated; the City Center Campus was intentionally omitted from this update because of the current ongoing development at this location.

The process for assessing these space needs requests included interviews with key personnel from selected departments at each of the campuses, and the development of space needs spreadsheets that compare these 10-year space requests to existing space allocations. The minutes for these interview meetings and the space needs spreadsheets (net areas only) are included in the Appendix of this document.

As the master planning process unfolded, and the requested space needs at all locations were considered by the Master Plan Update Committee and the Senior Leadership Team, the space needs that follow for the Main Campus and Romeoville Campus were determined to be further developed as consensus components of the Master Plan Update. The net areas previously developed for these selected campuses, divisions and departments were then further analyzed to confirm related gross areas for use in the master planning process.

Program Summary, Areas and Estimated Costs

Campus	Department/Function	NET AREAS			GROSS AREAS			REMARKS
		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			Bldg. J (1st floor) Rooms 1007 and 1042
	Conference/Corporate Training Center	0	5,885	5,885			8,226	include in New Multi-Purpose Facility
	Deans' Office (CTE)	0	260	260	360			Bldg. T (1st floor)
	Fine Arts (New Theatre Entry)				6,472	5,400		Addition & Renovation to Bldg. K (1st floor only)
	Nursing & Allied Health	0	2,650	2,650				
	S.T. Lab, F.S. Lab and corridors				3,450			Bldg. U (1st floor shell space)
	Information/Reception				110			Bldg. U (1st floor shell space)
	Auditorium Reception and Storage				187			Bldg. U (1st floor)
	Phi Theta Kappa and Honors Program	0	750	750	825			Bldg. J (lower level)
	Physical Education	10,591	17,226	8,635			24,870	include in New Multi-Purpose Facility
	Tutoring/Computing Center	0	7,510	7,510	9,908			Bldg. C (2nd floor)
	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	include in New Multi-Purpose Facility
	Student Activities	6,128	6,900	772	849			Bldg. H (Bridge)
	Student Activities (Cyber Café/Gaming)	1,723	2,585	862	2,844	0		Bldg. H (Bridge)
	Veterans (Financial Aid)	0	1,332	1,332	1,732			Bldg. C (1st floor)
	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			Bldg. J (2nd floor)
	Information Technology Help Desk	358	500	142	550			Bldg. C (1st floor)
	LSTS subtotal:	358	500	142	830	0	0	
	Administrative Services							
	Bookstore (Staging)	0	1,000	1,000	1,150			Bldg. A (2nd floor)
	Bookstore (Cashier Revisions)				724			Bldg. A (1st floor)
	Campus Police	2,092	8,071	5,979		12,914		Addition to Bldg. G (1st floor only)
	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	Bldgs. A&C (only wall space required for display)
	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			J-0004, J-0006, J0008, J-0010, J-0014, J-0016
	2 new Conference Rooms and Corridor				566			1st floor, Bldg. J (old Admissions space)
	New Computer Lab & Conference Room				994			4th floor, Bldg. J (old iCampus Testing space)
	Faculty Work Room				352			4th floor, Bldg. J (old Institutional Research space)
	Future Classroom & Lab Space				3,225			Bldg. U (1st floor shell space)
	Future Office Space				450			Bldg. U (1st floor shell space)
	Future Office Space				2,307			D-1005, J-1007, J-2002
	2 New High Tech Classrooms				1,750			Bldg. J (old Board Room and President's Lobby)
	3 New Large Classrooms				3,423			Bldg. J (3rd floor shell space)
	New Bridge & Relocate Schoolhouse					7,520		Connect Bldgs. J&T (16' wide x 470' long)
	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	
ROMEOVILLE	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	

4

**ROMEONVILLE
CAMPUS
CONSENSUS
RECOMMENDATIONS**

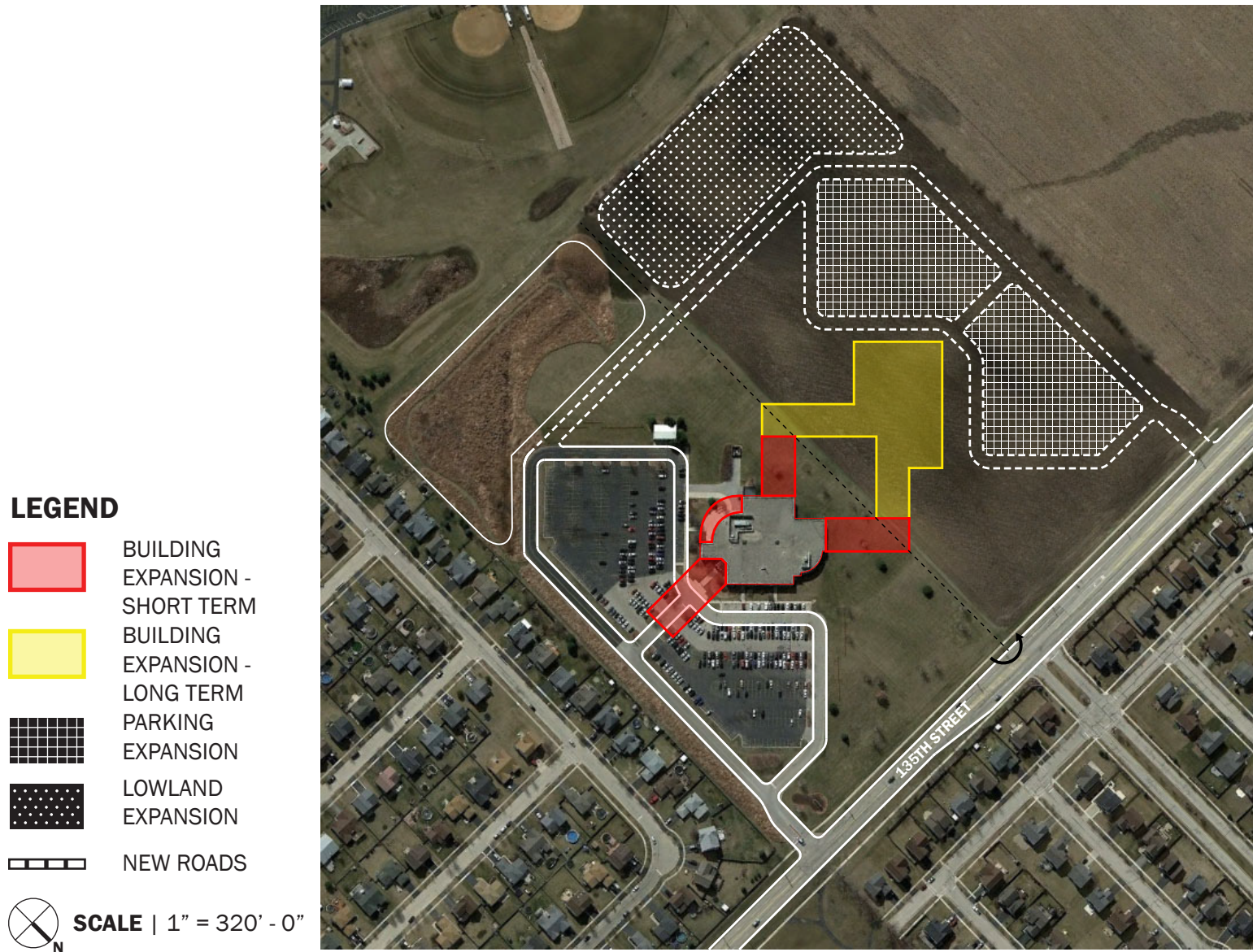
ROMEOVILLE CAMPUS CONSENSUS RECOMMENDATIONS

With enrollment currently at approximately 4,000 students, the Romeoville Campus is experiencing the most pronounced growth rate when compared to the other JJC campuses. Additional space for both academic programs and student development space are needed to respond to this growth and provide for a more self-sufficient operation and delivery of educational services.

The current site development, being situated on the eastern half of the 40-acre site, has ample room to the west for the building additions identified as part of this update. While the expansion of parking lots can also be easily accommodated, it has been determined that the amount of parking is currently adequate for the current enrollment.

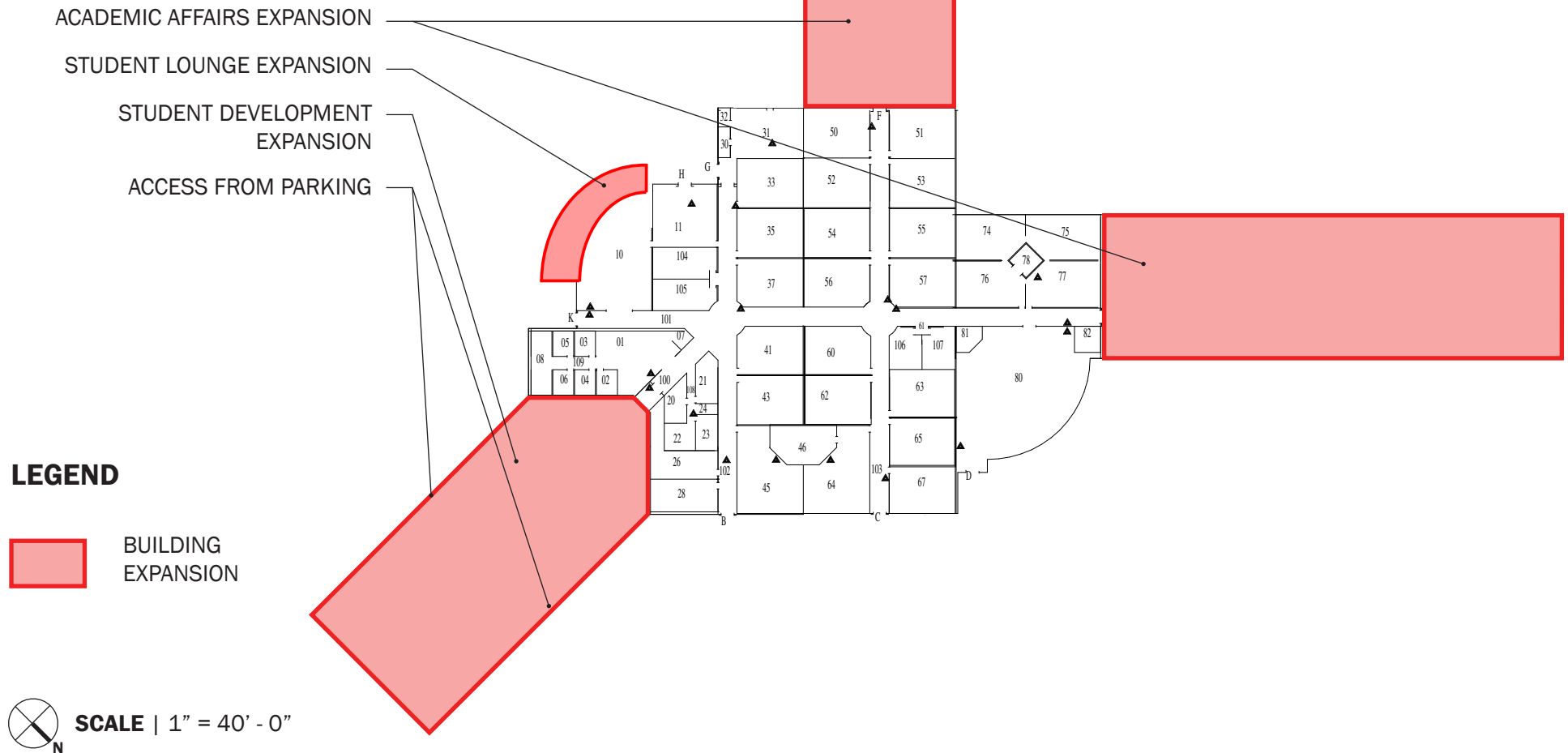
Additions for both student services and academic programs will be required to accommodate the identified space needs at the existing 1-story building. The main student development expansion will extend east from the building's main entry, and a smaller expansion of the existing student lounge will extend to the south. Expansion for additional academic space will extend from the existing classroom wings to the northwest and southwest. This academic expansion can be accomplished by either of the floor plan options that follow.

ROMEIOVILLE AERIAL



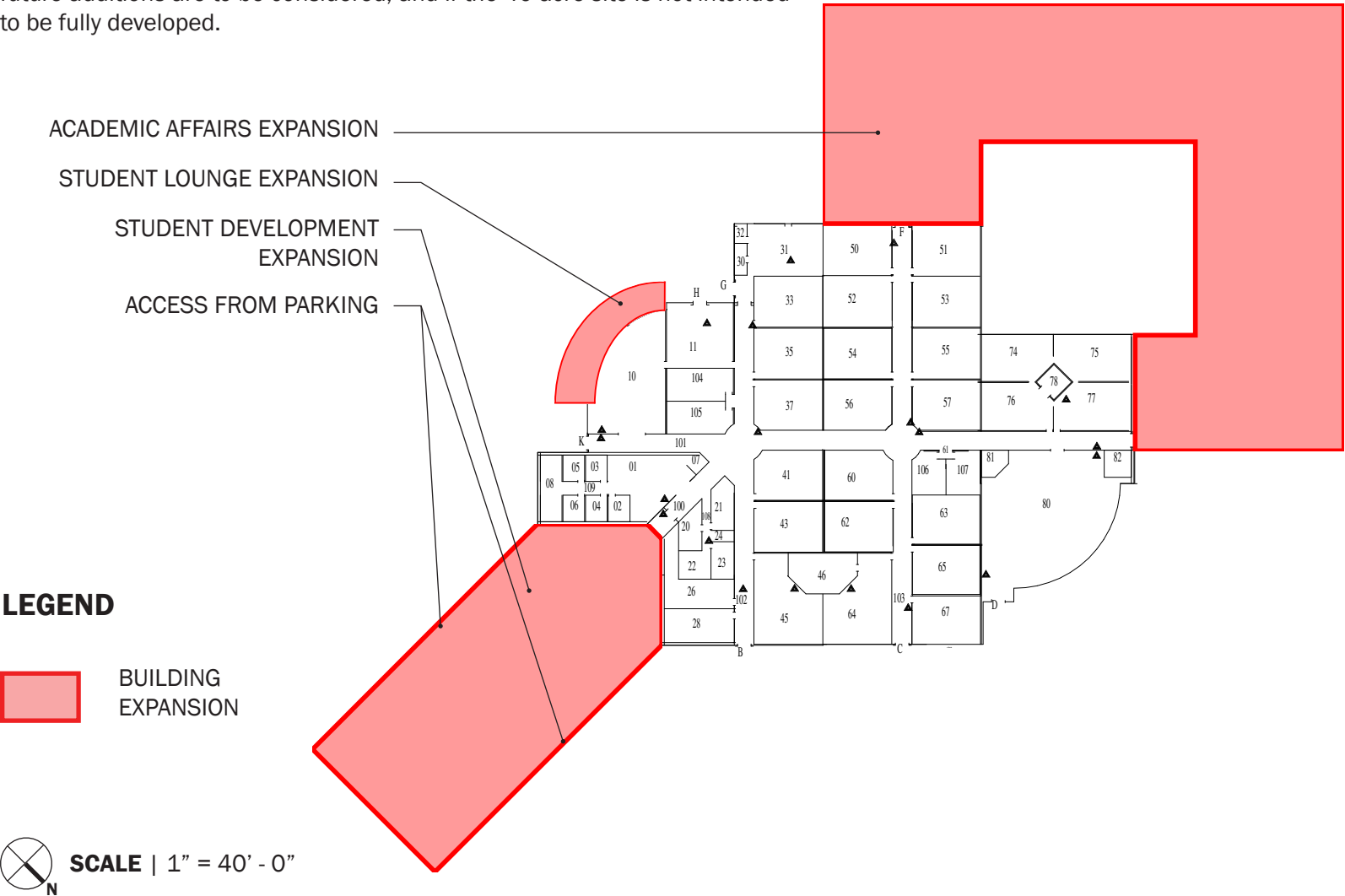
ROMEVILLE CAMPUS FIRST FLOOR | OPTION 1

Option 1 includes two additions for the expansion of Student Development and Student Lounge functions, as well as two additions for Academic Affairs functions. This option is recommended to accommodate longer term future additions and the ultimate development of the 40-acre site as indicated on the previous page.



ROMEOVILLE CAMPUS FIRST FLOOR | OPTION 2

Option 2 also includes two additions for the expansion of Student Development and Student Lounge functions, but only one addition for the Academic Affairs functions. This option is recommended if no longer term future additions are to be considered, and if the 40-acre site is not intended to be fully developed.





MAIN CAMPUS CONSENSUS RECOMMENDATIONS

SITE

Several site components from the 2008 College Master Plan that were not implemented are still being included in the 2013 Master Plan Update. The Athletics and Physical Education facility previously envisioned has now been reconsidered as a multi-purpose facility that would combine Athletics, Physical Education, Conference Center and Corporate Training. With the recent elimination of the JJC football program, the site for this new multi-purpose facility is now indicated at the football field location, just west of its former proposed site in South Lot 2. By re-thinking this site location, the 411 parking spaces in South Lot 2 will not be lost to make way for this new building.

The new Bridge that would connect Building J and Building T is another unimplemented component from the 2008 plan that is included again as part of this 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. The Cronin Schoolhouse will have to be relocated in order to accommodate the new bridge if it is aligned as a “straight” connection (Option 1) between buildings J and

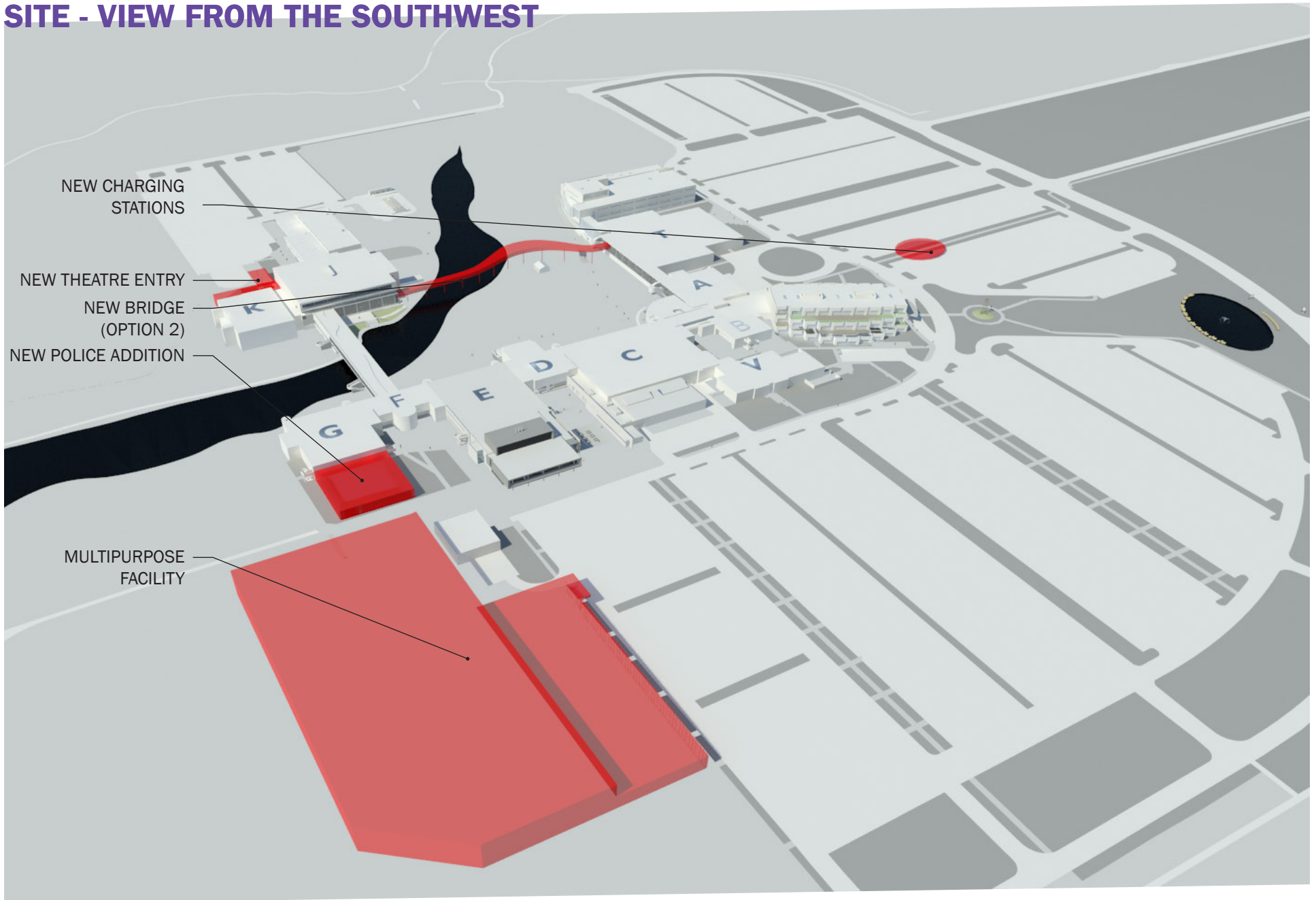
T. However, if the bridge is aligned to curve to the north (Option 2), the schoolhouse will not have to be relocated. The cost to curve the bridge will offset the schoolhouse relocation.

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.

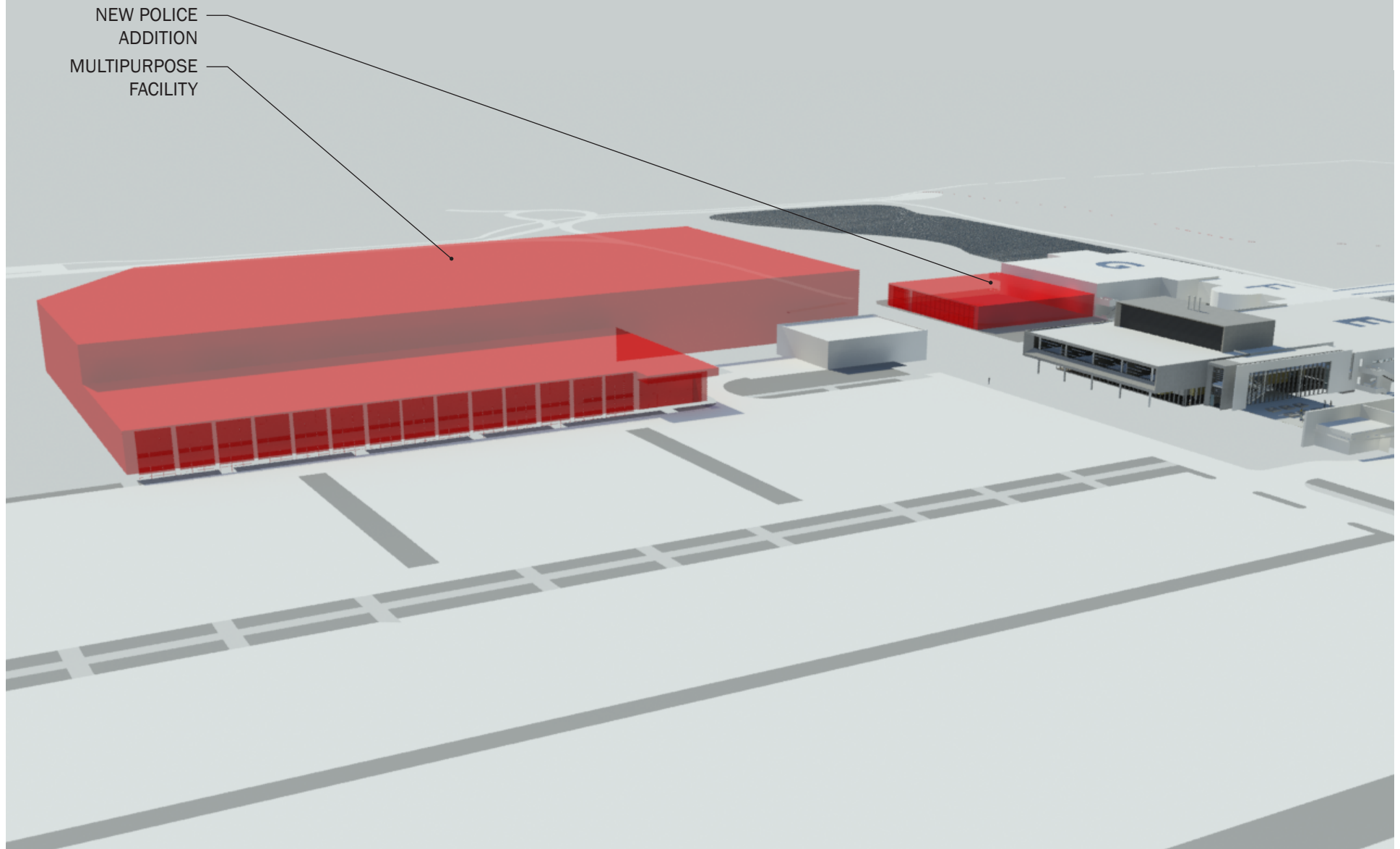
Another new site component is a 1-story Police addition to the south of Building G. This location would accommodate direct access to dedicated parking for police squad cars as well as a 24-hour entry from the exterior.

And following through on the college’s goal to become more sustainable, a designated charging station area has been designated in the parking lot just east of the Campus Center (Building A) entry.

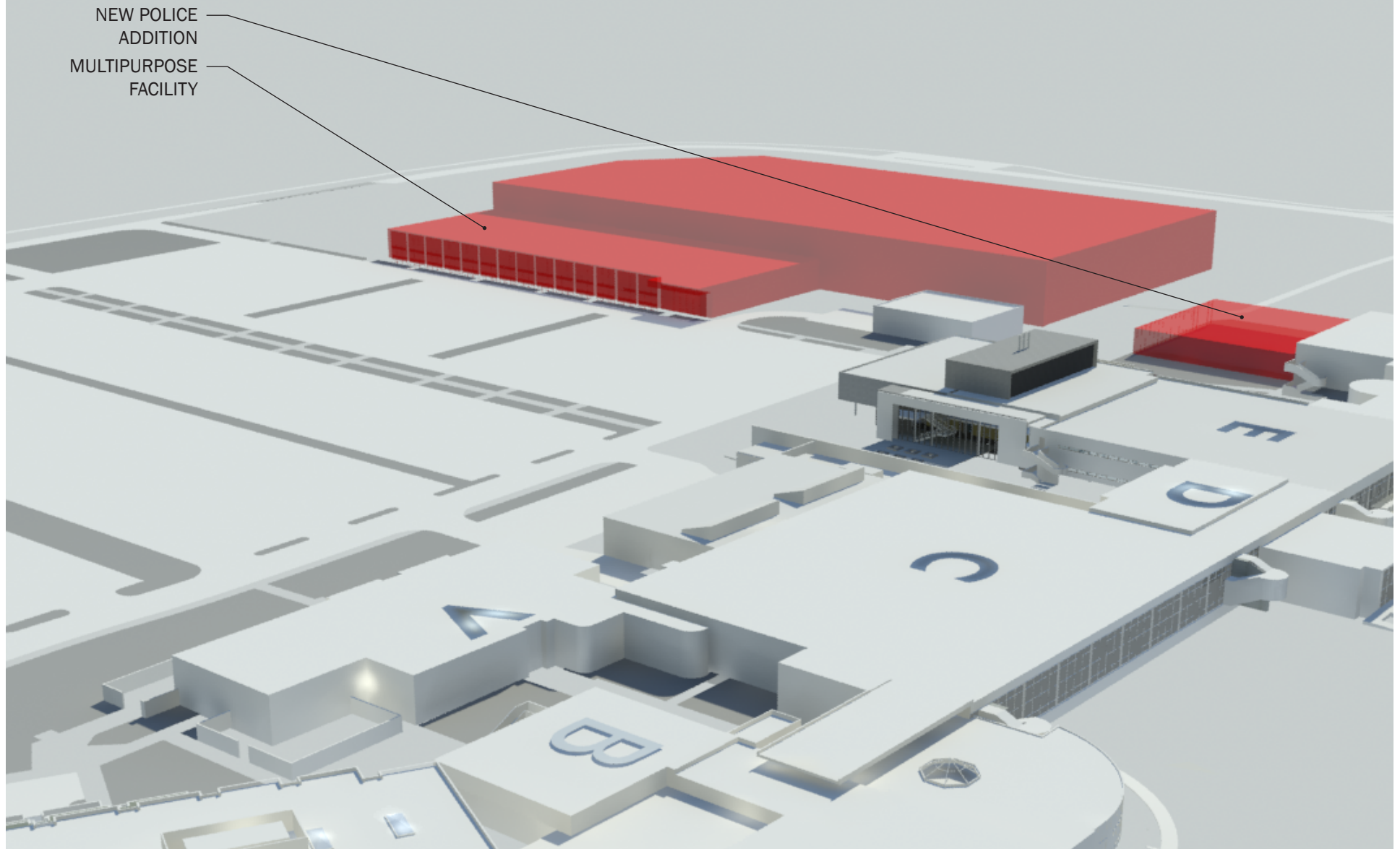
SITE - VIEW FROM THE SOUTHWEST



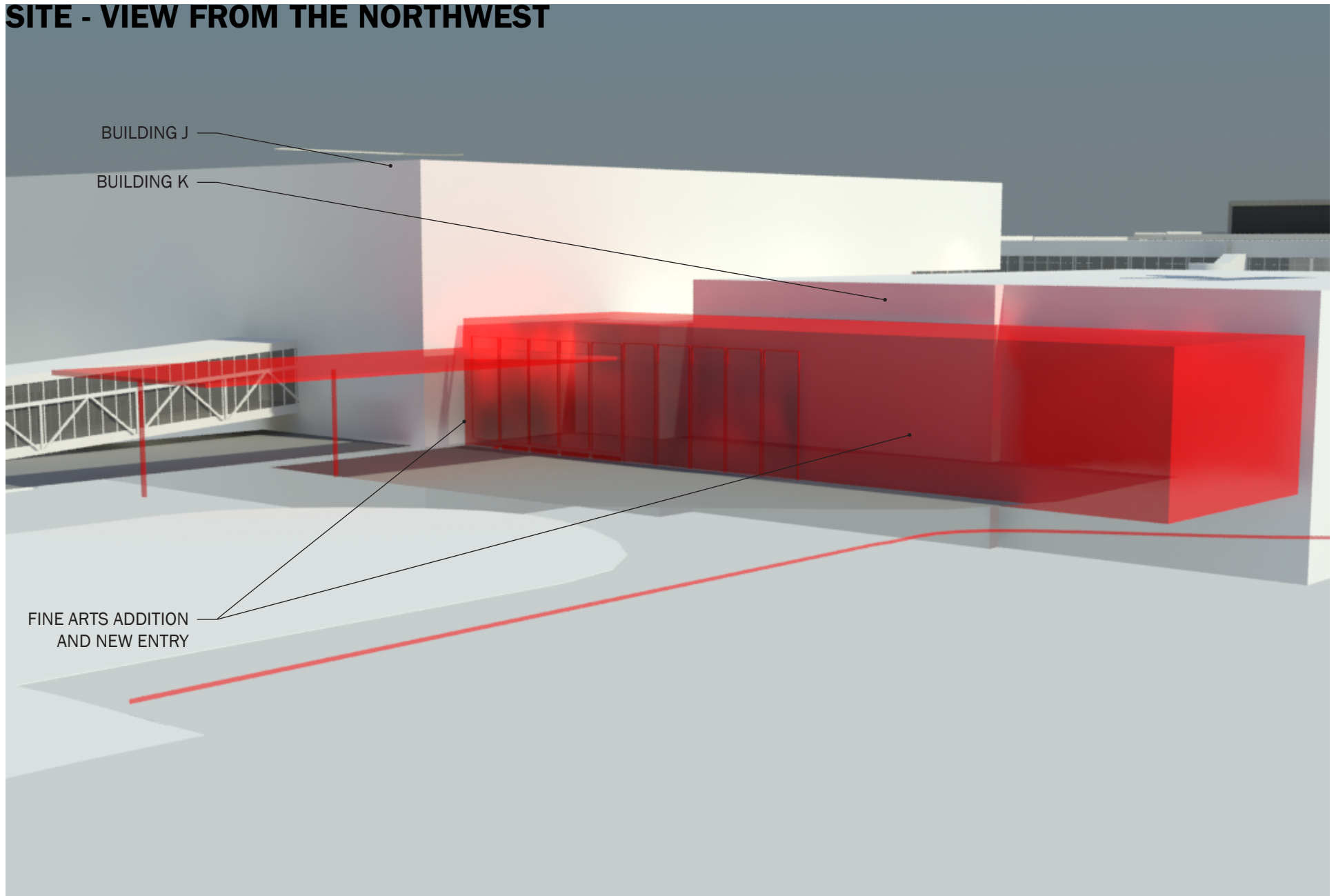
SITE - VIEW FROM THE EAST



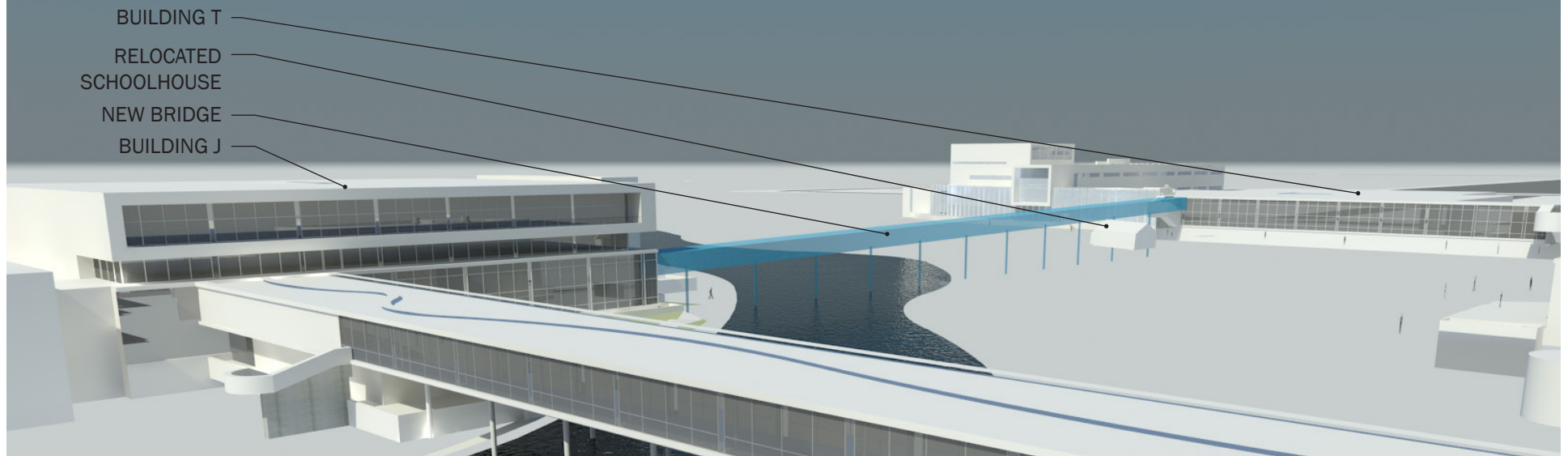
SITE - VIEW FROM THE NORTHEAST



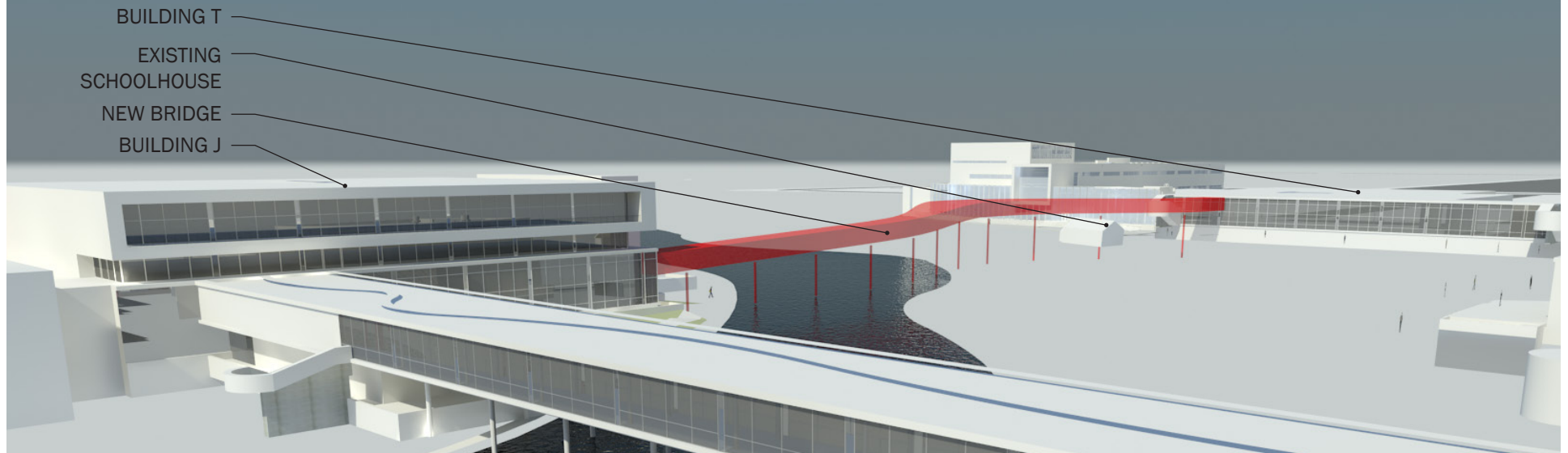
SITE - VIEW FROM THE NORTHWEST



SITE - VIEW FROM THE SOUTHWEST - Option 1

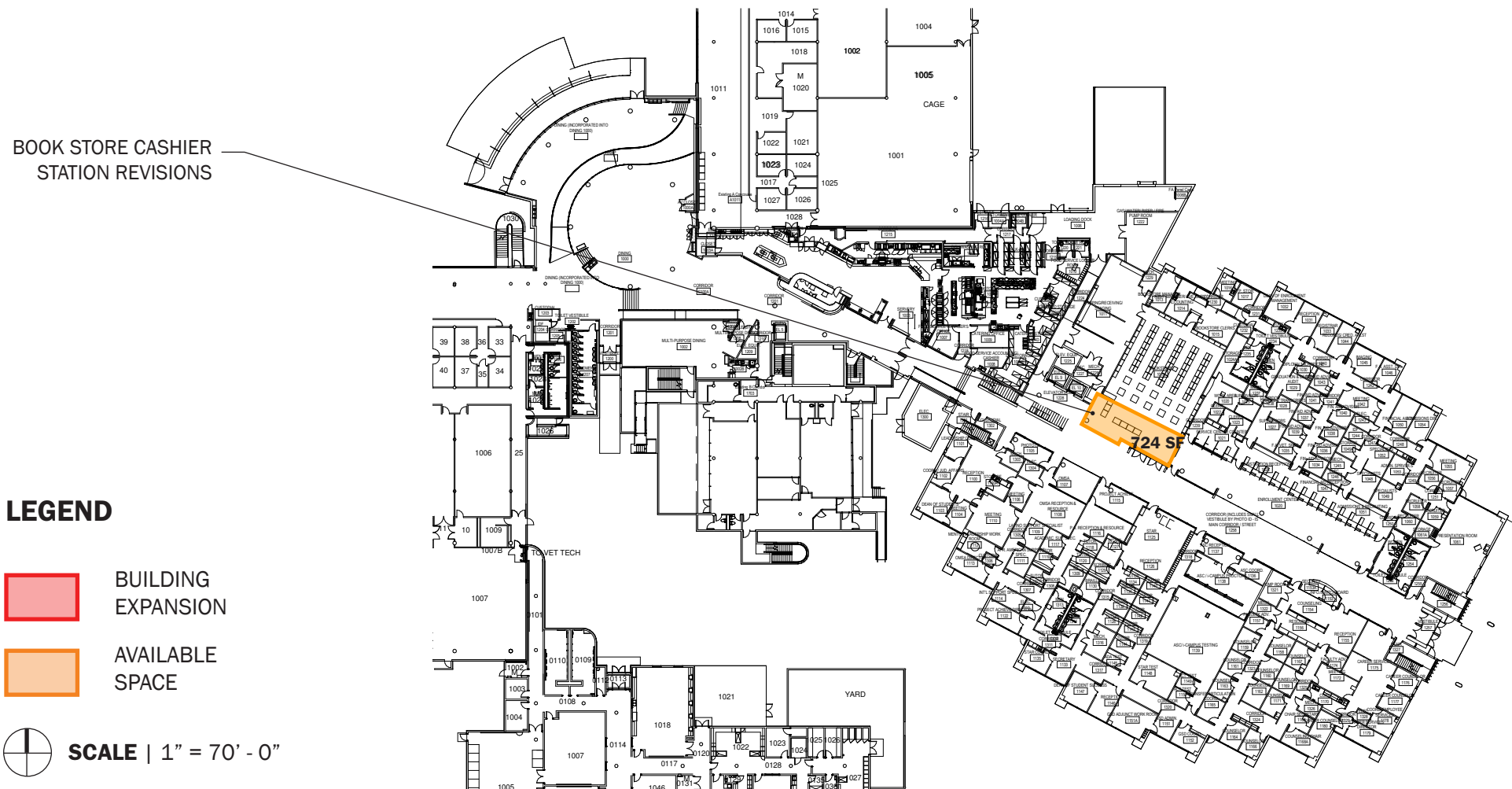


SITE - VIEW FROM THE SOUTHWEST - Option 2



BUILDING A - FIRST FLOOR PLAN

While the Campus Center is a new building, several revisions with regard to the Bookstore are being included to improve operations. On the first floor, some minor renovations are needed to relocate the cashier stations and maximize customer flow.



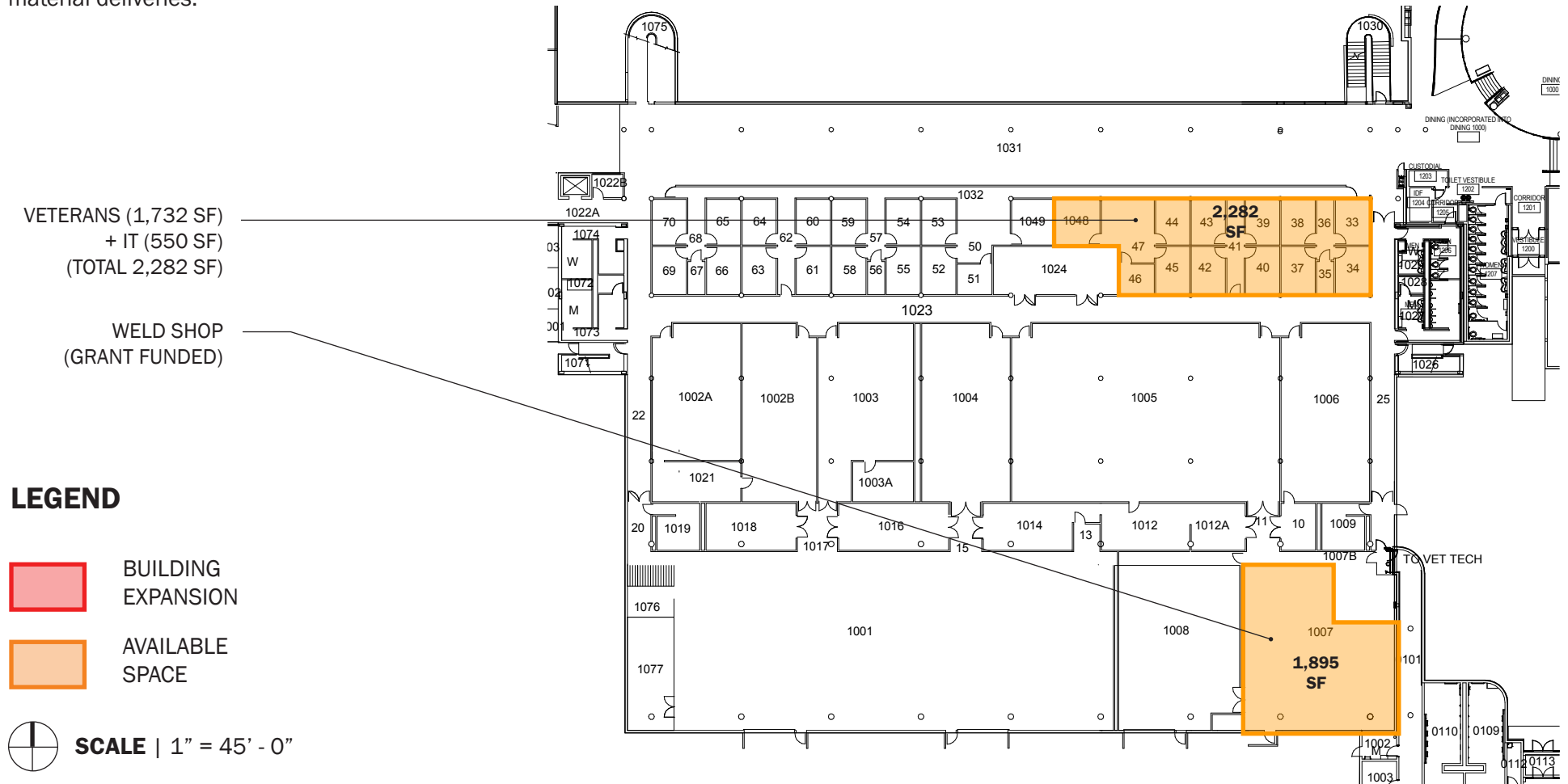
BUILDING A - SECOND FLOOR PLAN

On the second floor, an unassigned space needs to be finished and closed off from the corridor to provide a dedicated space for book staging.



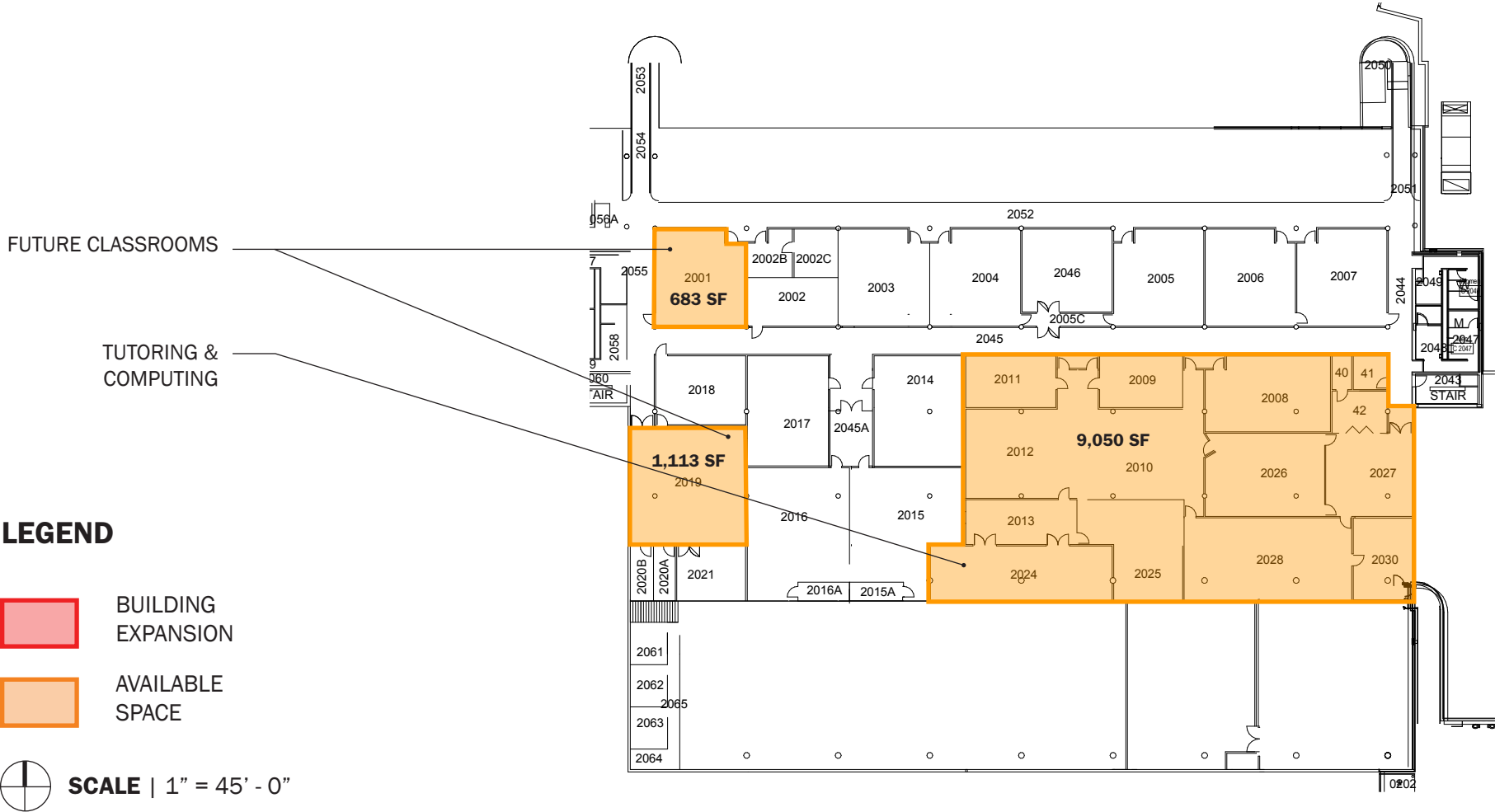
BUILDING C - FIRST FLOOR PLAN

With the completion of the Health Professions Center (Building U), space has become available on both the first and second floors. On the first floor, the former office area will provide a very visible location for the Veterans Center with direct access to the Campus Center and other related student services. Also on the first floor, the new Weld Shop location, in the former CNA lab, is adjacent to other similar programs and has good access for material deliveries.



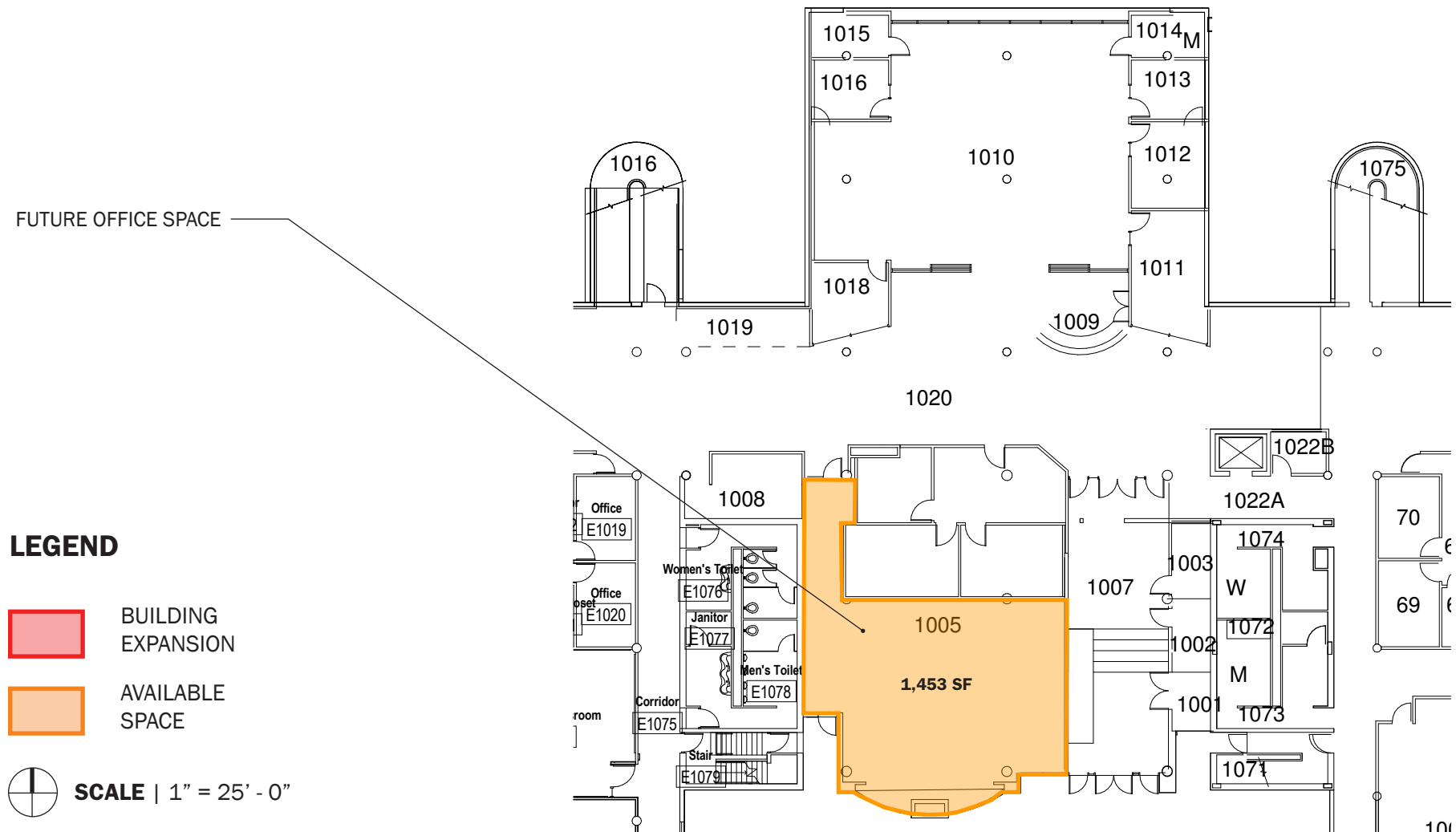
BUILDING C - SECOND FLOOR PLAN

On the second floor, the vacated Nursing program instructional spaces will make way for a new Tutoring and Computing Center, as well as several additional classrooms.



BUILDING D - FIRST FLOOR PLAN

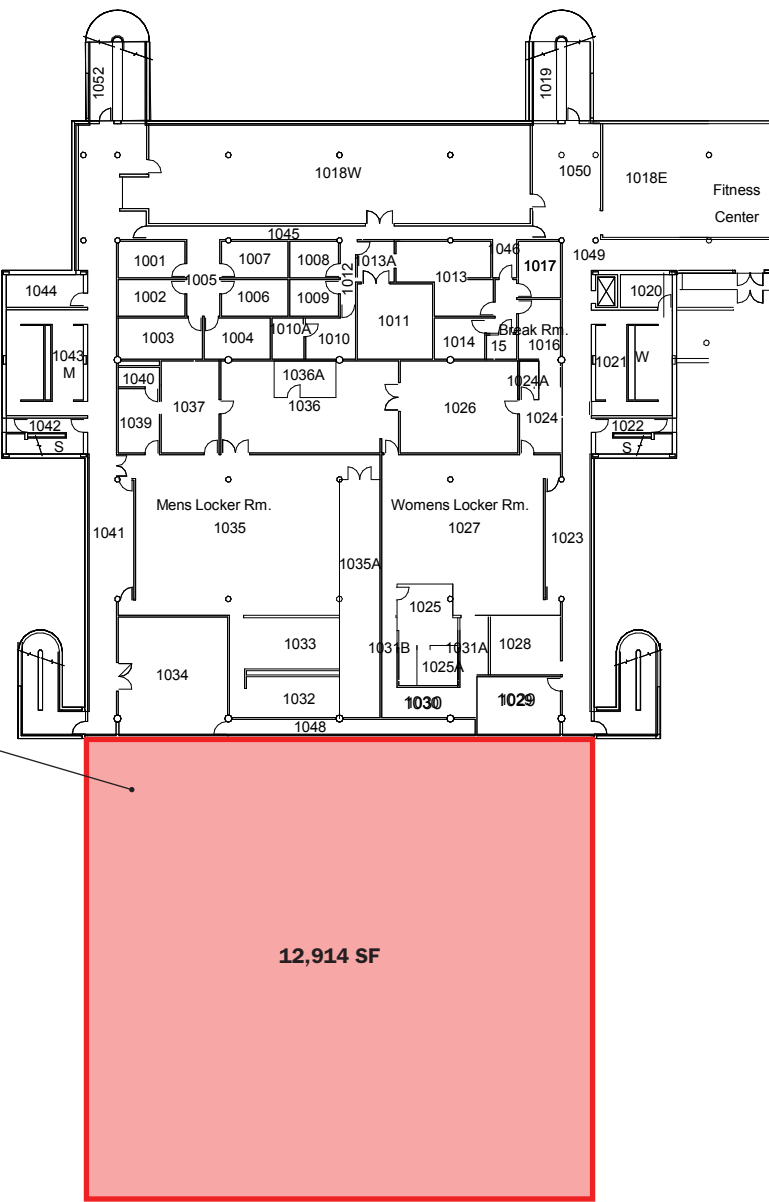
With the Cyber Café being relocated to the Bridge, Room 1005 will provide a very accessible location for future office space.



BUILDING G - FIRST FLOOR PLAN



The Campus Police addition to the south of Building G would provide direct interior access to the campus interior. With the completion of the Campus Police addition and the new Multipurpose Building, additional space on the first and second floors of Building G would become available for additional re-purposing.

As an option, the Campus Police space needs could be accomodated in renovated space on the first floor of Building G after this new Multipurpose Facility is constructed.



NEW CAMPUS POLICE STATION

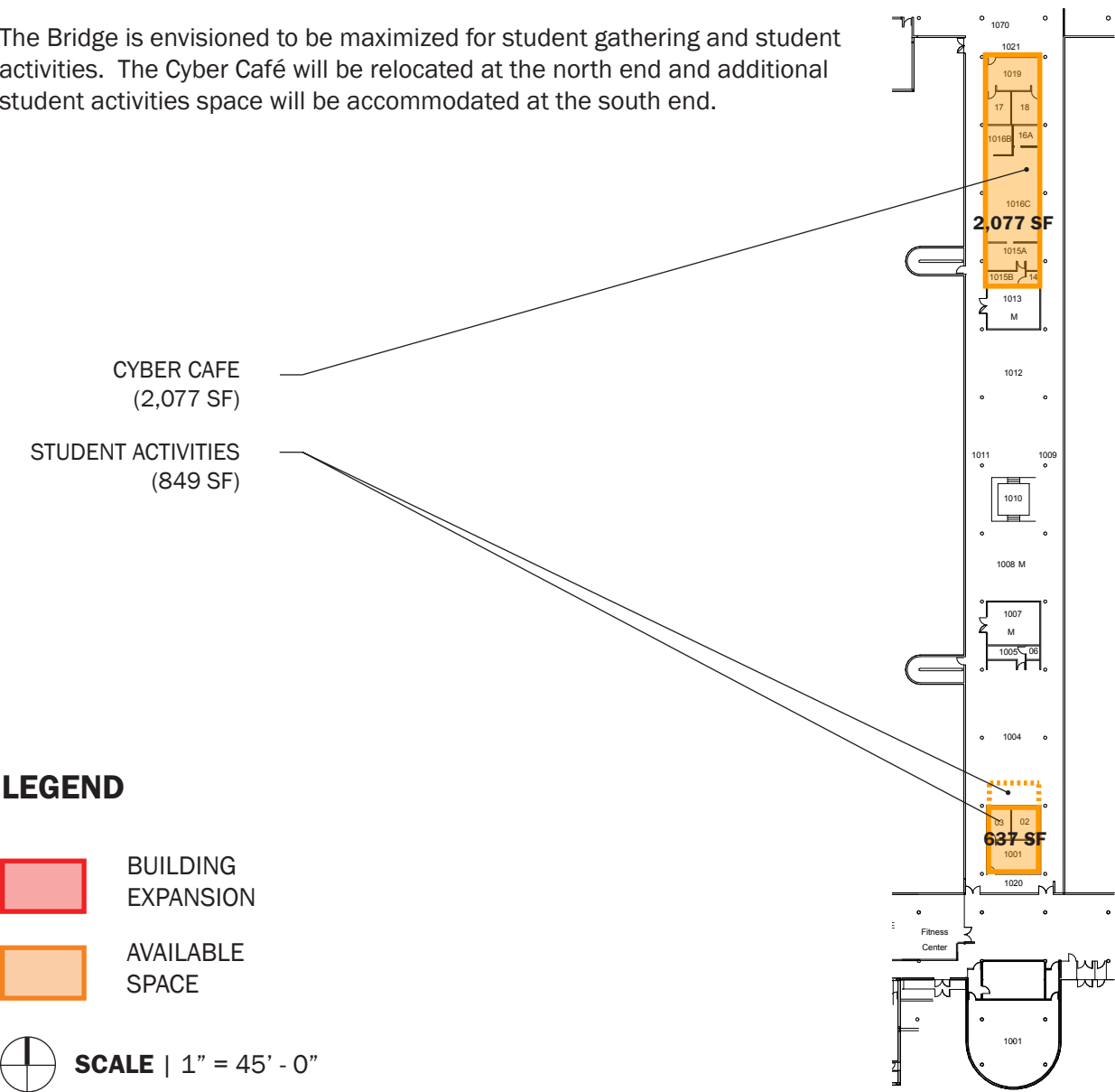
LEGEND

-  BUILDING EXPANSION
-  AVAILABLE SPACE

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

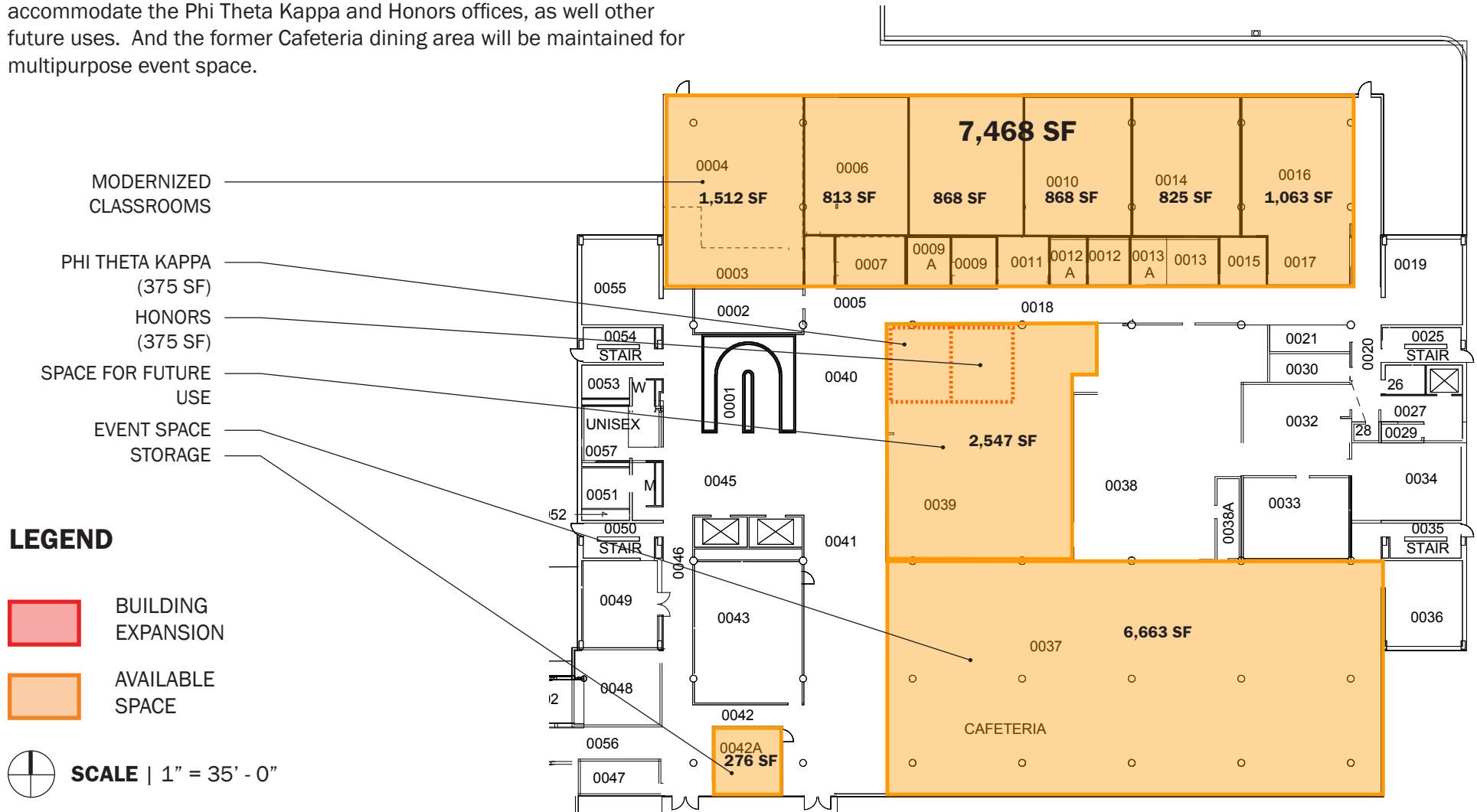
BUILDING H - FIRST FLOOR PLAN

The Bridge is envisioned to be maximized for student gathering and student activities. The Cyber Café will be relocated at the north end and additional student activities space will be accommodated at the south end.



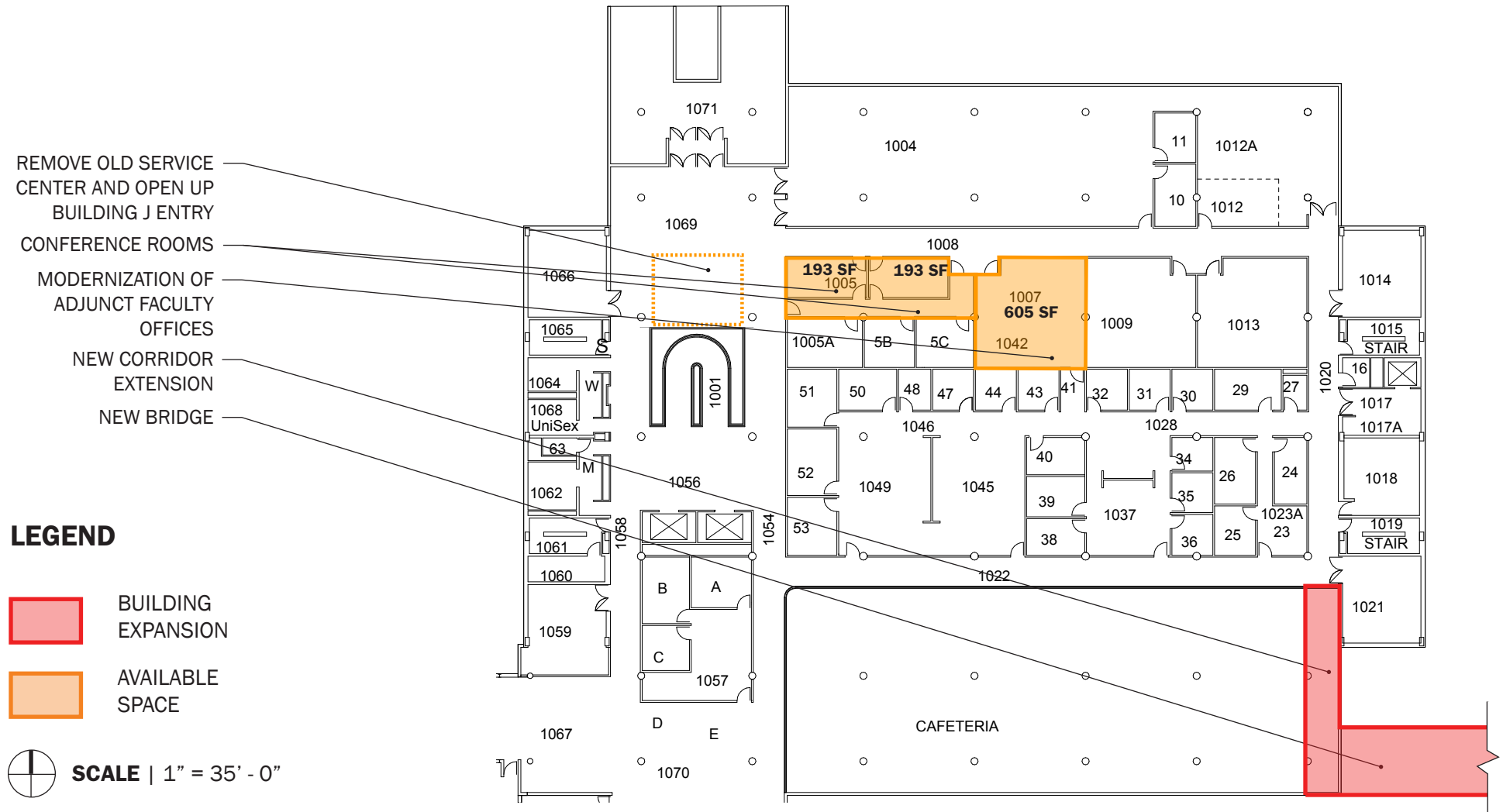
BUILDING J - GROUND FLOOR PLAN

On the ground floor, once the new space for the Culinary Arts program is completed at the City Center Campus, the six instructional spaces and related offices on the north side of the building can be modernized as general classrooms. The former Servery will be re-purposed to accommodate the Phi Theta Kappa and Honors offices, as well other future uses. And the former Cafeteria dining area will be maintained for multipurpose event space.



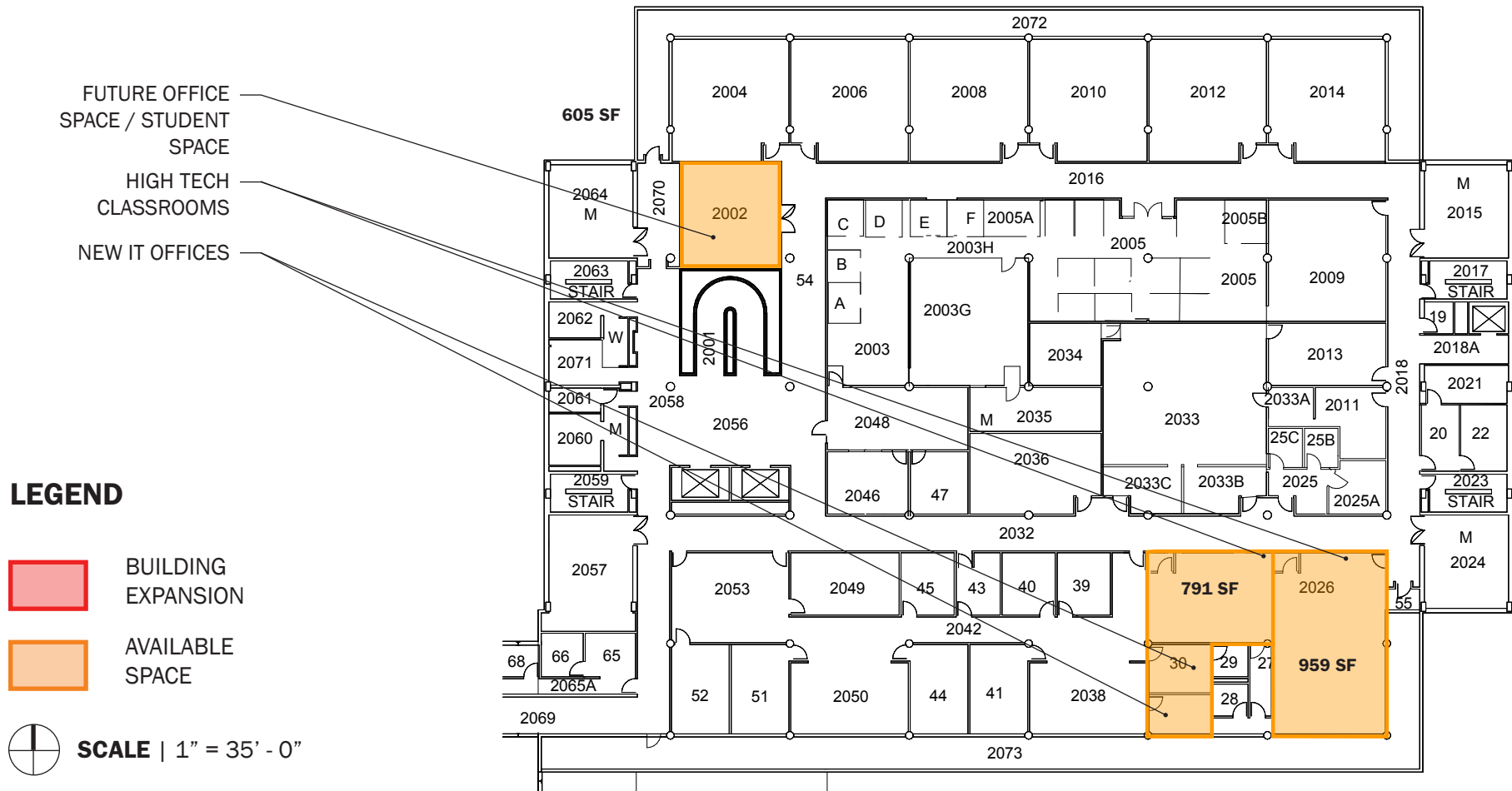
BUILDING J - FIRST FLOOR PLAN

On the first floor, the former Cashier room adjacent to the building entry will be removed to allow for a more spacious lobby. The former Admissions office will be converted to new conference rooms, and the existing Adjunct office will be expanded to the south.



BUILDING J - SECOND FLOOR PLAN

On the second floor, the former Art Gallery will be re-purposed for future office and student space. The former President's suite will be converted to two new I.T. offices and a small high-tech classroom, and the former Board Room will be converted to a large high-tech classroom.



BUILDING J - THIRD FLOOR PLAN

On the third floor, in an unfinished space in the former Library, three large classrooms will be built out for future use.



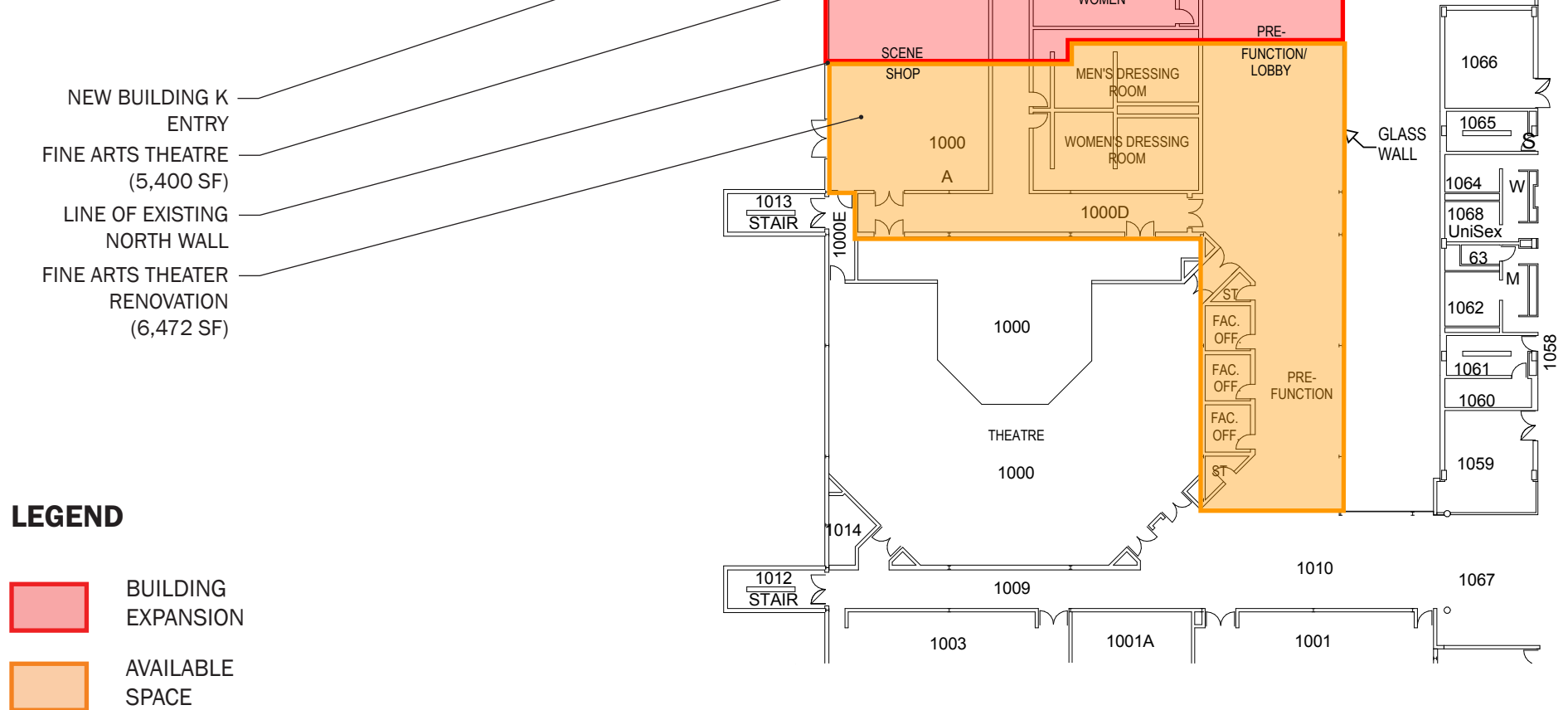
BUILDING J - FOURTH FLOOR PLAN

On the fourth floor, the former iCampus space will be converted to a new Computer Lab.



BUILDING K - FIRST FLOOR PLAN

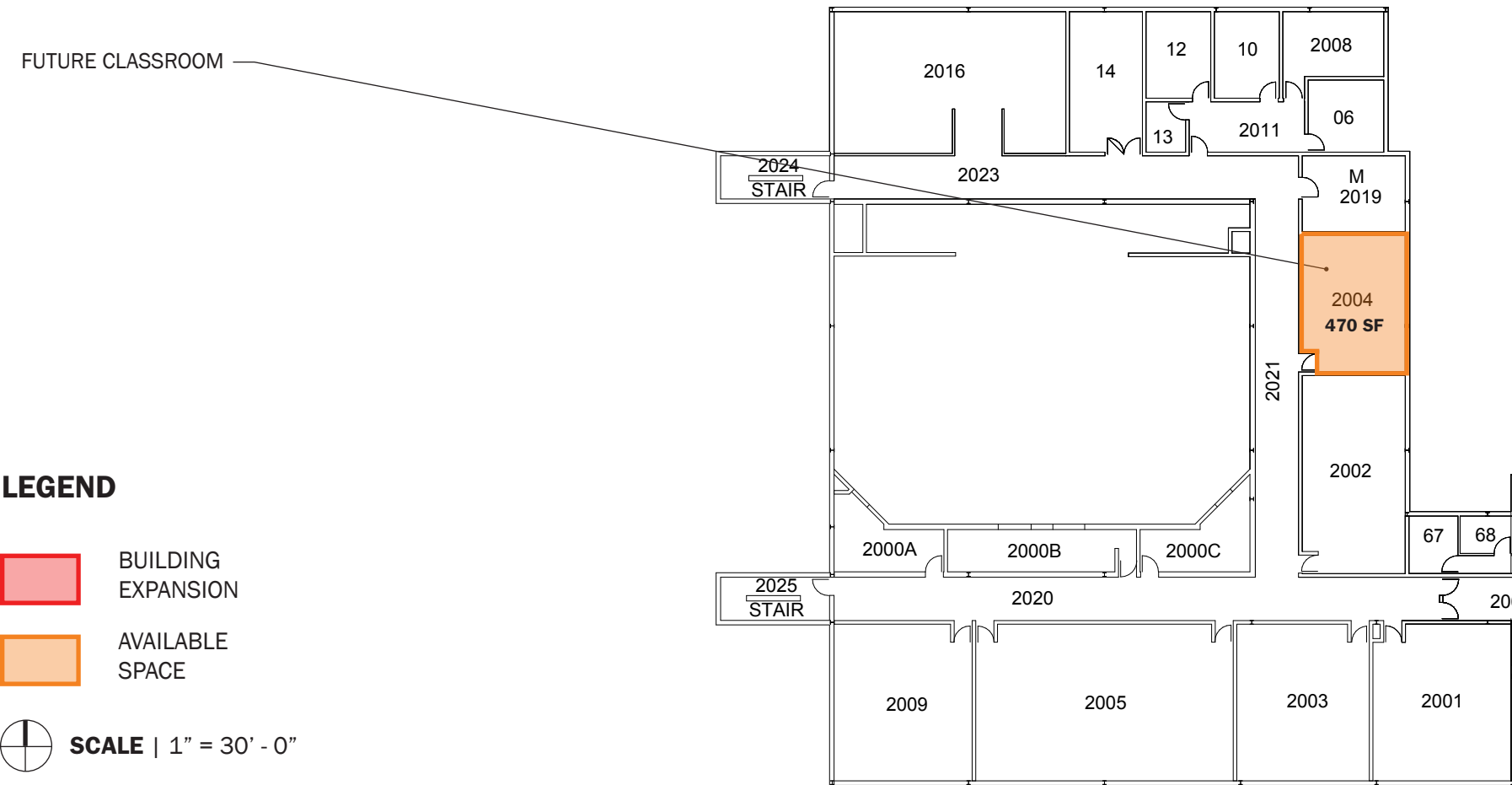
On the first floor, a building addition to the north is envisioned to create a more inviting entry sequence for theater events and accommodate resulting back-of-house revisions. The addition will also include expanded pre-function event space, as well as new public rest room facilities, currently nonexistent in this building.



SCALE | 1" = 30' - 0"

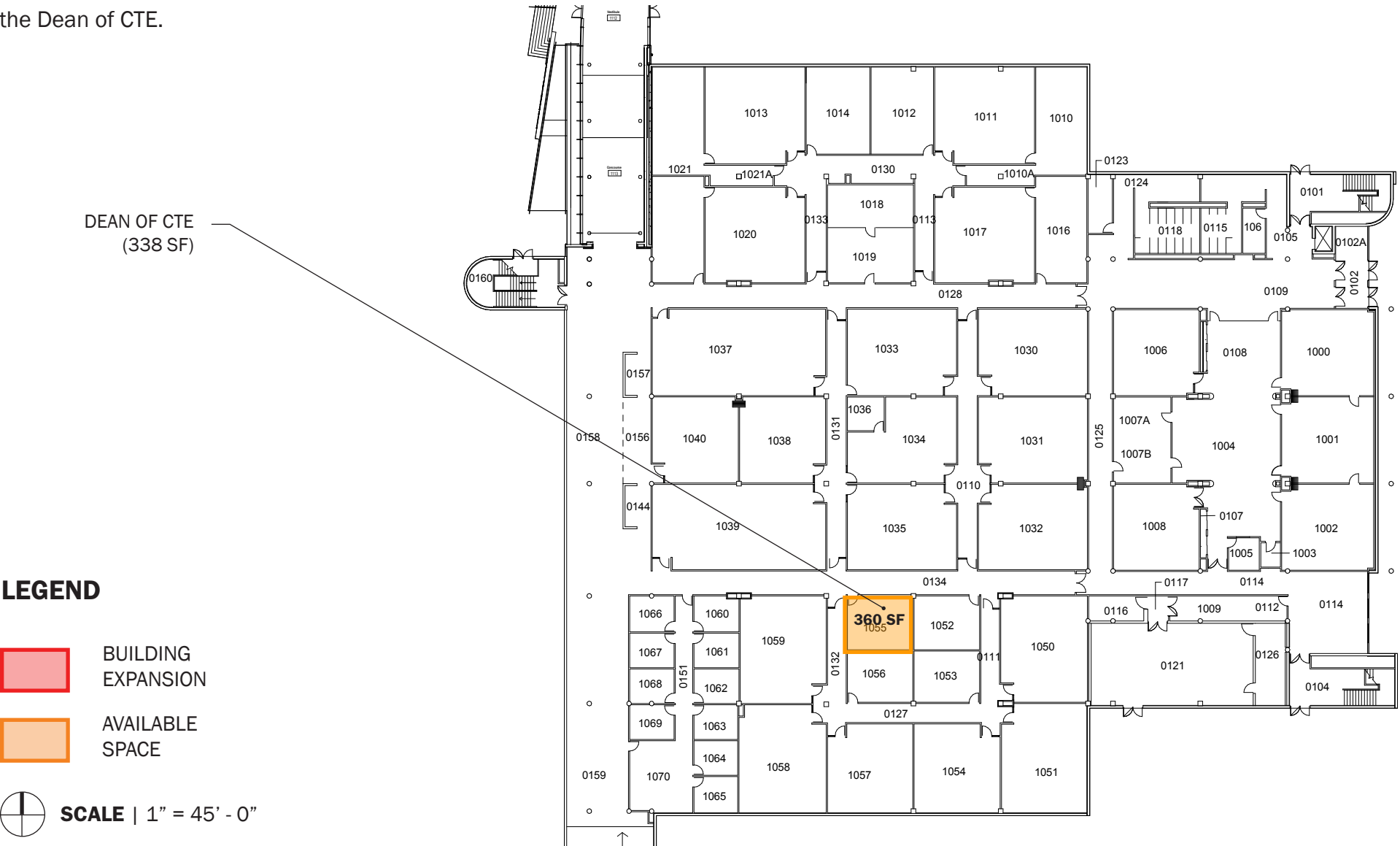
BUILDING K - SECOND FLOOR PLAN

Existing space on the second floor will be re-purposed for a future classroom.

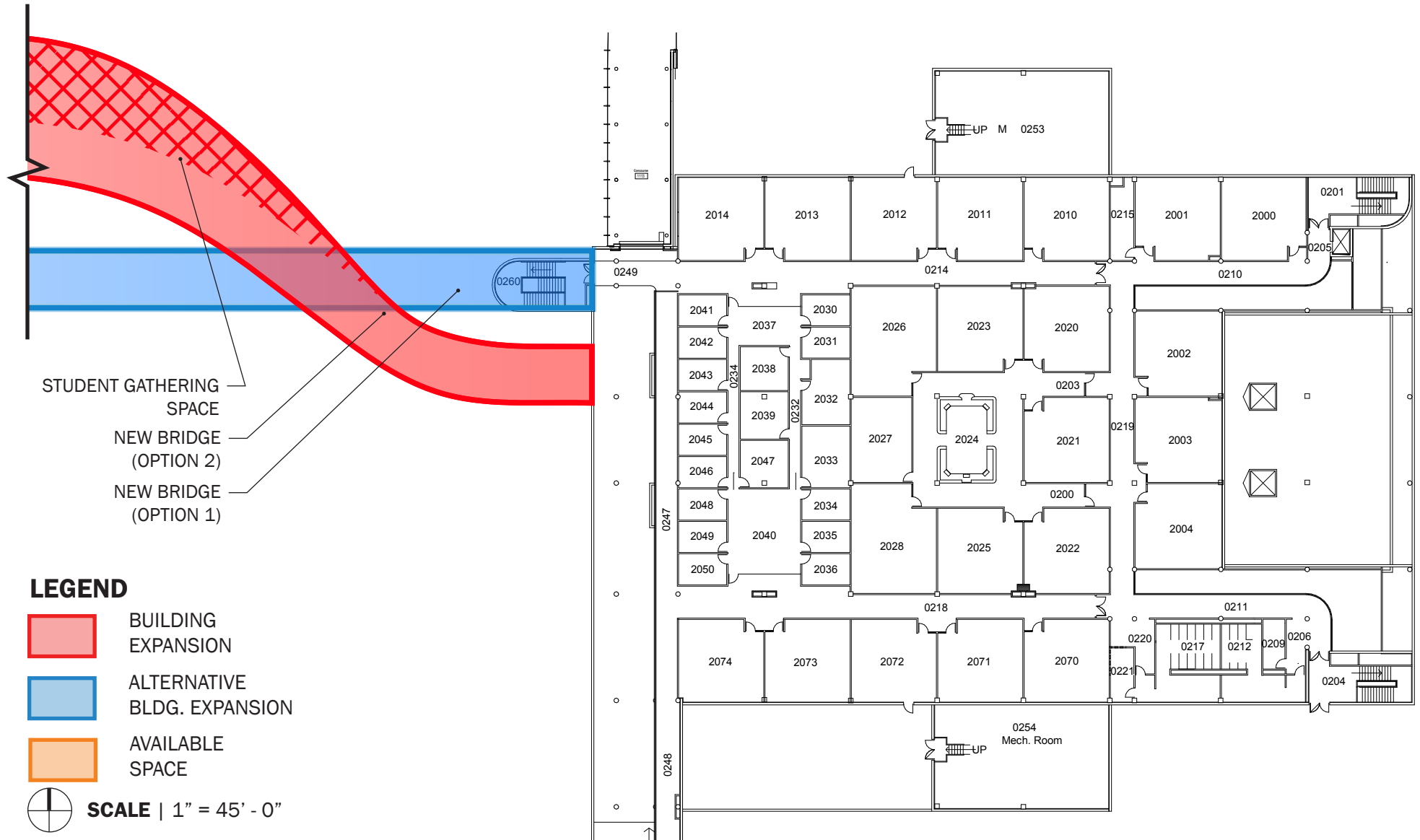


BUILDING T- FIRST FLOOR PLAN

Room 1055 on the first floor will be re-purposed as a new office for the Dean of CTE.

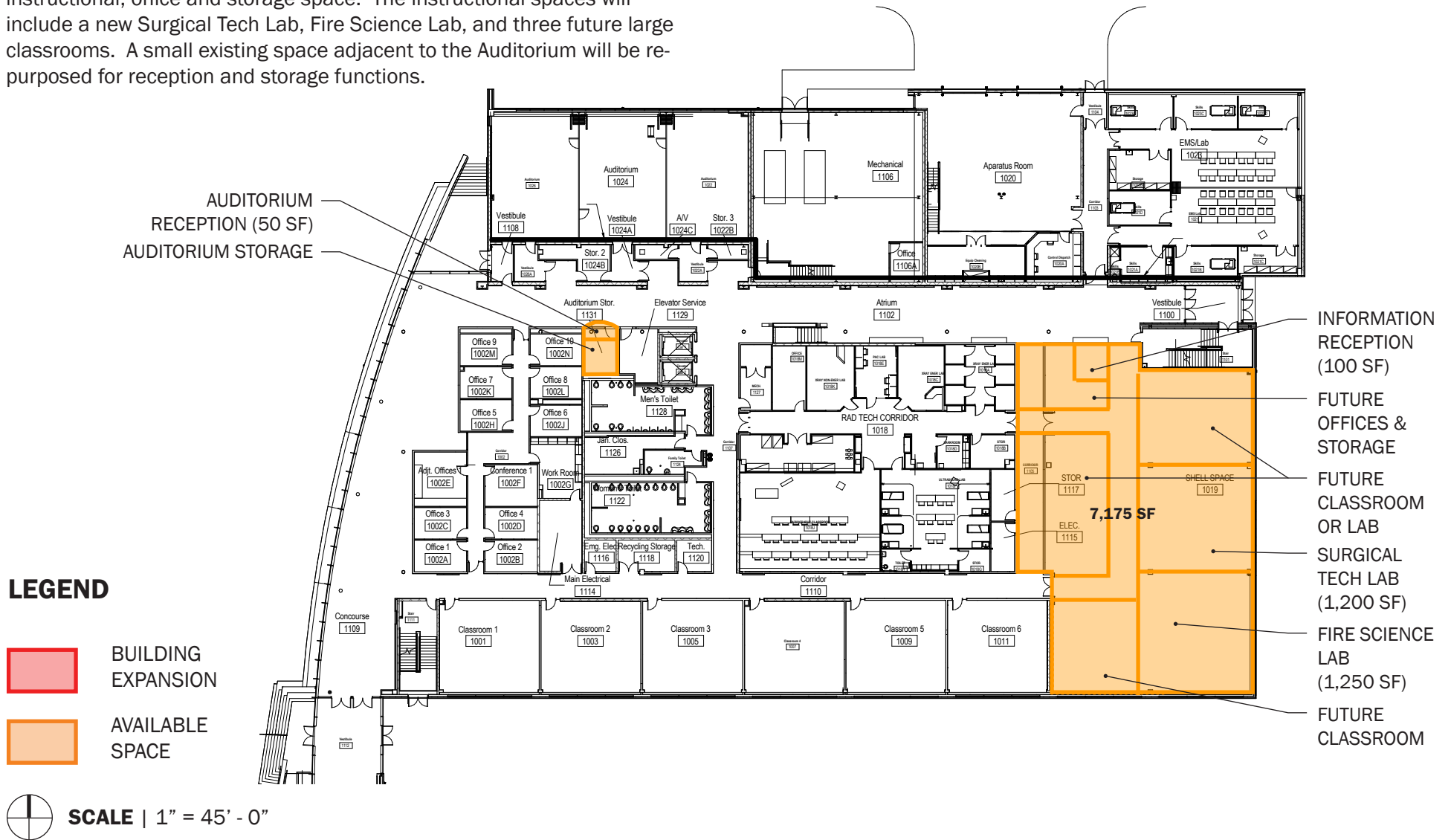


BUILDING T - SECOND FLOOR PLAN



BUILDING U - FIRST FLOOR PLAN

The existing shell space on the first floor will be converted for additional instructional, office and storage space. The instructional spaces will include a new Surgical Tech Lab, Fire Science Lab, and three future large classrooms. A small existing space adjacent to the Auditorium will be re-purposed for reception and storage functions.





COST SUMMARY & PRIORITIZATION

COST SUMMARY

Each of the line consensus master plan line items for the Romeoville Campus and Main Campus have been estimated for hard construction cost only to assist in the prioritization process. The construction costs are based on 2013 market conditions and do not include any consideration for soft costs or escalation. The priority categories reflect the following schedule range for the completion of the projects:

- A: 2-year (by 2015)
- B: 3-5-year (by 2018)
- C: 6-10-year (by 2023)

Once groupings of prioritized line items projects are further analyzed and packaged, the cost estimate will be updated to account for refined project scopes, general conditions, contingencies, escalation and soft costs.

COST SUMMARY AND PRIORITIZATION

Program Summary, Areas and Estimated Costs										
Campus	Department/Function	NET AREAS			GROSS AREAS			ESTIMATED COSTS	PRIORITY *	REMARKS
		Existing Area (ASF)	2012 Master Plan Space	Diff. of Area (2012 – Exist.)	Gross Area (Exist. Bldg.)	Gross Area (Addition)	Gross Area (New Bldg.)	Estimated Cost (no soft costs are included)		Remarks
MAIN	Academic Affairs									
	Adjunct Faculty Center	344	1,420	1,076	605			\$20,125	C	Bldg. J (1st floor) Rooms 1007 and 1042
	Conference/Corporate Training Center	0	5,885	5,885			8,226	\$2,267,471	A	include in New Multi-Purpose Facility
	Deans' Office (CTE)	0	260	260	360			\$27,000	C	Bldg. T (1st floor)
	Fine Arts (New Theatre Entry)				6,472	5,400		\$3,160,800	C	Addition & Renovation to Bldg. K (1st floor only)
	Nursing & Allied Health	0	2,650	2,650						
	S.T. Lab, F.S. Lab and corridors				3,450			\$603,750	C	Bldg. U (1st floor shell space)
	Information/Reception				110			\$19,250	C	Bldg. U (1st floor shell space)
	Auditorium Reception and Storage				187			\$18,700	C	Bldg. U (1st floor)
	Phi Theta Kappa and Honors Program	0	750	750	825			\$61,875	C	Bldg. J (lower level)
	Physical Education	10,591	17,226	8,635			24,870	\$6,424,499	A	include in New Multi-Purpose Facility
	Tutoring/Computing Center	0	7,510	7,510	9,908			\$1,486,200	A	Bldg. C (2nd floor)
	Academic Affairs subtotal:	10,935	35,701	26,766	21,917	5,400	33,096	\$14,089,670		
	Student Development									
	Athletics	13,351	90,924	77,573			109,785	\$29,099,203	A	include in New Multi-Purpose Facility
	Student Activities	6,128	6,900	772	849			\$127,380	C	Bldg. H (Bridge)
	Student Activities (Cyber Café/Gaming)	1,723	2,585	862	2,844	0		\$426,525	C	Bldg. H (Bridge)
	Veterans (Financial Aid)	0	1,332	1,332	1,732			\$173,160	A	Bldg. C (1st floor)
	Student Development subtotal:	21,202	101,741	80,539	5,424	0	109,785	\$29,826,268		
	Learner Support & Tech. Services									
	2 new offices in Bldg. J					280		\$21,000	C	Bldg. J (2nd floor)
	Information Technology Help Desk	358	500	142	550			\$55,000	C	Bldg. C (1st floor)
	LSTS subtotal:	358	500	142	830	0	0	\$76,000		
	Administrative Services									
	Bookstore (Staging)	0	1,000	1,000	1,150			\$43,125	C	Bldg. A (2nd floor)
	Bookstore (Cashier Revisions)				724			\$18,100	C	Bldg. A (1st floor)
	Campus Police	2,092	8,071	5,979		12,914		\$3,728,500	B	Addition to Bldg. G (1st floor only)
	Administrative Services subtotal:	2,092	9,071	6,979	1,874	12,914	0	\$3,789,725		
	Institutional Advancement									
	Foundation & Alumni Relations	0	0	0	0	0	0	\$10,000	A	Bldgs. A&C (only wall space required for display)
	IA subtotal:	0	0	0	0	0	0	\$10,000		
	Main Campus Subtotal A:	34,587	147,013	114,426	30,045	18,314	142,881			
	Other									
	Classroom Modernization				5,906			\$590,600	C	J-0004, J-0006, J0008, J-0010, J-0014, J-0016
	2 new Conference Rooms and Corridor				566			\$42,450	C	1st floor, Bldg. J (old Admissions space)
	New Computer Lab & Conference Room				994			\$24,850	C	4th floor, Bldg. J (old iCampus Testing space)
	Faculty Work Room				352			\$8,800	C	4th floor, Bldg. J (old Institutional Research space)
	Future Classroom & Lab Space				3,225			\$483,750	C	Bldg. U (1st floor shell space)
	Future Office Space				450			\$67,500	C	Bldg. U (1st floor shell space)
	Future Office Space				2,307			\$346,050	C	D-1005, J-1007, J-2002
	2 New High Tech Classrooms				1,750			\$262,500	C	Bldg. J (old Board Room and President's Lobby)
	3 New Large Classrooms				3,423			\$513,450	C	Bldg. J (3rd floor shell space)
	New Bridge & Relocate Schoolhouse					7,520		\$4,512,000	C	Connect Bldgs. J&T (16' wide x 470' long)
	Extend bike path							\$50,000	C	
	Add charging stations							\$25,000	A	
	Remove existing Service Center (Bldg. J)							\$15,000	A	
	Student seating/lounge furniture							\$100,000	C	
	Other subtotal:				18,973	7,520	0	\$7,041,950		
	Main Campus Subtotal B:				49,018	25,834	142,881	\$54,833,613		
ROMEDEVILLE	Academic Affairs	24,062	41,430	17,368		27,789		\$7,947,200	A	
Student Development	0	8,932	8,932			14,291		\$4,072,800	A	
Other	0	700	700			1,120		\$592,000	A	
Romeoville subtotal:	24,062	51,062	27,000	0	43,200	0	\$12,612,000			
TOTAL	Main Campus and Romeoville Campus				49,018	69,034	142,881	\$67,445,613		
* PRIORITIES A: 2 years (by 2015) B: 3-5 years (by 2018) C: 6-10 years (by 2023)										



APPENDIX

APPENDIX

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

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

PROCESS

With full consideration for its Mission, Vision and Strategic Goals, Joliet Junior College is in the process of updating its Facilities Master Plan for 2012. This “Part 1 - Space Needs Report” has been completed for the Main Campus, Romeoville Campus, Morris Education Center, Frankfort Education Center and Weitendorf Agricultural Education Center. The intent of this report is to provide an update and analysis of space needs since the completion of the 2008 Master Plan. With a 10-year outlook through the year 2022, this “Part 1 Report” will now be used to inform and explore short-term and long-term options in “Part 2” of the Master Plan Update.

SPACE NEEDS ANALYSIS

Twenty interviews with faculty representatives, staff and administrators from selected departments at the Main Campus, Romeoville Campus, Morris Education Center, Weitendorf Agricultural Education Center and Frankfort Education Center were conducted to provide input for the Space Needs Analysis. Outside of these interviews, there was also involvement from other team representatives including an open forum with student government. Since the City Center Campus planning has recently been in progress in a separate endeavor, this location is intentionally excluded from

this update. However, an interview did take place with City Center Campus personnel to identify any potential City Center programs and associated space needs that should be accommodated at the Main Campus.

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 Existing Area, its 2008 Projected 10-Year Needs (for reference), its 2012 Projected 10-Year Needs, and the Variance between 2012 and Existing. For purposes of the analysis, “net assignable areas” have been used to properly compare existing and future space needs. As Part 2 of the Master Plan Update begins, a “grossing factor” will be applied to the net assignable areas for use in developing specific master plan design options.

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

Summary

Campuses included: Main, Romeoville, Morris, Weitendorf and Frankfort

Campus	Department/Function	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 - Exist.) (ASF)	2012 Comments
MAIN	Academic Affairs					
	Adjunct Faculty Center	344	729	1,420	1,076	
	Adult Ed. & Literacy	0	0	1,450	1,450	program from City Center
	Community & Economic Development	0	0	416	416	program from City Center
	Computing Space	0	0	7,200	7,200	
	Deans' Office	0	0	2,870	2,870	
	Dual Credit	0	0	886	886	program from City Center
	Nursing & Allied Health	0	0	2,650	2,650	
	Phi Theta Kappa	0	0	375	375	
	Physical Education/Fitness Ctr.	10,591	20,635	17,226	6,635	
	Plus 50, Veterans, Work Keys Center	0	0	2,288	2,288	program from City Center
	Tutoring Center	0	0	7,510	7,510	
	Academic Affairs subtotal:	10,935	21,364	44,291	33,356	
	Student Development					
	Athletics	13,351	82,660	90,924	77,573	
	Student Activities	7,851	14,742	9,485	1,634	
	Veterans (Financial Aid)	0	0	1,332	897	
	Student Development subtotal:	21,202	97,402	101,741	80,104	
	Learner Support & Tech. Services					
	Information Technology	358	0	500	142	
	LSTS subtotal:	358	0	500	142	
	Administrative Services					
	Bookstore	0	1,000	1,000	1,000	
	Campus Police	2,092	4,281	8,071	5,979	
	Facilities	0	0	2,000	2,000	
	Administrative Services subtotal:	2,092	5,281	11,071	8,979	
	Institutional Advancement					
	Foundation & Alumni Relations	0	0	0	0	only wall space is needed
	IA subtotal:	0	0	0	0	
	Main Campus subtotal:	34,587	124,047	157,603	122,581	
MORRIS	Academic Affairs	4,414	8,776	12,888	8,474	
	Student Development	0	0	2,278	2,278	
	Other	0	0	300	300	
	Morris Campus subtotal:	4,414	8,776	15,466	11,052	
FRANKFORT	Academic Affairs	0	0	11,675	11,675	
	Student Development	0	0	2,890	2,890	
	Reception and Security	0	0	552	552	
	Other	0	0	2,220	2,220	
	Frankfort subtotal:	0	0	17,337	17,337	
WEITENDORF	Weitendorf subtotal:	0	0	550	550	
ROMEOVILLE	Academic Affairs	24,062	37,347	41,430	17,368	
	Student Development	0	0	8,932	8,932	
	Other	0	0	700	700	
	Romeoville subtotal:	24,062	37,347	51,062	27,000	
TOTAL		63,063	170,170	242,018	178,520	

MEETING MINUTES | ACADEMIC AFFAIRS MEETING

February 1, 2012

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 – Academic Affairs Meeting

Summary of the Academic Affairs Meeting held at 10:30 AM on Wednesday, February 1, 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

Dr. Valerie Roberson, JJC
Cecile Regner, JJC
Bette Conkin, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. The proper location of the Interior Design program is being considered by Academic Affairs.
3. Room C-1007 is currently being utilized by the Nursing program, however the Technology Department expects to re-occupy this space when the new HPC Building is finished.
4. The Horticulture Floral Design program is currently housed in a widened hallway space in S-building.
5. The following space needs were discussed:
 - a. In general, larger classroom sizes should be considered.
 - b. Adult Education should offer bridge services at the Main Campus with a contact person, counseling, etc.

- c. (4) dedicated Computer Labs in C-building to be used instead of computer carts.
- d. There are not enough “fully smart” classrooms. Smart classrooms should include:
 - Projector (Elmo variety).
 - Projection screen.
 - Data projector (streaming and networked).
 - WI-FI
 - Smart white boards with smart pens.
 - Multiple power outlets.
 - Flexible furniture, fixtures and equipment (FFE).
 - Consider outfitting a model classroom(s) that would “continually” be updated with the latest technology and FFE; this classroom would be used for input and feedback, and scheduled for appropriate courses.
- e. Existing Tutoring space:
 - The Writing & Reading Center is currently in C-building.
 - The Math Tutoring Center is currently in C-building.
 - The Speaking Center is currently on the 2nd floor of K-building.
 - The Leap Center is currently located in the OMSA space in the Campus Center where other ESL tutoring takes place.
 - Some tutors report to Student Development and others to Academic Affairs; there could be synergies to consider if tutoring was consolidated.
- f. New Tutoring Center
 - For “classroom-based” tutoring; “skills practice” tutoring to take place in labs.
 - Both “group” and one-on-one” tutoring is needed.
 - Appropriate technology is needed such as video, computer carts, as well as media like you-tube, etc. for student project work.
 - Tutoring should be adjacent to the Adjunct Faculty Center which has some similar needs.
 - All software needs to be available.
 - Group tutoring: (1) tutor per (6) students at each table in

- an open, flexible environment (Math and Leap).
 - One-on-one tutoring: open environment (Writing/Reading, Speaking, Leap, Career & Tech).
 - Workshop tutoring: (Writing/Reading, Math, Leap, Career & Tech).
 - Podium tutoring: taped presentation (Speaking).
 - Pod tutoring: (4) stations per pod with computers and ear-buds (Writing/Reading, Math, Speaking, Leap).
 - 80% of students need Math remediation.
 - 30% of students need Reading remediation.
 - 40-45% of students need Writing remediation.
 - A secured entry/exit with a checkpoint is required.
 - Direct access to both the interior student concourse and exterior parking is required.
 - Sundays will be a big day for tutoring.
 - There are currently limited hours in the evenings for tutoring.
 - There should be a “pay” printer for student use.
 - Tutor Locker Area for coats and bags.
 - Tutor Break Room.
 - Tutor Director Offices (2 @ 160 SF each).
 - Receptionist/Check-in/Help Desk Workstations (4 @ 48 SF each); student workers could be employed at these positions.
 - There must be a system for tracking usage, such as a turn style or other device, of students being tutored.
 - Restrooms need to be located within the Tutoring Center.
 - Workshop Tutor Rooms
 - 8-10 rooms.
 - Tables and seating for 15 students each.
 - Could also be used for groups
 - Podium in one of the rooms.
 - Fixed and portable whiteboards.
- g. Phi Theta Kappa space is needed (should be adjacent to Honors Program).
- h. Astronomy has requested a “view platform” on the new roof of the Natural Sciences Building; also, the department is looking at a

grant to fund an update of the F-Building planetarium equipment.

- i. D-building Lecture Halls:
 - Each of these two halls seats 75 students, but capacity is currently capped at 40 students.
 - Chairs need to be updated.
 - Technology needs to be updated to “fully smart” status including power at every chair; could be a good model space.
 - Currently used for high school Accounting competitions, GED testing orientation sessions and other orientation sessions.
 - Acoustics are good.
- j. An Open Computing Center is needed for academic support.
 - Neutral space for student use.
 - Could also be used for make-up tests.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Academic Affairs

Programs Served: Academic Affairs

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 – Exist.) (ASF)	2012 Comments
	Computing Space					
	Computer Labs (dedicated)	0	0	4,200	4,200	4 labs @ 1050 SF each; each lab for 35 students
	Open Computing Center	0	0	3,000	3,000	100 stations
	Computer subtotal:	0	0	7,200	7,200	
	New Tutoring Center					should be adjacent to Adjunct Faculty Center
	Group Tutoring Area	0	0	1,050	1,050	6 tables with seating for 6 students and 1 tutor; 175 SF per table
	One-on-one Tutoring Area	0	0	1,450	1,450	29 stations @ 50 SF per station
	Podium Tutoring	0	0	0	0	Podium tutoring will occur in one of the Workshop Tutor Rooms
	Workshop Tutor Rooms	0	0	3,750	3,750	10 @ 375 SS; each rm. w/ table & seating for 15 people;
	Pod Tutoring Area	0	0	528	528	4 pods with 4 stations per pod; 132 SF per pod
	Director Offices	0	0	320	320	2 @ 160 SF each
	Receptionist/HelpDesk/Check-in	0	0	192	192	4 workstations @ 48 SF each
	Locker Area	0	0	20	20	
	Break Room	0	0	80	80	
	Men's Toilet Room	0	0	60	60	
	Women's Toilet Room	0	0	60	60	
	Tutoring subtotal:	0	0	7,510	7,510	
	Phi Theta Kappa Work Room	0	0	375	375	should be adjacent to Honors Program
Sub-total		0	0	15,085	15,085	

MEETING MINUTES | ADJUNCT FACULTY CENTER MEETING

February 1, 2012

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 – Adjunct Faculty Meeting

Summary of the Adjunct Faculty Meeting held at 9:00 AM on Wednesday, February 1, 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

Bette Conkin, JJC
Kristin Ciesemier, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. The following space needs were discussed:
 - a. (2) Student/Teacher Conference Rooms:
 - for faculty to meet with students.
 - should have a glass wall or glass lite int the door.
 - round table with 3 chairs
 - phone
 - b. (10) computer workstations (one to be ADA accessible).
 - c. Work Area:
 - (2) multi-function copy machines.
 - Counter for test scanner, computer, typewriter and CPU.

- d. (800) open mailbox slots with (12) 36"Wx18"D lockable file drawers below (mailboxes to be a maximum 5' high).
 - e. Wall rack for forms near mailbox area.
 - f. Open seating area with 4 comfortable chairs around a round 30" high table.
 - g. Kitchenette with upper and lower cabinets and counter accommodations for microwave, coffee and sink.
 - h. (2) 72"x30"x30"H work tables (no chairs).
 - i. Multiple wall hooks for coats.
 - j. (2) bulletin boards on the wall directly outside the office entry.
 - k. (4) 36"Wx18"Dx84"H lockable storage cabinets for office supplies.
 - l. (2) 6'x8' workstations with lockable storage.
 - m. Wireless access.
 - n. Connection to JJC Police with a panic button.
3. Kristin gave Jeff a copy of space layout that further describes the above space needs.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Adjunct Faculty Center

Programs Served: Adjunct Faculty Center

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 - Exist.) (ASF)	2012 Comments
J1007	Adjunct Faculty Center	344			-344	
	Coordinator Workstations		96	96	96	(2) 6'x8' workstations with lockable storage
	Secretary Workstation		48	0	0	
	Files/Mailboxes		100	300	300	(800) 12"Wx15"Dx4"H open mail slots over 36"Wx18"Dx30"H lateral files
	Faculty Workstations		125	300	300	(10) 5'x6' open workstations
	Reception		120	0	0	
	Lessons Prep/Meeting Area		32	200	200	(2) 72"x30" work table (no chairs)
	Circulation, Files, & Equip.		208	0	0	
	Student/Teacher Meeting Rooms		0	200	200	2 rooms @ 100 SF each
	Open Seating Area		0	120	120	4 comfortable chairs around a 30"H table
	Kitchenette		0	60	60	sink, refrigerator, microwave, coffee, upper and lower cabinets
	Work Area		0	120	120	2 multi-function copy machines; counter for test scanner, computer, typewriter, CPU
	Office Supplies Area		0	24	24	(4) 36"Wx18"Dx84"H lockable storage cabinets
Sub-total		344	729	1,420	1,076	

MEETING MINUTES | ATHLETICS DEPARTMENT MEETING

January 25, 2012

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 – Athletics Department Meeting

Summary of the Athletics Department Meeting held at 9:00AM on Wednesday, January 25, 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

Wayne King, JJC
Emily Marino, JJC
Pat Van Duyne, JJC
Susan Paddock, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

A. GENERAL

1. Jeff gave a brief overview of the master plan update process.
2. Wayne indicated that JJC currently has 150-175 men and women athletes. The current athletic teams at JJC are:
 - a. MEN: Baseball, Basketball, Soccer and Cross Country.

- b. WOMEN: Volleyball, Basketball, Soccer, Cross Country and Softball.

B. SPACE NEEDS

1. Wayne explained that the biggest need is for a large open multi-purpose space for indoor team practices; this space could also be rented out to the community and used for graduation.
 - a. 3-4 basketball courts with divider nets/curtains.
 - b. An 1/8th mile track with 6 lanes would be a “nice-to-have” if the size of the multi-purpose space so accommodates. While this indoor track is not a requirement, this amenity would allow JJC to rent out this space to high schools and other outside groups for track meets.
 - c. Rubberized floor.
 - d. 2-3 batting cages (retractable from the ceiling over one of the basketball courts).
 - e. Indoor baseball infield practice.
 - f. Indoor soccer practice: 50-60 yards of length.
 - g. Graduation: JJC has used Lewis' fieldhouse for graduation and filled its 3,500 seats; this capacity needs to be confirmed with the intent of allowing 6 guest tickets per student for the graduation ceremony. The stage for graduation should accommodate 30 people. Public toilet rooms for this size event also need to be considered (i.e. portable units or other).
 - h. Harper has a big multi-purpose space and COD's fieldhouse is considered too inflexible. Lewis University's facility (without the pool) was considered by Wayne to be a good example of a facility that would meet JJC's needs, so it was decided that a tour of this facility would be organized.
 - i. Retractable bleachers on one side.
2. Competition Gymnasium:
 - a. Wood floor for Basketball and Volleyball programs.
 - b. Appropriate clear height.
 - c. Retractable bleachers.

3. 11 Coaches' Offices.
4. Training Room (Co-ed)(1,500 SF):
 - a. 3 taping tables.
 - b. 3 stretching tables.
 - c. 5' x 10' cold soaking tub.
 - d. 10' x 10' hot soaking tub.
 JJC currently has 2 full-time trainers.
5. Laundry Room (250 SF):
 - a. 2 washers.
 - b. 2 dryers.
 - c. Hang space.
6. Locker Rooms:
 - a. Existing locker rooms are outdated.
 - b. A series of smaller locker rooms (like Lewis University) for both men and women should be considered for flexibility and usage by athletes, visiting teams and general use.
 - c. Separate JJC year-round athletic locker rooms should be provided for: Basketball (M & W), Volleyball (W), Baseball (M) and Softball (W).
 - d. Visiting Team Locker Rooms (M &W) could also be used for general use.
 - e. Men's Locker Counts: Basketball (15), Baseball (32), Soccer/Cross Country (34), Coaches (25), Visiting Team (20).
 - f. Women's Locker Counts: Basketball (15), Volleyball (15), Softball (17), Coaches (15), Soccer/Cross-Country (34), Visiting Team (20).
7. Shower Rooms.
8. Toilet Rooms.
9. Weight Room: Lewis University's current weight room is not enough space at 1,200 SF, and COD is currently planning a new weight room at 2,000 SF. We should also benchmark with JTHS, Central and West, to confirm the sizes of their weight rooms.
10. Storage Room: one large storage room for men and women combined.

11. If a new facility for Athletics is considered, JJC's existing gym could be renovated for other uses.
12. As the master planning for Athletics proceeds, the adjacency and location of the Fitness Center needs further consideration as it has some similar functions as Athletics.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

February 10, 2012

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 – Athletics Department Meeting

Summary of the Athletics Department Tour held at 9:00 AM on Wednesday, February 10, 2012, at the Lewis University Fieldhouse and Athletic Complex. These notes record our understanding of items discussed and decisions made at this tour. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

Wayne King, JJC
Emily Marino, JJC
Pat Van Duyne, JJC
Dan Schumacher, Lewis University
Don Castello, Lewis University
Ted Haug, Legat Architects
Jay Johnson, Legat Architects
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. This tour was organized to see what is considered to be a good example for a future JJC athletic facility; the tour comprised the following areas:
 - a. Basketball/Volleyball Gymnasium.
 - b. Weight Room.
 - c. Athletic Locker Rooms.

- d. Training Room.
- e. Concession/Meeting Area.
- f. General/Visiting Team Locker Rooms.
- g. Fieldhouse.
- h. Reception/Lobby.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Athletics

Programs Served: Athletics

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
G2004	Classroom	819	819	0	-819	2 classrooms @ 875 SF each needed; 35 students per classroom
G1037	Men Coaches' Locker Room	317	317	0	-317	
G2007	Gymnasium	8844	8844	0	-8,844	existing ceiling height is not adequate for volleyball
G1034	Training Room	744	744	1,500	756	for men and women
RL 101	Training Room	0	5057	0	0	
RL 103	Weight Room	0	5000	0	0	could share with PE/Fitness Center
G1001	Athletic Director Office	132	132	160	28	
G1036A	Trainers' Office	124	124	150	26	
G1002	Reception/Open Office	133	133	178	45	1 secretary workstation @ 48 SF + 1 student worker station @ 30 SF + 100 SF waiting
G1003	Coachs' Offices	140	1292	1,056	916	11 offices @ 96 SF each
G1004	Office	135	135	0	-135	
RL107	Storage Area off Weight Room	0	200	0	0	
G1035A	Storage in Men's Locker Room	618	618	0	-618	
G2009	Storage	429	429	0	-429	
RL104	Storage by N entry	0	200	0	0	
G1029	Football Coaches	265	265	0	-265	
G2019	Storage/office of	587	587	0	-587	
G1025A	Women's Toilet Room	64	64	0	-64	
RL 108	Storage Area via 107	0	200	0	0	
RL 109	Storage on NW side	0	200	0	0	
	Men Athletes' Locker Rooms (101)	0	0	1,515	1,515	Basketball (15), Baseball (32), Soccer/Cross Country (34), Visiting Team (20)

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 - Exist.) (ASF)	2012 Comments
	Men Athletes; Toilet/Shower Room	0	0	555	555	
	Women Athletes' Locker Rms.(101)	0	0	1,515	1,515	Basketball (15), Softball (17). Volleyball (15), Soccer/Cross Country (34), Visiting (20)
	Women Athletes' Toilet/Shower Rm.	0	0	555	555	
	Men Coaches' Locker Room (25)	0	0	350	350	
	Men Coaches' Toilet/Shower Room	0	0	140	140	
	Women Coaches' Locker Rm. (15)	0	0	250	250	
	Women Coaches' Toilet/Shower Rm.			100	100	
	Weight Room	0	0	2,000	2,000	
	Laundry Room	0	0	0	0	2 washers and 2 dryers
	Large Storage Room			2,000	2,000	for men and women athletics
	Multi-Purpose Field House		21,600	63,500	63,500	3-4 basketball courts; 6-lane, 1/8th-mile track; 2-3 batting cages; 3500 seats for graduat'n
	New Gymnasium		25,000	15,000	15,000	appropriate height for basketball and volleyball; wood floor; retractable bleachers
	Video Room / Big Screen TV		1200	0	0	
	Football Locker Rm / Shower		1700	0	0	
	Football Locker Rm / Shower		1700	0	0	
	Small Locker Room		1800	0	0	
	Small Locker Room		1800	0	0	
	Women's Locker Room		450	0	0	
	Women's Locker Room		450	0	0	
	Meeting Room		200	200	200	table and seating for 8
	Meeting Room		200	200	200	table and seating for 8
	Conference Room w/ Monitor		600	0	0	
	Conference Room w/ Monitor		600	0	0	
Sub-total		13,351	82,660	90,924	77,573	

MEETING MINUTES | CAMPUS POLICE MEETING

November 10, 2011

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

Re: Joliet Junior College – 2011 Campus Police Relocation Study
Architect's Project Number: 211126.00
Meeting Minutes – Campus Police Meeting

Summary of the Campus Police Meeting held at 9:00 AM on Thursday, November 10, 2011, at the Gilbane Construction Office 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

Pete Comanda, JJC
Judy Mitchell, JJC
Pat Van Duyne, JJC
Larry Bacher, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

A. GENERAL

1. Jeff presented a brief overview of the process for this study.
2. Pete Comanda presented a 2-page "Police Department Space Needs" list (dated 11-9-11) (see attached) that was used as the basis of the meeting's discussion. The following space needs were discussed:

B. SPACE NEEDS

1. Dispatch:
 - a. 2 workstations each with 4 monitors; 1 workstation to have access to service window.
 - b. Recording system.
 - c. 3 flat screen camera monitors.
 - d. Fire panels.
 - e. Metasis computer.
 - f. Copy Room.
 - g. TOAH public address system.
 - h. Connection to antennas for StarCom system (State radio system) and Blue light phone lines.
2. Dispatch Supervisor: semi-private workstation for 1 person.
3. Records Room: adjacent to Dispatch with 4 workstations and file storage (24 drawers).
4. Squad Room: 4-6 counter workstations.
5. Roll Call Room: meeting room with a table and seating for 10.
6. Prisoner Processing Area: include a sallyport and toilet room, as well as accommodations for fingerprinting and photographs.
7. Cell/Holding Room: include a lavatory and water closet; accommodate overnight investigations.
8. Line up Interview Room: include 1-way glazing and appropriate lighting (like COD's new facility).
9. Juvenile Detention/Interview Room: separate from adult detention.
10. Unsecure Interview Room: accommodate 6 people at a meeting table.
11. Secure Interview Rooms: include a counter against a wall, 1-way glazing and soundproofing; rooms should be interspersed.
12. All Interview Rooms and Detention Rooms to have cameras.
13. Men's Locker Room:
 - a. (15) 18" x 24" officer lockers with integral bench and drawers underneath.

- b. () 12" x 24" CSO lockers.
- 14. Women's Locker Room:
 - a. (5) 18" x 24" officer lockers with integral bench and drawers underneath.
 - b. () 12" x 24" CSO lockers.
- 15. Staff Locker Area: (10) 12" x 12" lockers for non-officer full-time and part-time staff.
- 16. Lost and Found Area: (3) 3'W x 2'D x 7'H cabinets adjacent to Dispatch.
- 17. Armory Room: to accommodate a safe, targets, gasmasks and ammunition.
- 18. Evidence Storage Room: accommodate an open shelf for each office and other general shelving.
- 19. Evidence Processing Room: include a counter workstation with a sink and fingerprinting accommodations.
- 20. Break Room/Kitchenette: coffee station and table/seating for 4.
- 21. CSO/Student Worker Room: work room with 2 counter workstations.
- 22. Tech Work Area: for work on squad car computers, cameras, panic alarms, etc.
- 23. Storage Area: accommodate HR cabinet with personnel records storage boxes, office supplies, radios, jump-start kits, etc.
- 24. Lobby: adjacent to Dispatch and Records windows.
- 25. Sergeants' Office: 2 workstations.
- 26. Investigations Office: 1 workstation
- 27. Chief's Office: 1 workstation with file storage.
- 28. Commander's Office: 1 workstation with file storage.
- 29. The "Chief/Commander Conference" line item was eliminated.
- 30. The Chief/Commander Storage line item was eliminated; personnel records to be stored in the Storage Area (#22 above).
- 31. Administrative Assistant: 1 workstation with 4 file cabinets.
- 32. Conference/Training/Command Center: mat room for self defense "Red-Man" training; 20 people; must accommodate

mat storage; possibly locate adjacent to Roll Call Room with a dividing wall to reduce area.

- 33. Parking for 7 squad cars.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS Police Department Space Needs (11-9-11)

Campus Police

Programs Served: Campus Police

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 - Exist.) (ASF)	2012 Comments
G1008	Chief's Office (1 person)	131	160	200	69	with file storage
G1009	Administrative Asst. (1 person)	131	131	150	19	workstation + 4 file cabinets
G1010	General Storage Room	84	150	300	216	HR cabinet w/ personnel storage boxes, offices supplies, radios, jump-start kits, etc.
G1010A	Armory/Evidence Room	49	169	100	51	"Armory" only; accommodate safe, targets, gasmasks and ammunition
G1013	Dispatch/Shift Commander	140	300	100	-40	"Dispatch Supervisor" only (1 person); semi-private workstation
G1013A	Records Room	130	180	300	170	4 workstations with 24 file drawers; adjacent to Dispatch Supervisor
G1014	Roll Call/Conf/Interview/Det. Rm.	100	250	250	150	"Roll Call Room" only; table for 10
G1015	Prisoner Processing Area	36	100	300	264	accommodate fingerprinting & photography; adjacent to sallyport & detention toilet
G1016	Squad/Break/Reports Room	140	225	300	160	"Squad Room" only with 4-6 counter workstations
G1017	Commander's Office (1 person)	131	131	200	69	with file storage
G1024	Evidence/Locker Room	163	400	150	-13	"Evidence Storage" only; include open shelf for each officer & other general shelving
G1024A	Toilet Room	25	320	80	55	"Detention Toilet Room" only; adjacent to Processing
G1046	Lobby/Waiting Area	36	120	150	114	seating for 6
T0102A	Wheelchair Storage	63	63	36	-27	adjacent to Lobby/Waiting
WB109	Records/Bikes/Equip. Storage	490	312	0	-490	WB building has been demolished
WB109A	Processing Room	187	0	300	113	WB building has been demolished; adjacent to sally port
WB109B	Holding Room	56	0	0	-56	WB building has been demolished
	Break Room/Kitchenette	0	120	200	200	seating for 4 people at a time
	Holding/Detention Room	0	60	80	80	"Holding Cell" with lavatory & watercloset; for overnight investigations; camera

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 – Exist.) (ASF)	2012 Comments
	Lost & Found Storage	0	64	200	200	adjacent to Dispatch with (3) 3'Wx7'Hx2'D cabinets; doesn't have to be a room
	Secure Interview Rooms	0	200	200	200	(2) "Secure Interview Rooms" @ 100 SF each; include counter against one wall; camera
	Sergeants' Office (3 people)	0	120	200	200	
	Investigations Office (2 people)	0	130	120	120	2 workstations
	Bike Storage	0	576	0	0	
	Line-up Interview Room	0	0	100	100	similar to COD's new facility; 1-way glazing; camera
	Juvenile Detention/Interview Rm.	0	0	100	100	separate from adult detention; camera
	Non-secure Interview Room	0	0	150	150	with meeting table for 6; camera; adjacent to Lobby
	Evidence Processing	0	0	100	100	workstation + counter with water, prints, etc.
	CSO/Student Worker Work Rm.	0	0	120	120	2 counter workstations
	Tech Work Area	0	0	150	150	to work on squad car computers, cameras, panic alarms, etc.
	Training/Emergency Ops. Room	0	0	600	600	adjacent to Roll Call Room; with movable partition; self defense training; mat storage
	Men's Locker Room	0	0	250	250	(15) 18"Wx24"Dx5'H lockers w/ integral bench & drawers + CSO lockers (12"Wx24"Dx5'H)
	Women's Locker Room	0	0	100	100	(5) 18"Wx24"Dx5'H lockers w/ integral bench & drawers + CSO lockers (12"Wx24"Dx5'H)
	Men's Toilet Rm. w/ Shower	0	0	150	150	
	Women's Toilet Rm. w/ Shower	0	0	150	150	
	Clerical/Dispatch Locker Area	0	0	80	80	lockers for student workers as well
	Sally Port (5 cars)/Storage	0	0	1,800	1,800	30'x60'
	Timeclock/Mailbox Area	0	0	80	80	
	Dispatch	0	0	225	225	2 WS consoles; train'g station; walk-up window w/
Sub-total		2,092	4,281	8,071	5,979	

MEETING MINUTES | CITY CENTER MEETING

February 1, 2012

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 – City Center Meeting

Summary of the City Center Meeting held at 4:00 PM on Wednesday, February 1, 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
Terry Pagoria, JJC
Paige Vanderhyden, JJC
Susan Stockwell, JJC
Michael McGreal, JJC
Emilie McCallister, JJC
Dan Kreidler, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. It is not clear what will be included in the shelled out space in the proposed new building at City Center; it could either be for large

Classrooms or other functions such as Workforce Development and Adult Education.

3. Outside organizations that currently rent City Center space from JJC include:
 - a. Workforce Investment Board.
 - b. Trees.
 - c. Education to Careers.
 - d. Will County.
4. The Adult Education program needs to remain at the City Center campus.
5. The following space needs were discussed:
 - a. The “Dual Credit” program, currently located at City Center, could very likely come over to the Main Campus; space needs would include:
 - Director's Office.
 - (2) Coordinator Offices.
 - (2) Clerical Workstations.
 - Shared Meeting Room with seating for 8-10 people.
 - Work Area with a copier and work counter.
 - File storage.
 - Dedicated Classroom.
 - b. The “Plus 50” mature workforce recruiting program could possibly be a candidate for moving over to Main Campus; space needs would include:
 - Computer Lab (25 students).
 - Semi-smart Classroom.
 - Work Keys Assessment:
 - o Office (120 SF).
 - o Workstation.
 - o Reception.
 - c. Some City Center programs, yet to be identified, should have a presence at the Main Campus; space needs for a CED/extended campus shared office would include:
 - (2) open workstations.

- Meeting Room (8 people).
- Reception.
- Adjacent to Computer Lab.

End of Meeting Minutes.

EMAIL (dated 4-12-12)

1. The following space needs were requested:
 - a. (2) semi-smart classrooms (25 students each) with book and materials storage.
 - b. Office Space:
 - (1) Workstation with desk, computer, phone and printer connections.
 - Meeting space for 6 people.
 - Adjacency to a larger meeting room.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS Email (dated 4-12-12)

City Center

Programs Served: City Center (CC programs to be accommodated at Main Campus)

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 - Exist.) (ASF)	2012 Comments
	Dual Credit					
	Director's Office	0	0	160	160	
	Coordinator Offices	0	0	240	240	2 @ 120 SF each
	Clerical Workstations	0	0	96	96	2 @ 48 SF each
	Meeting Room	0	0	250	250	table and seating for 10
	Work Area	0	0	120	120	
	File Storage	0	0	20	20	
	Dual Credit subtotal:	0	0	886	886	
	Plus 50					
	Computer Lab	0	0	750	750	for 25 students
	Semi-smart Classroom	0	0	875	875	for 35 students
	Office	0	0	120	120	
	Workstation	0	0	48	48	
	Reception/Waiting	0	0	120	120	
	Plus 50 subtotal:	0	0	1,913	1,913	
	CED/Extended Campus					
	Shared Office					adjacent to Computer Lab
	Open Workstations	0	0	96	96	2 @ 48 SF each
	Meeting Room	0	0	200	200	table and seating for 8
	Reception	0	0	120	120	
	CED subtotal:	0	0	416	416	

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012 – Exist.) (ASF)	2012 Comments
	Adult Education & Literacy					
	Classrooms	0	0	1,250	1,250	2 classrooms @ 625 SF each; 25 students per classroom
	Office space	0	0	200	200	1 workstation and meeting space for 6 people
	AEL subtotal:	0	0	1,450	1,450	
Sub-total		0	0	4,665	4,665	

MEETING MINUTES | DEAN'S OFFICE MEETING

January 25, 2012

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 – Deans' Office Meeting

Summary of the Dean's Office Meeting held at 2:30PM on Wednesday, January 25, 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

Valerie Roberson, JJC
Cecile Regner, JJC
Bette Conkin, JJC
Susan Paddock, JJC
Patrick Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

A. GENERAL

1. Jeff gave a brief overview of the master plan update process.
2. JJC's current Deans are:
 - a. Arts and Sciences: Bette Conkin
 - b. Careers: Vacant

- c. Allied Health: Cecile Regner
- d. Community and Corporate Education: Dan Kreidler
- e. No one yet knows if this dean structure will remain once the new President is installed.

B. SPACE NEEDS

1. There might be some value and efficiency for the Deans of Arts and Sciences, Careers and Allied Health to be located in one area at the Main Campus. The Dean of Community and Corporate Education will remain at the City Center location.
 - a. (4) Deans' Offices (200 SF each).
 - b. (4) Coordinator Offices (120 SF each).
 - c. (6) Semi-private Clerical Workstations (60 SF each).
 - d. (6) Director Offices (160 SF each).
2. Lockable file cabinets.
3. Meeting Room for 6 people (150 SF).
4. Work Room: with work counters, base and upper storage cabinets, copy machine, shredder, sink and coffee station.
5. The Deans' office area should be located in a central location away from loud, high traffic activities.
6. The Deans' office area should not be located on the Building H bridge.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

Deans' Office

Programs Served: Dean's Office

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (ASF)	2012 Comments
	Dean Offices	0	0	800	800	4 @ 200 SF each
	Coordinator Offices	0	0	480	480	4 @ 120 SF each
	Clerical Workstations	0	0	360	360	6 @ 60 SF each
	Director Offices	0	0	960	960	6 @ 160 SF each
	Meeting Room	0	0	150	150	with a table and seating for 6
	Work Room	0	0	120	120	with work counters, base/upper cabinets, copier, shredder, sink and coffee station
Sub-total		0	0	2,870	2,870	

MEETING MINUTES | FACILITIES MEETING

February 2, 2012

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 – Facilities Meeting

Summary of the Facilities Meeting held at 10:30 AM on Wednesday, February 2, 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

Rick Lyman, JJC
Pat Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

GENERAL

1. Jeff gave an overview of the master plan update process.

INFRASTRUCTURE NEEDS

2. Main Campus Parking Lot Repairs:
 - a. South #1: Re-surface and add LED lighting.
 - b. South #2: Re-orient parking spaces, re-surface and add LED lighting.
 - c. East #1: Add LED lighting and new storm drainage.
 - d. East #2: Re-surface, and add LED lighting.
 - e. East #3: Re-surface and add LED lighting.

- f. North #2: Add LED lighting, add LED lighting and new storm drainage.
3. Main Campus Sustainability:
 - a. Update Building Automation System (BAS).
 - b. Meter every building for both natural gas and electricity.
 - c. Consider the data from SEDAC's retro-commissioning power study when it's completed, and respond appropriately.
 - d. Consider electric car charging stations with credit card access; there may be IGEN funding available for this component.
 4. Main Campus Landscaping:
 - a. Add landscaping at the east end of the Arboretum near Houbolt Road.
 5. Surplus Goods Storage Facility:
 - a. For furniture, equipment and other items awaiting auction.
 - b. Consider a location adjacent the J-building dock area.
 6. Other Main Campus Needs:
 - a. East exterior wall of J-building needs to be repaired.
 - b. Isolation of individual buildings' water supplies to regulate pressure.
 - c. Add exterior porches to the S-T concourse and C-G concourse that were identified in the 2008 master plan, but not implemented.
 - d. Add exterior natural area paths that were identified in the 2008 master plan, but not implemented.
 - e. Add LED lighting at the outer ring road, the Arboretum entry and exit, and Centennial Drive.
 7. Romeoville Campus:
 - a. Interior lighting upgrades.
 - b. Floor tile upgrades.
 - c. Classroom technology upgrades.
 - d. Furniture, Fixtures and Equipment (FFE) upgrades.
 - e. Ceiling upgrades.
 - f. Door control system upgrades.
 - g. Technology (IDF) Closets upgrades.
 - h. New exterior storage facility for maintenance items (wish list).
 - i. New LED lighting in the parking lot.
 - j. Parking lot re-surfacing.

- k. Main entry exterior wall repair.
- 8. Weitendorf Facility:
 - a. New LED lighting in the parking lot.
 - b. New 20'x20' exterior storage facility for lawn mowers, shovels, gasoline, etc.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Facilities

Programs Served: Facilities

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (ASF)	2012 Comments
	Surplus Goods Storage Facility	0	0	2,000	2,000	consider a new space near J-building loading dock
Sub-total		0	0	2,000	2,000	

MEETING MINUTES | FINANCIAL AID / VETERANS MEETING

January 25, 2012

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 – Financial Aid/Veterans Meeting

Summary of the Financial Aid/Veterans Meeting held at 10:30AM on Wednesday, January 25, 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

Cheryl Hlavac, JJC
Susan Paddock, JJC
David Seward, JJC
Patrick Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

A. GENERAL

1. Jeff gave a brief overview of the master plan update process.
2. JJC has received grant funding for a Veterans Resource Center (VRC).

B. SPACE NEEDS

1. The old Project Achieve office at the south end of the bridge was identified as a possible location for a new VRC.
2. The VRC should be located as close to the Campus Center as possible in a location with good visibility and accessibility.
3. The old A/B exterior bridge location, which has now been enclosed, might be an acceptable place for the VRC.
4. Meeting Room for the Veterans Club to accommodate 15 people (375 SF).
5. 3 computer workstations.
6. Private Study/Counseling Room (similar to the Library small group study rooms).
7. Staff Workstation: 6' x 8' (48 SF).
8. Shelving and Files.
9. Casual Lounge Seating for 4 people.
10. Storage Closet.
11. Kitchenette counter area with sink, coffee, microwave, refrigerator, base and upper storage cabinets.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Financial Aid / Veterans

Programs Served: Financial Aid / Veterans

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (ASF)	2012 Comments
	Veterans Club Meeting Room	0	0	375	375	for 15 people
	Computer Workstations	0	0	90	90	3 @ 30 SF each
	Private Study/Counseling Room	0	0	100	100	similar to Library small group study rooms
	Staff Workstation	0	0	48	48	
	Lounge Seating Area	0	0	120	120	for 4 people
	Storage Closet	0	0	20	20	
	Kitchenette	0	0	60	60	
	File and Shelving Area	0	0	84	84	
Sub-total		0	0	897	897	

MEETING MINUTES | FOUNDATION / ALUMNI MEETING

February 2, 2012

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 – Foundation/Alumni Meeting

Summary of the Foundation/Alumni Meeting held at 9:00 AM on Wednesday, February 2, 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

Amanda Quinn, JJC
Kristi Mulvey, JJC
Judy Mitchell, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. A location in the Campus Center is needed to feature a changeable "Foundation Donor Wall" with removable tiles; a wall area of approximately 12'Wx4'H is needed. It was decided that the wall on the west side of the grand open stair would be an appropriate location on the 1st floor.

3. A location is needed for an "Alumni Wall" and "Alumni Display Area" for items such as yearbooks, archives, etc. It was decided that the north wall at the east end of the C-concourse would be an appropriate location to feature a dedicated digital monitor on the wall, as well as a display case; this wall area could also include built-in shelves with glass doors.
4. A location is needed to display the "Steinway Piano Campaign Plaque. It was decided that the south wall in the theater lobby area in K-building would be an appropriate location.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Foundation / Alumni

Programs Served: Foundation / Alumni

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (ASF)	2012 Comments
	Foundation Donor Wall	0	0	0	0	12'x4' wall area on the west side of the Campus Center grand stair
	Alumni Wall/Display Area	0	0	0	0	north wall area at the east end of C-concourse
	Steinway Piano Campaign Plaque	0	0	0	0	south wall in the Theater Lobby in K-building
Sub-total		0	0	0	0	

MEETING MINUTES | FRANKFORT EDUCATION CENTER MEETING

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	

MEETING MINUTES | INFORMATION TECHNOLOGY MEETING

February 1, 2012

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 – Information Technology Meeting

Summary of the Information Technology Meeting held at 2:30 PM on Wednesday, February 1, 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

Jim Serr, JJC
Pat Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. Use of computer laptop carts are difficult to maintain.
3. A “semi-smart” classroom means that its technology includes a projector only.
4. The main campus currently has 75% WI-FI coverage; there is a plan in place to achieve 100% coverage, including interior and exterior student spaces.

5. Wireless surveillance cameras are currently being installed.
6. There is a strategy in place to “virtualize” and downsize the College’s servers.
7. An outpost repair area is needed at the extended campuses; this could be combined with an IDF room.
8. IDF rooms need to be added as appropriate for any new expansion.
9. A better help desk location is needed at the main campus in either C, D, or E buildings.
10. Electric car charging stations should be considered and can be wireless, although electric power is required; grant funding could be pursued.
11. I.T. would like to retain the old Board Room and President’s Office in J-building for training, large meeting space, and additional help desk space.
12. The open stair in J-building should be extended to connect the 2nd and 3rd floors.
13. The 2nd floor space in the Campus Center that connects S-building with the classroom area above the Early Childhood Center, would be ideal for I.T.’s use for four staff that are currently located in the Library on the 2nd floor of the Campus Center.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski

Information Technology

Programs Served: Information Technology

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (ASF)	2012 Comments
	New Help Desk in C, D or E bldg.	150	0	200	50	
	New Help Desk in A bldg.	208	0	300	92	for 4 people
Sub-total		358	0	500	142	

MEETING MINUTES | MORRIS EDUCATION CENTER MEETING

January 30, 2012

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 – Morris Education Center Meeting

Summary of the Morris Education Center Meeting held at 9:00 AM 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

Amy Kittle, JJC
Angellica Ahng, JJC
Marsha McCormick, JJC
Patrick Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. The Morris Education Center is a strong workforce development center, as well as an educational center, and it is bursting at the seams; current enrollment is at 450 students.
3. There are current landlord issues such as parking lot lights that are never on, leaking roofs over computer labs, door accessibility issues for handi-capped students, and leaking pipes that have resulted in wall and floor damage.
4. More space for Biology Labs and Allied Health classes are needed; CNA is

the program that is needed most.

5. Need to develop more certificate programs at the Morris Campus.
6. Two to three JJC classes are still held at Morris High School.
7. The following space needs were identified:
 - a. A Library/Resource Center.
 - b. A Lactation Room.
 - c. Waiting/Student Gathering Area for 30 students (with 4 computer stations).
 - d. (1) additional Computer Lab.
 - e. (3) additional Classrooms for 30 students each.
 - f. Larger Instructors' Office with a work table, 8 computer stations, a copier, work surface and storage.
 - g. A larger Receptionist/Clerk workstation for 2 people.
 - h. (2) additional WIA Coordinator Offices.
 - i. Adjunct Faculty Office.
 - j. Biology 151 Lecture/Lab for 24 students and associated Prep Room.
 - k. Meeting Room for 10 people.
 - l. The following space needs were discussed, but will need to be confirmed a later meeting with Student Development staff:
 - Dedicated Compass Testing Room that could also generate revenue.
 - Tutoring workstations that could be shared.
 - Event Room for job fairs (40 employers).
 - Grab n' Go Food Service Area for sandwiches, etc.
 - m. CNA Classroom/Lab.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

Morris Education Center

Programs Served: Morris Education Center

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (ASF)	2012 Comments
	Academic Affairs					
M100	Waiting	203	203	203	0	
M101	Computer Lab	825	1650	1,650	825	1 additional computer lab
M102	Classroom	769	1538	1,519	750	1 additional 750 SF classroom for 30 students
M103	Classroom	769	1538	1,519	750	1 additional 750 SF classroom for 30 students
M104	Classroom	773	1546	1,523	750	1 additional 750 SF classroom for 30 students
M105	Instructors' Office	89	150	484	395	8 computer stations; work surface; storage; copier (for 8 instructors)
M107	Staff Toilet Room	32	60	60	28	
M108	Receptionist & Clerk	41	48	96	55	2 workstations @ 48 SF each
M109	WIA Coordinator Office	107	120	107	0	
M109A	Staff Kitchenette	43	43	60	17	
M110	Copy/Storage Room	52	125	120	68	
M111	WIA Coordinator Office	100	120	196	96	1 additional office @ 96 SF
M112	WIA Coordinator Office	125	120	221	96	1 additional officer @96 SF
M113	Coordinator/Manager Office	122	160	122	0	
M114	WIA Resource Room	273	425	273	0	
M115	Server/Storage Room	91	180	180	89	
	CNA Classroom./Lab	0	750	1680	1,680	for 15 students
	Biology 151 Lecture/Lab	0	0	1400	1,400	for 24 students
	Biology Prep Room	0	0	400	400	
	Library/Resource Center	0	0	875	875	
	Adjunct Faculty Office	0	0	200	200	
	Academic Affairs subtotal:	4414	8,776	12,888	8,474	

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (ASF)	2012 Comments
	Student Development					
	Registration Facilitator	0	0	48	48	1 workstation
	Registration Student Computers	0	0	120	120	4 stations @ 30 SF each
	Financial Aid/Veterans	0	0	0	0	share with Counseling
	Testing	0	0	0	0	share with Computer Lab; no dedicated space needed.
	Tutoring	0	0	0	0	share with Counseling
	Student Accounts (Payments)	0	0	0	0	combine with new Bookstore
	Career Services	0	0	0	0	share with Counseling
	Admissions	0	0	0	0	share with Registration Facilitator
	Counseling/Advising	0	0	110	110	1 office
	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	2,278	2,278	
	Other					
	Meeting Room	0	0	250	250	with table and seating for 10
	Lactation Room	0	0	50	50	
	Other subtotal:	0	0	300	300	
Sub-total		4,414	8,776	15,466	11,052	

MEETING MINUTES | NURSING & ALLIED HEALTH MEETING

February 1, 2012

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 – Nursing & Allied Health Meeting

Summary of the Nursing & Allied Health Meeting held at 1:00 PM on Wednesday, February 1, 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

Cecile Regner, JJC
Pat Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. Classrooms in the new Health Professions Center will accommodate 32 students each.
3. For the HPC shell area, additional instructional spaces should be considered:
 - a. Dividable space.
 - b. Space with plumbing for handwashing.

- c. Fire Science needs a classroom for 40-50 students (dividable room).
 - d. Additional space for Surgical Tech.
4. Need a Reception Area on the 1st floor of the new HPC near the entry.
5. Need a Reception Area and Supply Storage to support the Auditorium space.

ITEMS DISCUSSED (in between meetings)

1. Institutional research for Extended Campuses
 - a. Business plan?
 - b. Data to support growth?
 - c. Specific curricula?

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

Nursing & Allied Health

Programs Served: Nursing & Allied Health

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Fire Science Classroom	0	0	1,250	1,250	
	Surgical Tech	0	0	1,200	1,200	
	Reception Area (1st floor)	0	0	100	100	
	Auditorium Reception	0	0	50	50	
	Auditorium Supply Storage	0	0	50	50	
Sub-total		0	0	2,650	2,650	

MEETING MINUTES | PHYSICAL EDUCATION / FITNESS MEETING

April 13, 2012

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 – Physical Education / Fitness Meeting

Summary of the Physical Education Department Meeting held at 9:30 AM on Friday, April 13, 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

Bette Conkin, JJC
John Griffis, JJC
Brenda Zeborowski, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

A. GENERAL

1. Jeff gave a brief overview of the master plan update process.
2. Although a study was completed last summer for the Physical Education Department to be relocated to the Health Professions Center, the HPC is no longer in consideration for this relocation.
3. Possible considerations for additional space include a new

Athletics/P.E. Building, as well as the renovation of G-building for P.E.'s use if a new Athletics Building is constructed. For either option, it would be desirable if the P.E. fitness facility could be open in the summers on Fridays, Saturdays and Sundays; currently the facility is not open on these days in the summer when the college is closed.

4. The JJC "Exercise is Medicine" initiative will be starting in the Fall 2012. Jeff indicated that some "medically-based fitness centers" or "wellness centers" are offering programs such as Physical Therapy (Pediatric and Adult), Cardiac Rehab, Pulmonary Rehab, Bariatrics, Sports Medicine, Sports Performance, Diabetes Clinics, Occupational Health, etc. Jeff indicated that such a model would provide opportunities for possible synergies with JJC Allied Health programs, as well as with local health care institutions. Jeff referenced the Prairie State College example: PSC partnered with St. James Hospital (Chicago Heights) and the Chicago Heights Park District to build a medically-based fitness center in the 1990s.
5. Non-credit class utilization is projected to increase; these classes are offered through JJC's Corporate and Community Services Department.

B. SPACE NEEDS

1. The attached "Fitness Center Buildout at the Health Professions Center Final Building Program" (dated 8-3-11) was used as a guide for further space needs discussion:
 - a. Revise the Fitness Center to 6,000 NSF; athletes will also use this space.
 - b. The Fitness Administration area should be in an enclosed space with a window for student access to the staff workstations. The "Director" workstation should be revised to "Coordinator". The Storage Room should be adjacent to the Laundry Room.
 - c. The Women's and Men's Locker/Toilet/Shower Rooms

line items should be revised to each include (100)
18"Wx12"Dx72"H lockers.

- d. The Women's and Men's Faculty Locker/Toilet /Shower Room line items should be revised each to include 30 lockers; these spaces should be separate from similar Athletics spaces.
- e. Revise the Studio/Multi-Purpose Storage Room to 600 NSF, as it needs to ample room for equipment storage.
- f. The Assessment Room should be revised to 600 NSF; there is a new Personal Trainer Program (AAS Degree) that will make use of this room, along with the Fitness Center.
- g. Provide two Flexibility/Assessment rooms, each at 225 NSF; these rooms will be utilized by both the Personal Trainer Program and the Fitness Center.
- h. Revise the Consultation Room to 200 NSF.
- i. Provide two Classrooms for 30 students each; 750 NSF per Classroom.
- j. Eliminate the Secretary/Support Staff line item on page 2.
- k. Revise the "Storage/Laundry Room" line item to read "Laundry/Maintenance Room", and revise the area to read 600 NSF.
- l. Add a "Free Weights Room". Athletes will also use this room for conditioning for the Baseball, Softball, Cross Country, Basketball and Volleyball programs. This room will also be used for the Police Officer Wellness Evaluation Report (POWER).
- m. Add a full-time Faculty Office for two people (160 NSF).
- n. Add a Meeting Room for 12 people (300 NSF).
- o. Add a Virtual Exercise Room.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS

Fitness Center Buildout at the Health Professions Center Final Building Program (dated 8-3-11)

End of Meeting Minutes.

Physical Education / Fitness Center

Programs Served: Physical Education / Fitness Center

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Offices & Classrooms					
G1006	Faculty Office	134	134	160	26	2-person office
G1007	PE Coordinator Office	134	160	160	26	
	Meeting Room	0	375	300	300	for 12 people
	Consultation Room	0	0	200	200	
	Consultation Storage Room	0	0	200	200	
	Classrooms	0	0	1,500	1,500	2 classrooms @750 SF each; 30 students per classroom
	Fitness Administration Office	0	0	225	225	3 workstations
	Office&Classrooms subtotal:	268	669	2,745	2,477	
	Fitness					
G1018E	Fitness Center East	1,140	2,308	0	-1,140	
G1018W	Fitness Center West	2,133	4,278	6000	3,867	
G1028	Personal Training Room	230	325	0	-230	
G2001	Assessment Room	516	760	600	84	for 15 people
G2002	Spinning Room-West	520	1,900	549	29	for 15 bikes
G2003	Spinning Room - East	419	0	0	-419	
	Free Weights Room	0	0	0	0	
	Virtual Exercise Room	0	0	300	300	
	Studio/Multi-Purpose Room	0	2,500	1562	1,562	for Dance, Pilates, Kick-boxing, etc.; with wood floor, mirrors, stereo sound system
	Studio/M.P. Storage Room	0	0	600	600	
	Flexibility/Assessment Rooms	0	0	450	450	2 rooms each at 225 SF
	Fitness subtotal:	4,958	12,071	10,061	5,103	

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Locker/Toilet/Shower Rooms					
G1025	Wom. Instructors Locker Rm.	219	218	296	77	(30) 18"Wx12"Dx72"H lockers
G1025A	Wom. Instruct. Toil./Shwr. Rm	90	150	204	114	
G1027	Women's Locker Room	1,337	1,755	800	-537	(100) 18"Wx12"Dx72"H lockers; 8 SF per locker
G1030	Womens Shower Area	158	399	335	177	
G1031A	Wom. Locker Rm. Toilet Room	104	258	215	111	
G1032	Men's Shower Room	209	622	335	126	
G1033	Men's Toilet Rm in Locker Rm	260	361	215	-45	
G1035	Men's Locker Room	1,885	2,670	800	-1,085	(100) 18"Wx12"Dx72"H lockers; 8 SF per locker
G1039	Men Instructors Locker Room	145	218	296	151	(30) 18"Wx12"Dx72"H lockers
G1040	Men Instructors Toil/Shwr.Rm	44	150	204	160	
	Locker/Toilet/Shwr. Subtotal:	4,451	6,801	3700	-751	
	Other					
G1036	Laundry/Maintenance Room	772	794	600	-172	2 washers, 1 dryer and 1 ice machine
G2006	Storage/First Aid	142	300	0	-142	
	Supplies Storage Room	0	0	120	120	adjacent to Laundry Room/Maintenance Room
	Other subtotal:	914	1,094	720	-194	
Sub-total		10,591	20,635	17,226	6,635	

MEETING MINUTES | ROMEOVILLE CAMPUS MEETING

January 30, 2012

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 – Romeoville Campus Meeting

Summary of the Romeoville Campus Meeting held at 3:00 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
Adolph Scheiwe, JJC
Amy Kittle, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. Enrollment at the Romeoville Campus is now up to approximately 4,000 students; the growth rate is equal to or surpassing that of the Main Campus for most sections.
3. Computer Lab space is now inadequate because the Developmental Math classes are using the computer labs.

4. JJC rents computer lab time to the “Connecting Link” program on Friday nights, Saturdays and Spring Break (all 3 semesters).
5. Parking is currently adequate for the current enrollment.
6. The following space needs were discussed:
 - a. The Food Service Area needs more space for cooking (2 aprt-time staff).
 - b. In general, more faculty offices are needed.
 - c. Existing multi-purpose rooms NC26 and NC28 need to be larger to accommodate event space; there is a folding partition between the two rooms that is usually in the open position.
 - d. An additional Biology 151 Lab (24 students).
 - e. It still needs to be confirmed if another Chemistry Lab (24 students) is required.
 - f. Anatomy & Physiology Lab, along with a Cadaver Lab (24 students).
 - g. Bookstore (possibly staffed by Food Service personnel).
 - h. (2) new Computer Labs (25 students each).
 - i. (1) new “pod style” Open Computer Lab (30 students).
 - j. New General Education Classrooms (number to be confirmed with enrollment projections). There are currently (12) GenEd Classrooms: (7) for open scheduling and (5) that are shared by Traffic, Adult Education, Biology and Chemistry.
 - k. Existing classroom floor tile and technology need to be modernized.
 - l. Various modifications and updates to the previous master plan Space Needs Spreadsheet line items were noted, and will be reflected in the new Space Needs Spreadsheet.
 - m. Additional space needs for student services and student activities will be confirmed at a later meeting with Student Development.
7. The main entry exterior wall material is in need of repair; it needs to be confirmed if this repair work is already included in the current Capital Improvement Plan (CIP).

8. The parking lot needs to be re-surfaced; it needs to be confirmed if this work is already included in the current Capital Improvement Plan (CIP).
9. There are currently no accessible lab benches in labs NC45 and NC64.
10. The hoods in lab NC45 are inoperable.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Romeoville Campus

Programs Served: Romeoville Campus

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					
NC01	Administrative Office	687	530	687	0	
NC02	Administrative Asst. Office	114	48	114	0	
NC03	Financial Aid Office	114	96	114	0	
NC04	Financial Aid Office	114	96	114	0	
NC05	Counseling Office	113	96	113	0	
NC06	Counseling/Faculty Office (P.T.)	113	0	113	0	
NC07	Wiring/Data Closet	40	40	40	0	
NC08	Campus Coordinator/Conf.Rm	287	280	287	0	
NC09	Food Service Area	297	297	500	203	
NC09A	Food Service Storage Closet	34	34	34	0	
NC10	Student Lounge	816	816	2100	1,284	for 70 students
NC20	Faculty Office (shared)	153	192	160	7	
NC21	Adjunct Faculty Office	151	151	300	149	
NC22	Faculty Office	163	192	163	0	
NC23	Mothers Nurs/Adjunct	159	159	159	0	
NC26	West Multi-Purpose Room	479	479	1125	646	
NC26B	Coat Room off Conf. Room	46	46	46	0	
NC28	East Multi-Purpose Room	479	479	1125	646	
NC31	CNA Lab	840	840	840	0	for 16 students
NC32	Custodial Closet	23	23	23	0	
NC33	Adult Education Classroom	661	1,250	750	89	for 30 students
NC35	Traffic/Other Classroom	665	925	875	210	for 35 students
NC37	Adult Education Classroom	667	1,250	750	83	for 30 students
NC43	Biology Classroom	673	850	673	0	
NC45	Biology 151 Lab	1,078	1,040	2800	1,722	2 labs @ 1400 SF each; 24 students each

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
NC46	Bio/Chem Prep	175	175	175	0	
NC50	Classroom	565	775	565	0	
NC51	Classroom	630	900	630	0	
NC52	Classroom	655	900	655	0	
NC53	Classroom	759	925	759	0	
NC54	CISCO Lab	665	459	665	0	
NC55	Classroom	655	800	655	0	
NC56	CISCO Lab	650	459	650	0	
NC57	Classroom	648	775	648	0	
NC60/41	Biology Lab/Prep Room	663	1,240	1321	658	
NC62	Chemistry Classroom	665	800	665	0	
NC63	Classroom	620	525	750	130	for 30 students
NC64	Chemistry Lab	1,151	1,000	2800	1,649	2 labs needed for 48 students
NC65	Photo Lab/Dark Room	386	386	386	0	
NC65A	Photo Processing Room	195	195	195	0	
NC65B	Film Closet	27	27	27	0	
NC67	Classroom	611	775	750	139	for 30 students
NC74	Computer Lab	674	648	674	0	for 24 students
NC75	Computer Lab	625	675	625	0	for 25 students
NC76	Open Computer Lab	696	702	696	0	for 26 students
NC77	Computer Lab	634	675	634	0	for 25 students
NC78	Lab Tech Office	93	96	96	3	
NC80	Academic Resource Ctr.	2,444	2,444	2444	0	
NC81	Resource Ctr. Storage	103	103	103	0	
NC82	Media Storage	107	107	107	0	
	Biology Lecture/Lab	0	3,076	0	0	

Romeoville Campus

Programs Served: Romeoville Campus

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Anatomy & Physiology Lab	0	0	1,300	1,300	for 24 students
	Anatomy & Physiology Prep Room	0	0	200	200	
	A&P Cadaver Room	0	0	500	500	
	Allied Health Lecture/Lab	0	3,720	0	0	
	Developmental Ed. Classroom	0	3,200	0	0	
	Biology Faculty Office	0	192	0	0	
	Allied Health Faculty Office	0	384	0	0	
	New Computer Labs	0	0	1,500	1,500	2 labs @ 750 SF each; 25 students each
	Open Computer Lab	0	0	1000	1,000	pod arrangement; for 30 students
	New General Education Classroom	0	0	5,250	5,250	6 classrooms @ 875 SF each; 35 students/class (confirm with enrollment & utilization)
	Academic Affairs subtotal:	24,062	37,347	41,430	17,368	
	Student Development				0	
	Registration	0	0	432	432	4 Facilitator workstations @ 48 SF each + 8 student computer stations @ 30 SF each
	Financial Aid/Veterans	0	0	0	0	4 student computer stations needed; share with Registration
	Testing	0	0	990	990	30 testing stations @ 30 SF each + 3 proctors @ 30 SF each
	Tutoring	0	0	250	250	5 one-on-one stations @ 50 SF each
	Student Accounts (Payments)	0	0	200	200	
	Career Services	0	0	0	0	share office with Counselor
	Admissions	0	0	120	120	1 office
	Counseling/Advising	0	0	440	440	4 Counselor offices @ 110 SF each
	Presentation Room	0	0	2,500	2,500	seminar table layout for 100 students
	Event Space	0	0	4000	4,000	table setups for 40 employers at career events
	Student Development subtotal:	0	0	8,932	8,932	

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Administrative Affairs					
	Bookstore	0	0	700	700	to be staffed by Food Service personnel
	Administrative Affairs subtotal:	0	0	700	700	
Sub-total		24,062	37,347	51,062	27,000	

MEETING MINUTES | STUDENT ACTIVITIES MEETING

January 25, 2012

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 – Student Activities Meeting

Summary of the Student Activities Meeting held at 1:00PM on Wednesday, January 25, 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

Pam Dilday, JJC
Susan Paddock, JJC
Patrick Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

A. GENERAL

1. Jeff gave a brief overview of the master plan update process.
2. Pam distributed a "Master Plan Wish List" for the Office of Student Activities (attached); this list was used as the basis of the meeting's discussion. In addition to the content included in this list, the following additional space needs were discussed:

B. SPACE NEEDS

1. Club Workspace/Office Space (priority 1):
 - a. 2 desk spaces for clubs.
 - b. Work table
2. Semi-smart Larger Meeting Space (priority 4):
 - a. Could possibly be accommodated by sharing existing space such as scheduling the new Campus Center Multi-Purpose Room or Presentation Room, or the Theater in Building K.
3. Larger Programming Space (priority 3):
 - a. The existing bridge is too small and constricting.
 - b. The old cafeteria in Building J might be a good space to consider.
4. Private Room/Smaller Meeting Space (priority 6): 225 SF
5. Club Storage Space (priority 5): 225 SF
6. Cyber Café/Gaming Lounge (priority 2):
 - a. Should be 1.5x the size of the existing Cyber Café.
 - b. Could possibly be located in Building H (bridge).
 - c. If the existing Cyber Café get relocated, this existing space could be used for Adjunct Office space.
7. Designated Free Speech/Community Information Area (priority 8):
 - a. Designated space to be used for protests; must be in a supervised area.
 - b. Desired adjacency to be near Campus Police.
 - c. 2 tables required in an open area.
8. Space for Intramurals (priority 9):
 - a. Volleyball, basketball, wellness, etc.
 - b. Could possibly be located in the existing gym if a new athletic facility is provided.
9. Revamping of the outdoor Picnic Area (priority 3):
 - a. Currently planned to be improved in the summer 2012.
 - b. Include a pavilion in the grove of trees.
10. Student Lounge Space (priority 7):

- a. As various academic and other spaces are developed in the master plan update, formal and informal student gathering space should always be considered.
- 11. Building D Infrastructure (underground pipes):
 - a. This project is currently funded and underway.
- 12. Building H (Bridge) shades (priority 10).

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS Master Plan Wish List, OSA (2 pages)

MEETING MINUTES | STUDENT ACTIVITIES MEETING

Master Plan Wish List | Office of Student Activities

Where do we see OSA going in 10 years?

1. **Club workspace/office space:** tiled floor, work table for bulletin boards, cabinet with supplies for bulletin boards and development of promotional materials. Ideally, we would also like to have desk spaces for clubs to use and host office hours for recruitment purposes. Clubs would sign up to hold office hours and utilize the workspace.

2. **Semi-Smart Larger Meeting space:** Would be used for Collegiate Club Council meetings (currently held on the Bridge which is far from ideal because of traffic and noise), Student Government meetings (held in a classroom currently but always at risk for being bumped for classroom use), Emerging Leaders programs (currently held where ever we can find the space but also always at risk for being bumped for another purpose), Club Leadership Trainings....

3. **Larger programming space:** Bridge is the only location we can guarantee availability for with our events but sometimes the Bridge isn't big enough for shows like the Hypnotist or Mentalist or Drag Show. We can continue to use the former Cafeteria (J-0037) if it will be available to us but that may not be the case always. Ideally, if the J-0037 space was to continue to be available, we would like to see the acoustics be improved....ceilings lowered or dropped etc. Currently, clubs hold dances in that space and hold bigger events there. Not always ideal because of the acoustics.

4. **Private Room/Smaller Meeting Space:** An additional space would be needed to use for meditation/prayer location (requested by Muslim Student Association but not able to be granted consistently) and HIV testing (held twice a month). This space would also be available to other clubs for smaller meeting spaces as requested.

5. **Club storage space:** We do not have space for clubs to store things bought with college money so many times, club materials are held

where ever room can be found which inhibits our ability to keep track of materials purchased with student activity fee dollars. We have the space under D-1010 currently but that space has gotten flooded before and we do not feel that it is a good space to store equipment or materials not in Rubbermaid Bins. While OSA has storage, we utilize the storage spaces we have and would not want keys to be provided to clubs which would allow the clubs access to all of our equipment and materials in that space.

6. **Cyber Café/Gaming Lounge:** This space continues to be a well-utilized space for students. We envision this space being large, with TV's on the wall that could be used for gaming systems (students sometimes plug into the TV's with messaging systems without knowing that they could damage the system). This space would not be used for academic purposes but recreational purposes only.

7. **Designated Free Speech/ Community Information Area:** We do get requests from groups wanting a presence on campus to share their views on various topics. Currently, the space designated is in the C- concourse but is not ideal. This space would be available to groups like HOME, PETA, Pro-Life and Pro-Choice AND agencies who would like to provide information about their resources to students (not solicitation).

8. **Space for Intramurals:** With the one gym and no additional space for athletics to occur, a multi-purpose area that could be used for intramurals would be a great benefit to students. While intramurals was attempted a couple years back, the promotion for the events was severely lacking and students continue to express interest in having intramurals available but space is always the issue because of the teams getting priority to use the gymnasium.

9. **Revamping of the outdoor picnic area:** The picnic grove area is visible from all sides of campus and a great location for Student Activities to utilize. We would love to have a shelter built that would have a built in stage and power available to it (so we wouldn't have to run cords from the Mech room

under D building to a tent we have to rent each year for Welcome Week. We would like to have permanent grills available for clubs to use as well as a possible sand volleyball court, horseshoe pits, space for Bean Bag Tournaments, possibly a softball/baseball field as well available to use for special events.

10. **Student Lounge Space:** With the new buildings coming online, we need to remember to reserve space for student lounges. Students need places where they can just hang out or be with friends. The Bridge is utilized as is the former cafeteria but if you're not on that side of campus, there aren't many options.

11. There was talk from Facilities Services about the infrastructure of the underground pipes (?) being moved and relocated from under D building and possibly extending our space out a bit and adding a balcony which would only enhance the outdoor space utilization. Bands could perform on the balcony and speakers could speak from there...just another great opportunity for us to engage students.

12. Lastly, we would love to have shades on the Bridge for future events. When the sun is bright, the lighting there is challenging for some events and the temperature is warm to say the least. Shades would allow us to lower them when needed but to have them up when needed as well.

Student Activities

Programs Served: Student Activities

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
B1004	OSA Storage	75	200	75	0	
D1009	Student Info.Free Speech Ctr	151	151	151	0	
H1004	Quiet Lounge	1560	1560	1,560	0	
H1005	Storage	49	99	49	0	
H1006	OSA Storage	30	0	30	0	
H1008	T.V. Lounge	858	858	858	0	
H1010	Memorial	324	324	324	0	
H1012	OSA Program Area w/ stage	1586	3965	1,586	0	
H1015A	Student Government Office	267	400	267	0	
H1015B	Holistic Wellness Office	168	132	168	0	
H1016A	OSA Secretary	111	48	111	0	
H1016B	OSA Director's Office	140	160	140	0	
H1016C	OSA Mtg/Resource Center	739	750	739	0	
	OSA Student Workstation	40	108	40	0	
	OSA/HW Secretary	30	48	30	0	
	OSA Asst. Director Office	0	120	0	0	
	Club Work Room/Office	0	250	250	250	2 workstations + work table
	Exterior Programs Stage	0	400	0	0	
	Large Meeting Room	0	0	0	0	utilize other large meeting spaces on campus; semi-smart
	Large Programming Space	0	0	0	0	utilize J-building "old cafeteria"
	Small Meeting Room	0	0	225	225	
	Club Storage Room	0	0	225	225	
	Cyber Café/Gaming Lounge	1723	5169	2585	862	1.5x existing
	Free Speech/Community Ed.	0	0	72	72	adjacent to Campus Police
	Intramurals Room				0	utilize old gym (8844 SF) if a new Athletic Bldg. is constructed
	Outdoor Picnic Area				0	

Room #	Space	Existing Area (ASF)	2008 Master Plan Space Needs	2012 Master Plan Space Needs	Diff. of Area (2012-Exist.) (ASF)	2012 Comments
	Student Gathering Space				0	consider as new academic space is added
	H-building (bridge) Shades				0	
Sub-total		7,851	14,742	9,485	1,634	

MEETING MINUTES | STUDENT DEVELOPMENT MEETING

January 25, 2012

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 – Student Development Meeting

Summary of the Student Services at Extended Campuses Meeting held at 4:00 PM on Thursday, January 25, 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

Amy Kittle, JJC
Susan Paddock, JJC
Marsha McCormick, JJC
Dan Kreidler, JJC
Emilie McAllister, JJC
Pat Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

A. GENERAL

1. Jeff gave an overview of the master plan update process.

2. It was discussed that each of the extended campuses should have a higher degree of student services available at each location.

B. SPACE NEEDS

1. Romeoville Campus (approximately 3,800 students):
 - a. Current student services: Counseling, Financial Aid, Registration, Testing and Tutoring; Testing and Tutoring are shared with iCampus.
 - b. Career Services space needed.
 - c. Student Activities space needed with a small office, events space and club space.
 - d. Dedicated Testing space needed with 20 testing stations.
 - e. Dedicated Tutoring space needed with 3 semi-private open tutoring station.
 - f. Dedicated Student Gathering Lounge is needed.
2. Morris Education Center (400-600 students):
 - a. Should be similar to Romeoville but on a smaller scale.
 - b. (1) Financial Aid Office.
 - c. Counseling?
 - d. Registration?
 - e. (2) Tutoring stations.
 - f. (10) Testing Stations.
 - g. Event Area with an office, club space and event space.
 - h. Student Gathering/Lounge space.
3. Frankfort Education Center:
 - a. (15) Testing stations are needed.
 - b. (2) Tutoring stations are needed.
 - c. Financial Aid?
 - d. Counseling?
 - e. Registration?
 - f. Student Lounge?

4. Weitendorf Agricultural Education Center:
 - a. No student services needed at this location.
5. Susan decided that a follow-up meeting should be scheduled with key personnel from Enrollment Services and Student Success to further determine the Extended Campuses space needs.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

February 2, 2012

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 – Student Development Meeting

Summary of the Student Services (Extended Campuses) held at 2:00 PM on Wednesday, February 2, 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
Amy Kittle, JJC
Pam Dilday, JJC
Stephanie Braun, JJC
Susan Paddock, JJC
Mildred Holmes, JJC
Keith Tillman, JJC
Karl Brooks, JJC
David Seward, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

GENERAL

1. Jeff gave an overview of the master plan update process.
2. StAR students, for the most part, will continue to come to Main Campus as it is not practical to duplicate this facility at the extended campuses. Some accommodations could be made within existing tutoring space at the extended campuses.
3. Student Activities does not have the staff for programs that are needed in the evenings.
4. Student Gathering/Event space is needed to provide a sense of community and belonging; this space can be managed by the extended campuses. Some of the events that take place include “Discover JJC” (twice a year), “Saturday Open House” (Fall and Spring), and “Comfort Zone” (every Tuesday and Wednesday evening).
5. Registration is facilitated by the extended campus staff using the web at 3-4 computer stations.
6. An option for Counseling could be to make use of technology like Skype for “distance counseling” between the Extended Campuses and the Main Campus.

SPACE NEEDS

7. Romeoville Student Services:
 - a. Registration:
 - (3-4) Facilitator workstations.
 - (8) Student computer stations.
 - b. Financial Aid/Veterans:
 - Share with Registration student computer stations (4 needed).
 - c. Testing:
 - (30) testing stations.
 - (3) proctor workstations.
 - d. Tutoring:

- (5) one-on-one stations.
 - e. Student Accounts (Payments):
 - New dedicated space.
 - f. Career Services:
 - Share office space with Counselor.
 - g. Admissions:
 - (1) Office.
 - h. Counseling/Advising:
 - (4) Counselor Offices.
 - i. Presentation Room:
 - Seminar table setup.
 - 100 students.
 - j. Event Space:
 - Table setups for 40 employers at Career events.
8. Morris Student Services:
 - a. Registration:
 - (1) Facilitator.
 - (4) student computer stations.
 - b. Financial Aid/Veterans:
 - Share with Counseling.
 - c. Testing:
 - Share with Computer Lab; no dedicated space needed.
 - d. Tutoring:
 - Share Counseling Office.
 - e. Student Accounts (Payments):
 - Combine with new Bookstore.
 - f. Career Services:
 - Share with Counseling Office.
 - g. Admissions:
 - Share space with Registration facilitator.
 - h. Counseling/Advising:
 - (1) office needed.

- i. Presentation Room:
 - Share with Event Space.
 - 20 students.
 - j. Event Space:
 - Table setups for 20 employers at Career events.
9. Frankfort Student Services:
- a. Registration:
 - (2) Facilitators workstations.
 - (6) Student computer stations.
 - b. Financial Aid/Veterans:
 - Share with Registration student computer stations (2 needed).
 - c. Testing:
 - (8) dedicated testing stations.
 - (1) Proctor workstation.
 - Share with Computer Lab during peak testing periods.
 - d. Tutoring:
 - (3) one-on-one tutor workstations.
 - e. Student Accounts (Payments):
 - Combine with new Bookstore.
 - f. Career Services:
 - Share with Counseling.
 - g. Admissions:
 - Share with Registration Facilitator.
 - h. Counseling/Advising:
 - (2) Counselor Offices.
 - i. Presentation Room:
 - 30 students.
 - Share with Event Space.
 - j. Event Space:
 - Table setups for 20 employers at Career events.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

MEETING MINUTES | WEITENDORF AGRICULTURAL EDUCATION CENTER MEETING

January 30, 2012

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 – Weitendorf Agricultural Education Center
Meeting

Summary of the Weitendorf Agricultural Education Center Meeting held at 10:30 AM on Wednesday, 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

Mary Cwikla, JJC
Marsha McCormick, JJC
Amy Kittle, JJC
Pat Van Duyne, JJC
Jeffrey Sronkoski, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the master plan update process.
2. There is currently a low utilization at the Weitendorf facility; existing utilization should be confirmed.
3. The question was asked: What should this location be? An

extended campus, or an extension of the Agriculture and Vet Tech programs?

4. Classes currently held at Weitendorf include Nursing 250 (Large Animal Nursing)(4-5 hours) and Vet Tech 116 (6-hour block).
5. More students should be required to attend Weitendorf; perhaps freshmen Agriculture students could take more classes at this location.
6. Non-credit classes offered include:
 - a. Photography/Secrets of Lighting
 - b. Oil Painting
 - c. Dog Obedience
 - d. Police Training (Will County Sheriff and Illinois State Police)
7. Perhaps this campus could be included on a Pace bus route for better connection to the City Center and Main Campuses.
8. The Commercial Drivers License (CDL) program is accommodated at this location.
9. There is only set of toilet rooms in the facility; they are inadequate during events that are well-attended.
10. As a result of the Custodial Closet being utilized for a Network Closet, and the custodial supplies being relocated into the Mechanical Room, corrosion is occurring; a new custodial closet is needed.
11. Lincolnway West High School could possibly be used for additional night classes.
12. The big events held at this facility are:
 - a. Small Agriculture trade shows with breakout sessions.
 - b. Pig shows and sales (requires one-week set-up and take-down).
 - c. Goat shows and sales (requires one-week set-up and take-down).
 - d. Sheep shows and sales (requires one-week set-up and take-down).

- e. Police training
- f. Bird show.
- g. Poultry show.
- h. 4H events.
- i. Kids closet (consignment).
- j. Illinois Landscape Contractor certification exams.

13. A new Storage Building to house a combine will be built soon at this site.

End of Meeting Minutes.

Respectfully submitted,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

ATTACHMENTS None

Weitendorf Agricultural Education Center

Programs Served: Weitendorf Agricultural 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
	Men's Toilet Room	0	0	260	260	
	Women's Toilet Room	0	0	260	260	
	Custodial Closet	0	0	30	30	
Sub-total		0	0	550	550	



MULTIPURPOSE FACILITY



TUTORING CENTER



COMPUTING SPACE
(PRIORITY 2)

AREA ANALYSIS - MAIN CAMPUS



CAMPUS POLICE



BOOKSTORE

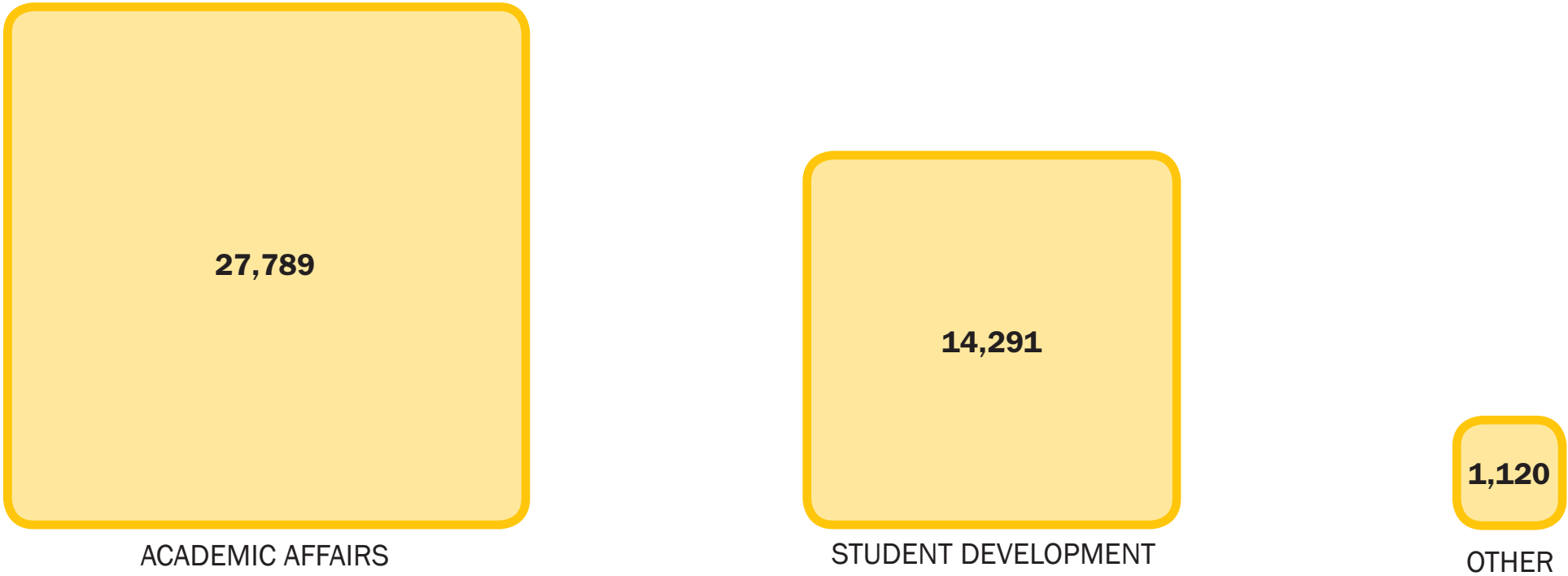


INFORMATION
TECHNOLOGY



ATHLETICS

AREA ANALYSIS - MAIN CAMPUS



AREA ANALYSIS - MAIN CAMPUS

