

**MINUTES
ESTC BUILDING
BUILDING CONSTRUCTION COMMITTEE REVIEW MEETING
APRIL 23, 2008, TTC 1**

Present: Jennifer Ridgway, Beth Watt, Kathy Gassaway, Tony Osa, Barry Russell, Scott Kegg, Michelle Steffens, Steve Crow, and Debbie Dutcher

- I. Meeting: April 23, 2008, 2p.m.
- II Meeting Place College of the Siskiyous, TTC 1
- 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

Approved with changes regarding landscaping. There is not a budget for landscaping through the COS Maintenance Department.

VII Topics of discussion:

- 1) Project Schedule/Timeline Update
 - a. DSA Review Status
Structural DSA was completed on 4/16/08, but not received yet.
- 2) Furniture Consultant Update
 - a. Michelle Steffens Presentation
Michelle provided three drawings for desk placement in the smaller classroom (Fire/ADJ). Individual desks can be purchased at 25", 27" 30" high. The Committee decided on individual desks, but not the design that Michelle brought (sled). Four leg tables are preferred. They will not tip easily like the sled design. Individual desks should be 27" high with a couple at 30" for ADA students.

The Medic room will be tables with rollers seating two students per table. Beth would like tables and chairs the same as TTC 1. (This changed from last meeting with Amy).

The furniture from the TTC lounge will go to the break out room for the medic program. The furniture is not appropriate for the fire students black books. Michelle will look for furniture that can be cleaned easily for the TTC lounge.

Other Medic breakout rooms will need flip top tables with nesting chairs.

Conference room table can be custom made to fit the space available. Nancy will get ideas for conference table for next meeting.

Michelle suggested component pieces for the offices. These pieces can be redesigned as instructors change. They can be moved and cut to fit. Staff in permanent offices need to meet with Michelle on specific needs.

Michelle will also look for options for hallway setting and waiting chairs for outside CTE office.

Michelle will look for open providers for tables and chairs.

3) Committee members comments/concerns

From the April 9 meeting:

Donna Farris discussed projectors in the new classrooms have internal closed captioned capabilities. Jennifer indicated they will be internal closed captioned.

Regarding white boards. There will be one white board and two small boards, one on each side of the large white board and two small boards on the side walls. At the April 23 meeting it was suggested to have continuous whiteboards all the way across the front wall.

Barb Odegard was concerned about the intake from the ESTC pulling in the fumes from the back up generator. There will not be a conflict with the air intake..

4) Other:

a. Individual Office Arrangements

See Michelle Steffens regarding individual office needs.

VIII. Next Meeting Time/Location: May 7, 2008 @ 2:00 p.m./TTC 2

VIII. Questions

X Meeting Adjourned