



April 23, 2008

- I. **Meeting:** April 23, 2008 at 2:00pm – 3:00p.m.
- II. **Meeting Place:** College of the Siskiyou  
TTC-2
- III. **Meeting Purpose:** Building Construction Committee Review Meeting
- IV. **Introductions:** Meeting Attendees
- V. **Safety Minute:** Parking
- VI. **Meeting Minutes:** Review/Accept Previous Meetings Minutes As Attached Herewith
- VII. **Topics of Discussion:**
  - 1) Project Schedule/Timeline Update
    - a) DSA Review Status
  - 2) Furniture Consultant Update
    - a) Michelle Steffens Presentation
  - 3) Committee members comments/concerns
  - 4) Other:
    - a) Individual Office Arrangements
- VIII. **Next Meeting Time/Location:** May 7, 2008 @ 2:00 p.m./TTC-2
- VIII. **Questions:**
- X. **Meeting Adjourned**

**MINUTES**  
**ESTC BUILDING**  
**BUILDING CONSTRUCTION COMMITTEE REVIEW MEETING**  
**APRIL 9, 2008, TTC 2**

Present: Jennifer Ridgway, Donna Farris, Amy Stacher, Kathy Gassaway, Tony Osa, Barry Russell, Barb Odegard, Steve Crow, and Debbie Dutcher

- I. Meeting: April 9, 2008, 2p.m.
- II Meeting Place College of the Siskiyous, TTC 2
- III Meeting Purpose Building Construction Committee Review Meeting
- IV Introductions Meeting Attendees
- V. Safety Minute: Parking

The highest number of accidents happen while pulling out of parallel and diagonal parking spots. Park away from large vehicles such as vans and SUV's. These vehicles can restrict your view.

- VI. Meeting Minutes: Review/Accept Previous Meetings Minutes as attached herewith  
Approved.

**VII Topics of discussion:**

- 1. Project Schedule/Timeline Up-date
  - a. Up-dated Schedule attached.  
The contractor is on site and working  
See up-dated schedule e-mailed with agenda.
  - b. DSA Review Status  
A limited notice to proceed was given to the contractors. They can begin ground work up to, but not, pouring concrete.  
DSA has issued comments of the ADA review. Structural comments are not back yet, and Fire/Life Safety review has not begun. Barb indicated she was worried about the wind load. These buildings are built to withstand a wind load designated by DSA for Siskiyou County. These are State guidelines, not county.
- 2. Technology Consultant Update
  - a. List of equipment attached.  
See the list of equipment attached to the agenda e-mail.  
Barry indicated we may be eligible for a DLT grant (Federal Government) for video conference equipment for both the small classroom and the conference

room. This is a 50/50 share grant. The estimated cost of the equipment at this point is \$138,000.00.

3. Furniture Consultant Update

a. Additional feedback from EMT/Paramedics

Furniture catalogs will be on campus on April 23. The furniture will be on site to review on April 30.

Amy indicated they would like the same chairs and tables that are in TTC 2.

Barb indicated the math instructors would like individual tables with un-attached chairs. Seating two per table is a problem with math students during testing.

Staff in individual offices will need to meet with Jennifer and Michele on April 23 to discuss their specific needs, i.e. bookshelves, file cabinets, etc.

All old furniture will be used throughout the transition period.

4. Committee members comments/concerns:

Donna indicated that the projectors in the classrooms need to have internal closed captioned capabilities. There have been problems with other rooms that have external units attached.

Barb indicated that the viewing area projected on the screen is not large enough. It does not cover the whole screen. This problem will be addressed when the projectors are mounted on the ceiling at a distance far enough away to fill the whole screen.

Jennifer also indicated that there will be 2 white boards on the teaching wall as well as one screen. There will be a 4 ft whiteboard on each side wall to accommodate the need for more space while the screen is in use.

Barb indicated that the markers for the whiteboards are a problem. The smell is toxic and it is extremely hard to use these markers for a 4 hour class. We need to look for high LEED markers (Organic).

There is a concern for completion of the landscaping surrounding the building. Who is responsible for completing the irrigation system and planting of "native" plants? Jennifer's understanding was that it is the responsibility of the COS grounds facilities to complete the landscaping. It was indicated that the irrigation system should be complete at the same time as the facility so that landscaping can continue and be done in a timely manner. The Distance Learning Building has been functioning for 4-5 years and landscaping is still not complete.

Will there be automatic door openers? If these are left on you can still open doors that have been manually locked. At this time the doors will be ADA approved

doors with no automatic openers. Also, the doors will have panic hardware that can be locked from the inside in case of emergency.

Barb asked if the air intake for the ESTC will be on the same side of the building as the back up generator. Will it pull exhaust fumes into the building? Jennifer will look into this.

VIII. Next Meeting Time/Location: April 23, 2008 @ 2:00 p.m./TTC 2

VIII. Questions

X Meeting Adjourned