MEETING MINUTES 1

DATE: February 3, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER (FPP)
HMC #3311015

PRESENT: Margie Chitwood, Cheryl Marshall, Gary Nellesen, Joe Vasquez (Mt. SAC)
John Beckton (Bovis)
Ken Salyer, Michael Tome (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to discuss the upcoming Final
Project Proposal (FPP) process for the new Business and Computer Technology Center.

ITEMS DISCUSSED:

1.1 Initial FPP Steps: The following initial steps toward approaching the FPP process were
discussed:

A. PROGRAM NEEDS & MT. SAC ROOM STANDARDS: HMC and the College will
work together to establish the initial desired program spaces while applying the Mt.
SAC room standards where applicable.

B. CONFIRMATION OF EXISTING SPACE INVENTORY: The existing space inventory
assigned to the programs planned to go into the new building will need to be
examined and confirmed. Also, the spaces planned to be demolished will need to be
factored out of the proposed space inventory.

C. COMPARISON OF CAPACITY LOADS: HMC (with its consultant, CCS Group) will
compare the desired program spaces to the allowable spaces supported by the state
guidelines for Weekly Student Contact Hours (WSCH) and the campus-wide capacity
loads and space inventory. If necessary, adjustments to the proposed program will
then be needed to keep the project competitive at the state level.

D. ESTABLISHMENT OF BUDGET: Once the needed program space is reconciled
with the State allowable guidelines, then a budget for the project can be established.

Action/Responsibility Information

1.2 Initial Project Proposal (IPP): The IPP that this FPP will be based on was submitted
on July 1, 2005 for a 59,000 ASF building with a construction estimate of $22,834,000.
The project costs were submitted as $28,314,000. At 50% state participation, the local
match for project costs was listed as $14,157,000. 59,000 ASF is expected to generate
approximately 80,000 gross square feet (GSF).

Action/Responsibility: Information

1.3 Room Standards – Active Learning vs. Lecture: A determination will need to be
made regarding the use of the current Mt. SAC room standards for this project.
Specifically, the ‘Lecture’ use (20 ASF per student) vs. the ‘Active Learning’ use (30 ASF

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per student). Additionally, 'Computer Labs' uses may also come into consideration (35 ASF per student). It was discussed that it is felt that the majority of the uses within the new building will use tables and chairs in an active learning setting as opposed to using tablet-arm type chairs in a pure lecture format.

Action/Responsibility: Information

1.4 Hospitality & Restaurant Management Program: The HRM program is relatively new program that will need to be housed within the new building. It is part of Family Consumer Sciences and will need a commercial kitchen.

Action/Responsibility: Information

1.5 Schedule: Ken will confirm if the FPP submittal deadline has been extended from June 1, 2006 to July 1, 2006 as he had heard elsewhere. Assuming that this is true, the schedule will require that the completed FPP be submitted to the May board for approval. This requires a very aggressive schedule and very timely responses from everyone on the team.

Action/Responsibility: HMC

1.6 “Ready Access” FPP: It was discussed and decided that the FPP application will be submitted conventionally and not as a "Ready Access" FPP. Although the PWCE funding (Planning, Working Drawings, Construction & Equipment) will not be issued all at once, it will allow for much greater flexibility to modify the final design once the funding is realized.

Action/Responsibility: Information

1.7 Grant Space: HMC will ask CCS Group if space that is needed to accommodate people working on Economic Development Grants will be acceptable to the State.

Action/Responsibility: HMC and CCS

1.8 Site and Building Design: It is likely that the new building design will be set into the existing hillside such that the upper level can be reached at grade from the north side. Another approach is to design the building in a way that it can change sites if necessary. Other design concerns were discussed such as providing good north daylight for the interior design program and providing a patio courtyard for the restaurant portion of the HRM program. The two-building layout shown on the AC Martin master plan document does not need to be followed. A split building as shown could cause some circulation issues (additional elevators would be required) as well as higher construction costs. Interior corridors are generally preferred over exterior covered walkways due to the need for fewer doors to secure the building perimeter.

Action/Responsibility: Information
1.9 **Next Meetings:** The next meetings were scheduled as follows:

- Friday, February 10, 2006 (This will be internal meeting with just Margie and her group.)
- Tuesday, February 14, 2006 at 10:00 AM at Building 19B, Room #3

If possible, additional meetings will occur approximately every Friday over the next 4 to 6 weeks until the time that an acceptable building program is completed. Once the building design effort begins, the meetings can occur approximately every two weeks.

*Action/Responsibility: Information*

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

**HMC Architects**

[Kenneth H. Salyer, AIA]
Associate Principal

*cc:* Those Present
Andrea Hughes (Mt. SAC)
Tess da Silva (Bovis)
Kevin Wilkeson (HMC)
File-MM-MI
MEETING MINUTES 2

DATE: February 14, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Margie Chitwood, Cheryl Marshall, Gary Nellesen, Joe Vasquez (Mt. SAC)
John Beckton, Tess da Silva (Bovis)
Carlos Montoya (CCS Group)
Ken Salyer, Michael Tome, Kevin Wilkeson (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to discuss the upcoming Final
Project Proposal (FPP) process and the needed spaces for the new Business and Computer
Technology Center.

ITEMS DISCUSSED:

2.1 **Room Standards:** There is a strong desire to do away with straight lecture classrooms
and move towards “active learning” classrooms. The 700 ASF rooms that are currently
being used do not work. It was noted that students work in groups and the rooms need to
be sized to allow for flexibility and for multiple functions. The requested “active learning”
room standard adopted by Mt. SAC is 35 ASF per student (35 students = 1,050 ASF
rooms). This issue needs to be addressed with John Nixon, VP of Instruction. Gary
suggested that the room sizes should be approached based on use (the number of
students, how the space functions and how the furniture fits), but that the uses must be
state supportable.

*Action/Responsibility: Facilities to review issue with John Nixon*

2.2 **FPP Submittal Deadline:** It was confirmed that the FPP submittal deadline to the State
was extended from June 1, 2006 to July 1, 2006. Accordingly, the completed FPP will
need to go Mt. SAC’s board for approval in May.

*Action/Responsibility: Information*

2.3 **Statewide Bond Timing:** There is a possibility of statewide capital construction bond
being placed on the ballot on June or November of this year. Because of this, there is
strong reason to submit the FPP for this new building for this next FPP cycle. It will make
the project much more competitive if it can be placed in the pipeline sooner than later.

*Action/Responsibility: Information*

2.4 **Initial FPP Steps:** As discussed previously in the meeting of February 3, 2006, the initial
steps toward approaching the FPP process were confirmed:

A. **PROGRAM NEEDS & MT. SAC ROOM STANDARDS:** HMC and the College will
work together to establish the initial desired program spaces while applying the Mt.
SAC room standards where applicable.
B. CONFIRMATION OF EXISTING SPACE INVENTORY: The existing space inventory assigned to the programs planned to go into the new building will need to be examined and confirmed. Also, the spaces planned to be demolished will need to be factored out of the proposed space inventory.

C. COMPARISON OF CAPACITY LOADS: HMC (with its consultant, CCS Group) will compare the desired program spaces to the allowable spaces supported by the state guidelines for Weekly Student Contact Hours (WSCH) and the campus-wide capacity loads and space inventory. If necessary, adjustments to the proposed program will then be needed to keep the project competitive at the state level.

D. ESTABLISHMENT OF BUDGET: Once the needed program space is reconciled with the State allowable guidelines, then a budget for the project can be established.

Action/Responsibility: Information

2.5 Capacity Loads: Carlos stated that the 5-year construction plan appears to shows the College as being 107,000 ASF over capacity. This will need to be confirmed. The 5-year plan will need to be looked at concurrently with the development of the FPP. Gary and Carlos will meet separately on this matter.

Action/Responsibility: CCS and Facilities to meet

2.6 Overall Building ASF: The Initial Project Proposal (IPP) listed the building as 59,000 ASF. Gary needs to confirm with CMPCT that a 59,000 ASF building is the right size.

Action/Responsibility: Facilities

2.7 New Building Space Needs: Margie reported that on February 10, 2006, she met with her Business and Economic Development department to go over the list of spaces needed for the new building. This meeting required some of the attendees to understand that they could not have all of the spaces that they wanted. As a result of that meeting Margie presented a spreadsheet (8 pages dated February 3, 2006, revised February 10, 2006) entitled “New Building Space Needs”. Comments and discussions included the following:

A. TEAM ROOMS FOR STUDENTS: The requested “Team Rooms” for Students can hopefully be given a TOP code similar to that used for “Resource” area.

B. STORAGE: Storage for the instructional spaces within the department is typically found within the individual rooms and not generally within separate storage rooms. In most rooms one wall of 30” deep storage cabinets should be expected. Whether the storage is in the classroom or in a remote storage room, it all gets counted in the same way on the space inventory.

C. FACULTY: The Business and Economic Development department has approximately 40 full-time and 200 part-time faculty members.

D. HOSPITALITY & RESTAURANT MANAGEMENT: The current HRM program has most of its food preparation classes at off-campus facilities. Currently there are five
classes each semester of 25 to 35 students. A commercial kitchen and a restaurant are needed for a class of about 15 students. 12 individual teaching kitchens are needed as well (with ~10' to 15' of counter) where students learn the necessary skills. Margie is okay if the restaurant portion needs to end up in a separate but nearby facility. Example facilities to review are at Glendale College, Cal Poly Pomona’s Kellogg West, and Cerritos College. Also desired for this program is a simulated hotel reservations desk that could act as a teaching help desk.

E. FASHION DESIGN SPACES IN DESIGN TECHNOLOGY CENTER: The following spaces listed on the “New Building Space Needs” are already accounted for in the FPP for the new Design & Online Technology Center and should therefore be removed:
   1. Non-commercial Sewing Lab
   2. Commercial Sewing Lab
   3. Fashion Computer Pattern/Drafting Design Lab

F. INTERIOR DESIGN LIBRARY AS “RESOURCE” USE: This space could hopefully be given a TOP code similar to that used for “Resource” area.

G. GENERAL DIVISION COMPUTER LAB FOR 150: If possible, Gary would like the space listed as a “Computer Lab for 150 Students” to be coded as an “assembly” use or possibly as “media” space. CCS will investigate that option further.

H. SERVER ROOM: The Server Room should have glass window walls to allow visibility for staff and for student instruction.

I. WORKROOM: The general workroom should have accommodations as a document-printing center with the ability to be file server based.

J. COMPUTER LABS: Some computer labs could possibly be used as teaching spaces at night.

K. LARGE MEETING ROOM: The large-scale meeting room for outside speakers should be considered as a two-classroom space with a folding wall partition.

Action/Responsibility  HMC and CCS

2.8 Grant Project Space: Carlos confirmed that the State would not pay for space that is dedicated to supporting grant projects.

Action/Responsibility: Information

2.9 HRM Restaurant as a Commercial Facility: If the restaurant portion of the Hospitality & Restaurant Management program collects money, then the State will consider it as a commercial facility and will not fund the space.

Action/Responsibility: Information
2.10 **Next Meetings:** The next meetings will all occur in Room 3 of Building 19B and were scheduled as follows:

- 9:30 AM, Friday, February 24, 2006
- 9:30 AM, Friday, March 3, 2006
- 9:30 AM, Friday, March 10, 2006

*Action/Responsibility: Information*

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

**HMC Architects**

[Signature]

Kenneth H. Salyer, AIA  
Associate Principal

cc: Those Present  
Andrea Hughes (Mt. SAC)  
File-MM-MI
MEETING MINUTES 3

DATE: February 24, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Margie Chitwood, Mike Gregoryk, Cheryl Marshall, Joe Vasquez, Dale Vickers (Mt. SAC)
Tess da Silva (Bovis)
Carlos Montoya (CCS Group)
Ken Salyer, Michael Tome, Kevin Wilkeson (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to further discuss the FPP process and the needed spaces for the new Business and Computer Technology Center.

ITEMS DISCUSSED:

3.1 "Active Learning" Room Standards: As noted in the last meeting, because students typically work in groups and the rooms need to be sized to allow for flexibility and for multiple functions, the department requested to use the "Active Learning" room standard adopted by Mt. SAC of 35 ASF per student (35 students = 1,050 ASF). By comparison, the Mt. SAC "Lecture Classroom" standard is 20 ASF per student (35 students = 700 ASF). Margie reported that Gary Nellesen spoke with John Nixon regarding the request. The direction from John is use 25 ASF per student (35 students = 875 ASF). Margie expressed concern that she felt this standard would only work for about half of the classrooms.

Action/Responsibility: Information

3.2 Preliminary WSCH Evaluation: Carlos reported that he took a brief preliminary look at the WSCH from 2004 and applied a 24% increase based on the increase from the prior time period. This generated approximately 35,000 ASF for lecture and lab only. This looks promising for the program, but campus-wide the College has issues of State-perceived over-building. Lecture spaces are possibly as great as 200% or more of state supported capacity. Lab spaces are at about 88% capacity now but will increase to about 98% when the Design & Online Technology Center comes on-line. An accurate WSCH analysis is needed. Carlos requested from Margie the day and evening actual WSCH for each program for the Fall 2005 semester.

Action/Responsibility: Margie

3.3 Capacity Loads: UNRESOLVED FROM LAST MEETING: Carlos stated that the 5-year construction plan appears to shows the College as being 107,000 ASF over capacity. This will need to be confirmed. The 5-year plan will need to be looked at concurrently with the development of the FPP. Gary and Carlos will meet separately on this matter.

Action/Responsibility: CCS and Facilities to meet
3.4 **Building Room Matrix**: Margie reviewed in the meeting their division’s “Building Room Matrix” which lists each classroom and lab and the times that each space is occupied and by whom. Carlos request that he be shipped a copy of this document.

*Action/Responsibility: Margie*

3.5 **Friday Attendance**: It was discussed that one of Mt. SAC’s problems with regards to the State’s perception of them being over-built is the lack of student attendance on Fridays and weekday afternoons. The State assumes that classes will be occupied all days and evenings except Sundays. Mike Gregory will discuss this issue with John Nixon.

*Action/Responsibility: Mike Gregory*

3.6 **Preliminary Area Program**: HMC presented a “Preliminary Area Program” spreadsheet (8½”x11”, 11 pages, dated 2/23/06). This document summarized the requested spaces from the prior February 10th “New Building Space Needs” document prepared by the Business & Economic Development Division and added additional columns for future input of Proposed ASF, Room Use Codes and TOP Codes. Comments and discussions included the following:

A. **ROOM USE CODES**: The below State recognized Room Use Codes will be used for the majority of spaces with a few unique spaces deviating as appropriate:
   1. 110 – Lecture Classrooms
   2. 115 – Classroom Support Spaces
   3. 210 – Classroom Labs and Computer Labs
   4. 215 – Lab Support Spaces
   5. 250 – Computer Lab (when unassigned to a particular department)
   6. 310 – Office
   7. 315 – Office Support Space
   8. 680 – Meeting Room (able to be shared by the rest of the campus)

B. **BUSINESS ADMINISTRATION CLASSROOMS**: The six Active Classrooms requested for Business Administration can be classified as lecture classrooms.

C. **LAW LIBRARY**: The Law Library can be combined with the Court Lab/Classroom.

D. **STUDENT STUDY AREAS**: The requested Student Study Area will be renamed as a Student Lounge with a Room Use Code of 650. This code will also be applied to the Student Caucus/Meeting Rooms.

E. **HOSPITALITY ROOM**: The Hospitality Room within Family & Consumer Sciences will be renamed as Meeting Room (used for demonstration purposes) with a Room Use Code of 550.

F. **TRAINING KITCHEN**: The Training Kitchen can be deleted, as it is a duplicate of the Food Lab listed under Family & Consumer Sciences.

G. **FASHION DESIGN SPACES IN DESIGN TECHNOLOGY CENTER**: It is believed that the Non-commercial Sewing Lab and the Fashion Computer Pattern/Drafting Design Lab listed on the “New Building Space Needs” are already accounted for in the FPP
for the new Design & Online Technology Center and should therefore be removed. Margie said she would need to look further into this matter and requested HMC to email her a floor plan of the Design & Online Technology Center showing the proposed fashion department’s spaces and furniture.

H. DIVISION EVENING PROGRAM ROOMS IN OTHER BUILDINGS: The classrooms located in other (non-business use) buildings will be listed as Lecture Classrooms with 36 students each (720 ASF each) and a Room Use Code of 0099 (Unassigned).

I. GRANT OFFICE SPACE: As had been previously discussed, the State will not pay for space that is dedicated to supporting grant projects. It was suggested that an office area adjacent to regular faculty office space that perhaps could also be used for adjunct faculty might be feasible. Margie may need to increase the projected faculty growth to account for this loss in grant office space.

J. GENERAL DIVISION COMPUTER LAB FOR 150: This lab should be considered as shared with the Office Technology and Computer Information System computer labs.

K. COMPUTER FACILITIES SUPERVISOR OFFICES: These offices can be accommodated either in the individual computer labs or adjacent to the Large Computer Lab for 150.

L. DIVISION MEETING ROOM: The large-scale boardroom style meeting room can be similar to the one in Building 6, Room 160. It will need a separate control room closet for necessary AV and telecommunications equipment. The second smaller room listed can be deleted.

M. FOOD SERVICE AREA: The requested food service area could resemble a Starbucks and could possibly combined with the HRM restaurant space. Because this space would be a commercial venture, it would need to be identified in the FPP as a space that the College is not seeking costs for.

Action/Responsibility: HMC and CCS

3.7 Restaurant Program Supportability: Carlos was directed to investigate the restaurant program at Glendale College to see how it is state supportable and to ask how they deal with charging faculty for lunches. Carlos will also talk to Bud Allen of CCS Group who has written similar FPP’s for projects with this type of space. It is critical to understand that the inclusion of the restaurant program must not make the FPP less competitive for funding.

Action/Responsibility: CCS

3.8 Computer Science Program: Margie reported that the Computer Science program is moving into the Business & Economic Development Division. Currently it is planned that this program will be housed within the new Math & Science Building.

Action/Responsibility: Information

3.9 Overall Area Targets/College Growth/Falling Enrollments: Carlos shared some preliminary numbers (that will need to be confirmed) for overall area targets. Existing
Office Space appears to currently be at approximately 11,000 ASF and the target for 2010 should be about 13,000 ASF. For Lecture and Lab spaces Carlos suggests for now a target of approximately 35,000 ASF. It was reported that the College’s desired annual growth is 3% per year, but that 2% per year should be adequate. Unfortunately, reported enrollments at Mt. SAC have been dropping about 1,000 students per year since 2001.

**Action/Responsibility:** CCS

3.10 **Program Spreadsheet Edits:** The next steps of editing the Preliminary Area Program spreadsheet will be as follows:
- Margie will review the document further looking for areas to reduce or clarify.
- Carlos will input the existing ASF for each space based on the official campus space inventory.
- Ken will make the edits discussed in the meeting, add the Room Use Codes, and take a first guess at the Proposed ASF for each space. Once these edits are made it was requested that HMC sort the spreadsheet to show common uses. This could help in eliminating some redundant spaces.

**Action/Responsibility:** Margie, CCS and HMC

3.11 **Next Meetings:** The next meetings will all occur in Room 3 of Building 19B and were scheduled as follows:
- 2:30 PM, Tuesday, February 28, 2006 (With HRM & Nutrition only)
- 9:30 AM, Friday, March 3, 2006
- ~ 11:00 AM, Friday, 3/3/06 (With Office Technology & C.I.S.) Follows 9:30 meeting
- 9:30 AM, Friday, March 10, 2006
- 9:30 AM, Friday, March 24, 2006 (All)

**Action/Responsibility:** Information

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

HMC Architects

\[Signature\]
Kenneth H. Salyer, AIA
Associate Principal

cc: Those Present
Andrea Hughes, Gary Nellesen (Mt. SAC)
File-MM-MI
DATE: February 28, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Fawaz Al-Malood, Margie Chitwood, Cheryl Marshall, Joe Vasquez, Jean York (Mt. SAC)
Tess da Silva (Bovis)
Ken Salyer, Michael Tomé (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to discuss the needed spaces for the programs of Food & Nutrition and Hospitality & Restaurant Management within the new Business and Computer Technology Center.

ITEMS DISCUSSED:

4.1 Preliminary Area Program Revisions: HMC presented a revised “Preliminary Area Program” spreadsheet (8½”x11”, 10 pages, dated 2/27/06). This document continues to summarize the requested spaces for the new building. Comments and discussions included the following:

A. ID #77 – FOOD LAB / TRAINING KITCHEN: The “Food Lab” should be relabeled as “Food Lab/Testing Kitchen”. This space will be shared with the Hospitality & Restaurant Management Program (HRM). 8 to 12 small kitchen areas are desired at more of a residential scale and use (not for commercial food preparation). The individual kitchen areas can be smaller than those that currently exist within Building 19B, Room 5. The following items are needed within each small training area:
   1. Range top with four gas burners.
   2. Double sink with garbage disposal unit.
   3. Small prep counter facing towards the center of the room.
   4. Room for four students at a time.
The overall lab space will also include two ovens. Due to space concerns, the initial design for the room will be based on 8 kitchen areas instead of 12.

B. ID #78 – EQUIPMENT STORAGE AREA: This space will be shared with HRM.

C. ID #79 – PANTRY/DRY FOOD STORAGE: This space will be shared with HRM.

D. ID #80 – LAUNDRY AREA: This space will be shared with HRM and will need two washing machines, two dryers, and adequate linen storage. This area should be made accessible to other Business division programs without needing to travel through a classroom or lab space.
E. ID #81 – MEETING ROOM / DINING ROOM: It is still desired that this space be used as a meeting room, as a hospitality room and as a restaurant dining room. This space will be shared with HRM and will be moved to fall under the HRM area summary. Effective scheduling of this room will be critical to its success with multiple uses. The issue of charging for meals was brought up again but no particular solution was resolved.

F. ID #82 – ACTIVE CLASSROOM 1: One of the three Active Classrooms needs to be immediately adjacent to the Food Lab/Training Kitchen.

G. ID #85 – ACTIVE CLASSROOM 4: This space was desired, but can be deleted.

H. ID #86 – FOOD SCIENCE LAB: This space was desired, but can be deleted.

I. ID #89 – RESTAURANT / HOSPITALITY LAB: The assignable area initially indicated of 1,440 SF is not adequate and will need to be increased to at least 2,200 SF. The following previously listed “Remarks” need to be deleted: “dining room to serve 50 people” (the dining room is part of ID #81); “access to outside patio” (a patio is desirable only if it will be maintained by the College’s maintenance department); “management office” (this office is already listed as ID #100). The commercial kitchen component should be buffered from the dining room with a bus station space between. Consideration needs to be given to the arrangement of the shared spaces with the Food Lab / Training Kitchen and with the offices and the delivery areas.

J. ID #90 – PANTRY/DRY FOOD STORAGE: This space will be shared with Food & Nutrition and will be moved to fall under the Food & Nutrition area summary.

K. ID #91 – WALK-IN REFRIGERATOR & FREEZER: This space will be shared with Food & Nutrition.

L. ID #93 & 94 – LOCKERS & CHANGING: A quantity of 18 lockers is needed for each room. Individual lockers will measure 18” wide x 18” deep x 36” high.

M. ID #98 – FRONT DESK / RESERVATIONS / LOBBY LAB: This space can be deleted and incorporated into the “Help Desk” function desired as part of ID #18 – Office Classroom Lab, which will be increased in area accordingly from 900 to 1,100 ASF. The reservation function can be accommodated within HRM Computer Lab (ID #97).

N. ID #99 – FACULTY OFFICE SPACE: The number of faculty can be reduced from 3 (210 ASF) to 2 (140 ASF).

O. ID #103 – DELIVERY/TRASH/SERVICE ELEVATOR: This line item can be deleted, as it is a function of gross square foot area, not assignable.

P. ID #123 – MEETING ROOM: This Meeting Room can be deleted.

Action/Responsibility HMC
4.2 **Similar Restaurant Programs:** Cypress College, Glendale College, and Cal Poly Pomona's Collins Center are all good examples of similar restaurant management programs. Fawaz offered to request from Cal Poly floor plans and information regarding the number of students in the program and within individual classes.

*Action/Responsibility:* HRM

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

**HMC Architects**

KENNETH H. SATYER

Kenneth H. Satyer, AIA
Associate Principal

cc: Those Present
Andrea Hughes, Gary Nellesen (Mt. SAC)
Carlos Montoya (CCS)
Kevin Wilkeson (HMC)
File-MM-MI
MEETING MINUTES 5

DATE: March 3, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Margie Chitwood, Elaine Emanuel, Cheryl Marshall, Jaishri Mehta, Gary Nellesan, 
Joe Vasquez (Mt. SAC) 
Tess da Silva (Bovis) 
Carlos Montoya (CCS Group) 
Ken Salyer, Michael Tome, Kevin Wiikeson (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to further discuss the FPP process 
and the needed spaces for the new Business and Computer Technology Center.

ITEMS DISCUSSED:

5.1 **Five-year Construction Plan Update:** The College’s Five-year Construction Plan needs 
to be updated (prior to the FPP submittal) to address possible revisions to construction 
and demolition scheduling and sequencing. An existing error in the FTES count (related 
to calculated class-time duration) needs to be reviewed as well. Other needed revisions 
include the removal of the three business division classrooms recently removed in the 
revised FPP for the Building 4 renovation project. Gary requested that Carlos Montoya 
(and possibly Bud Allen) meet with Becky Mitchell regarding these revisions.

*Action/Responsibility: CCS and Facilities*

5.2 **Division WSCH and Enrollment Statistics:** Cheryl Marshall presented for CCS Group’s 
use the following five summary documents:
A. STC83081 - SCHEDULED CONTACT HOURS BY DAY
B. STC83582 - SCHEDULED SECTIONS (CLASSES) BY DAY & HOUR FOR WEEK 5
C. STC24081 - ENROLLMENT HISTORY REPORT
D. STE100M2 - FISCAL PERFORMANCE REPORT
E. STR91581 - REGISTRATION COUNTS FOR WEEK 4

Margie and Cheryl will confirm if the WSCH numbers accurately reflect the class durations 
(50 minutes vs. 60 minutes) and email their findings.

*Action/Responsibility: CCS and Business Division*

5.3 **FPP as a Growth Project:** Carlos questioned if the team would be successful in calling 
the new building a growth project when it appears that WSCH has been declining. Growth 
within the division has only occurred within the Family and Consumer Sciences program. 
All other programs declined in enrollment. It was discussed that the project can be “sold” 
as necessary if it can show consolidation and efficiency of programs that are currently 
spread out around campus with inefficient duplicity of spaces and equipment. Also, if 
campus space categories that are currently viewed as over-built can be shown to be 
trending positively with the implementation of this building, then that could help sell the 
need for the project.

*Action/Responsibility: Information*
5.4 **Building Status If Not Funded:** The question was asked if the building is submitted and ultimately not funded by the state, would the same building program and design proceed with local funding or would a different program and design be initiated. Gary said that it is important that the building program and design accomplish the College’s long-term needs regardless of whether or not state funding is achievable. The team should still do everything it can to make the building state supportable but not to the point where the building is no longer meeting the instructional needs of Mt. SAC. If the state funds do not materialize, the plan would be to move forward with the same design with local funds.

*Action/Responsibility: Information*

5.5 **Restaurant Program Supportability:** Gary reported that the former Work Force Training Center project contained a commercial kitchen and a restaurant (similar to the spaces requested in this latest FPP) and the Chancellor’s office specialist (Susan Yeager) would not support it. She informally labeled it as a thinly veiled executive dining room. It is critical to understand that the inclusion of the restaurant program must not make the FPP less competitive for funding. Gary directed HMC to remove the commercial kitchen space from the FPP for now and to assume that it will be included within a stand-alone, locally funded, nearby building. Another option discussed was placing the kitchen within the Campus Center, but lack of immediate adjacency will be somewhat problematic. It was also noted that with this space no longer in the building there would be some inefficiency because spaces that were to be shared between HRM and Food & Nutrition will still need to be built.

*Action/Responsibility: Information*

5.6 **Computer Science Program:** Margie reported that the Computer Science program is not being moved into the Business & Economic Development Division after all (for now).

*Action/Responsibility: Information*

5.7 **Preliminary Area Program:** HMC presented a revised “Preliminary Area Program” spreadsheet (8½"x11", 10 pages, dated 3/2/08). This document continues to summarize the requested spaces for the new building. As had been planned, specific attention at this meeting was given to the Computer Information Systems and Office Technology programs. Comments and discussions included the following:

A. **ID #1, 2 & 3 – ACTIVE CLASSROOMS 1, 2 & 3:** These spaces should be relabeled as “Active Classroom Labs.” Additionally, the two CIS classroom labs need to accommodate 42 students not 36. Two of these three classroom labs will need space for laptop computer carts.

B. **ID #9 – COMPUTER LAB 6 – CIS:** Teleconferencing ability is desired within this lab.

C. **ID #16 – COMPUTER LAB 13 - OT:** This space can be deleted.

D. **ID #18 – OFFICE CLASSROOM:** This space should be relabeled as “Office Classroom Lab”. It should also include a “help desk” function.
E. ID #89 – RESTAURANT/HOSPITALITY LAB: Per Item 5.4 above, this space will be deleted.

F. ID #91 – WALK-IN REFRIGERATOR & FREEZER: This space will need to be moved to fall under the Food & Nutrition area summary.

G. ID #92 – DISHWASHING AREA: Per Item 5.4 above, this space will be deleted.

H. ID #93 & 94 – LOCKERS & CHANGING: These two spaces will need to be moved to fall under the Food & Nutrition area summary.

I. ID #105 – ACTIVE CLASSROOM LAB 2: This space can be deleted.

J. ID #106, 107 & 108 – NON-COMMERCIAL SEWING LAB, STORAGE & SINK: These spaces are not part of the proposed Design & Online Technology Center.

K. ID #109 – COMMERCIAL SEWING LAB: This space is part of the Design & Online Technology Center and can therefore be deleted.

L. ID #114 – COMPUTER PATTERN/DRAFTING DESIGN: This space is part of the Design & Online Technology Center and can therefore be deleted.

Action/Responsibility: HMC

5.8 Next Meetings: The next meetings will occur in Room 3 of Building 19B and were scheduled as follows:

- 9:30 AM, Friday, March 10, 2006
- 9:30 AM, Friday, March 24, 2006

Action/Responsibility: Information

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

HMC Architects

Kenneth H. Salyer, AIA
Associate Principal

cc: Those Present
Andrea Hughes (Mt. SAC), John Beckton (Bovis)
File-MM-MI
MEETING MINUTES 6

DATE: March 10, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Fawaz Al-Malood, Margie Chitwood, Elaine Emanuel, Ralph Jagodka, Cheryl Marshall, Jaishri Mehta, Gary Nellesen, Joe Vasquez, Glenn Vice (Mt. SAC)
Tess da Silva (Bovis)
Carlos Montoya (CCS Group – by telephone)
Ken Salyer, Michael Tome (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to further discuss the FPP process and the needed spaces for the new Business and Computer Technology Center.

ITEMS DISCUSSED:

6.1 Five-year Construction Plan Update: Carlos confirmed with Gary that he would begin reviewing the Five-year Construction Plan next week with Becky Mitchell. As stated in prior meetings it will need to be updated (prior to the FPP submittal) to address among other items, possible revisions to construction and demolition scheduling and sequencing.

Action/Responsibility: CCS and Facilities

6.2 Division WSCF and Enrollment Statistics: Margie and Cheryl confirmed that the WSCF numbers presented to Carlos last week do, in fact, accurately reflect the class durations (50 minutes vs. 60 minutes).

Action/Responsibility: Information

6.3 Initial ASF Area Targets: Carlos reported (in an email received earlier in the week) that he had taken a look at the WSCF numbers that he had received from Margie and had come up with some initial ASF numbers. He said it was important to note that by adjusting the WSCF distribution between Lecture and Lab we can slightly adjust the allowance of ASF. The initial assumptions Carlos used were as follows:
A. 2% growth a year projection until 2012.
B. 60% of the WSCF is attributed to Lecture (from the Five-year Construction Plan).
C. 34.3% of the WSCF is attributed to Lab (from the Five-year Construction Plan).
D. The WSCF breakdown in the Five-year Construction Plan is going to remain constant.
E. The “Other Space” ASF is estimated at 15% of the building.
F. HRM is not reflected accurately since it should grow at a faster rate. (A faster growth rate would result in a larger ASF allowance for this program).

Given these assumptions the ASF numbers using week 1 WSCF are as follows:

<table>
<thead>
<tr>
<th>Division ASF Total</th>
<th>LAB</th>
<th>Lecture</th>
<th>Office</th>
<th>Other Space (lounge, meeting rooms, etc.)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>21,130</td>
<td>9,548</td>
<td>9,892</td>
<td>6,000</td>
<td></td>
<td>46,569</td>
</tr>
</tbody>
</table>

It was discussed that the growth rate of 2% per year seems low and a higher growth rate should be able to be justified with the appropriate detailed back up. Gary requested that...
**CCS determine what growth rate is needed to support 59,000 ASF.** Also, the ASF allowances can be increased if the revised Five-year Construction Plan shows the Business Division's shift away from mostly Lecture use rooms to mostly Lab use rooms. The initial targeted Office ASF total of 9,891 breaks down as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>ASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Information Systems</td>
<td>2,257</td>
</tr>
<tr>
<td>Office Technology</td>
<td>1,085</td>
</tr>
<tr>
<td>Business Administration</td>
<td>2,257</td>
</tr>
<tr>
<td>Accounting &amp; Management</td>
<td>2,145</td>
</tr>
<tr>
<td>Family &amp; Consumer Sciences</td>
<td>2,167</td>
</tr>
<tr>
<td><strong>TOTAL OFFICE TARGET AREA</strong></td>
<td><strong>9,891</strong></td>
</tr>
</tbody>
</table>

This targeted Office area is inclusive of all workrooms, lounges, meeting rooms and all of the necessary Division Office areas as well. A quick review during the meeting appeared to show that overall Office and Office Support area for the building was below 9,891 ASF.

**Action/Responsibility:** CCS

6.4 **Preliminary Area Program:** HMC presented a revised "Preliminary Area Program" spreadsheet (8½"x11", 10 pages, dated 3/3/06 - Revised 3/9/06). This document continues to summarize the requested spaces for the new building. The revised document indicated a number of space reductions offered by the Division in an effort to get the project closer to the 59,000 ASF area target shown in the IPP. All of the cuts were reviewed and accepted except as noted within these minutes. As had been planned, specific attention at the end of this meeting was given to the Business Administration and Accounting & Management programs. Comments and discussions included the following:

A. **GENERAL CLASSROOM DESIGN:**
   1. **Room Shape:** It was requested that instructional rooms be designed as rectangular spaces with the front teaching wall of the room occurring along the long dimension of the room.
   2. **Marker Boards:** Marker boards are often placed too high on the wall requiring shorter instructors to use just the lower portion. Sliding marker boards would be appreciated because they provide additional writing surfaces. Storage placed behind the sliding marker boards would also be helpful. Marker boards should be placed when possible so that the projection screen doesn't block the majority of the writing surface.
   3. **Rear Table:** An individual table or two located at the rear of the room is helpful for multiple uses such as for breakout work groups and for disabled students.

B. **OFFICE DESIGN:** Windows in offices are preferred to windows in classrooms (with the exception of the Interior Design labs, which will need windows with north light). A clustering of offices in one area is favored (as opposed to offices spread out or located next to each classroom or lab). It is felt that this allows for increased faculty collaboration. Offices should be located near the staff restrooms and the staff lounge. Two-person 140 ASF offices (or other multiple person arrangements) are preferred over individual 70 ASF private offices. The Division Office does not necessarily need to be located adjacent to the other program offices.

C. **STORAGE:** Classroom storage is generally preferred within the classroom (as opposed to an adjacent storage room). Business Administration's storage needs are
minimal — just the Paralegal program has storage needs, but this could be
accommodated within the proposed Law Library space. General storage for student
clubs is needed. Margie requested that the faculty email her with their ideas and
needs for storage within the new building.

D. STUDENT AREAS: Due to needed area reductions, Student Meeting rooms have
been removed. It is hoped that student congregation/study areas can be
accommodated with alcoves along hallways and lobbies. Student meeting areas
could be accommodated (with proper scheduling) within the general meeting rooms.
Areas for students to wait for faculty or take a make-up exam are needed.

E. ROOM ADJACENCIES: Room adjacency needs will be reviewed in more detail at the
next regular meeting. Margie requested that the faculty email her with their
requested room adjacencies.

F. ID #37 to 42 — ACTIVE CLASSROOMS 1 to 6: These six spaces should be relabeled
as ‘Classrooms’ as they are for Lecture use.

G. ID #57 to 64 — ACTIVE CLASSROOM LABS 1 to 8: These spaces should be
relabeled as ‘Classroom Labs’. Classroom Labs 1, 2 & 6 will be used primarily for
Accounting and will need tables with chairs. The tables (currently 36" wide x 36" deep
per student) need to accommodate student’s paperwork and books. Classroom Labs
3, 4 & 5 will be used primarily for Management and will need full-size tablet-arm chairs
with computer desks along the room perimeter. Ideally 3 to 4 students could gather
around each computer desk. Classroom Labs 7 & 8 could be used by both programs
but will also need full-size tablet-arm chairs with computer desks along the room
perimeter. All eight of these rooms should be kept adjacent to each other if possible.

H. ID #141 — ADMINISTRATIVE SECRETARY: The area for this space will be increased
from 70 ASF to 110 ASF as had been approved on other recent campus buildings.

I. ID #155 — DIVISION ACCOUNTANT: The area for this space will be increased from
70 ASF to 100 ASF as had been approved for the Building 4 FPP.

J. ID #177 — PART-TIME FACULTY OFFICE SPACE: For increased flexibility of use,
this space will be revised from one 700 ASF space to two 350 ASF spaces.

Action/Responsibility: HMC and Business Division

6.5 FPP Written Narrative: As part of the FPP, a written narrative is needed that explains
the merits of having this project become a reality. CCS is requesting ideas from the
faculty that will help them in their writing assignment. As an example, because the
Division is currently spread all over campus, how will having all of the programs under one
roof benefit the Division and programs? What duplication of manpower and equipment
can be eliminated? How will the students’ learning environment be enhanced? What type
of inadequate facilities and equipment exist now? Any such ideas should be emailed to
Margie, who will then email them to Ken and Carlos.

Action/Responsibility: Business Division
6.6 **Next Meeting:** The next meeting will occur in Room 3 of Building 19B and is scheduled as follows:

9:30 AM, Friday, March 24, 2006

HMC is hoping to have some preliminary room adjacency diagrams to present at the meeting for review and comment.

**Action/Responsibility:** Information

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

**HMC Architects**

[Signature]

Kenneth H. Salyer, AIA
Associate Principal

cc: Those Present
Andrea Hughes, Becky Mitchell (Mt. SAC)
John Beckton (Bovis), Kevin Wilkeson (HMC)
File-MM-MI
MEETING MINUTES 7

DATE: March 24, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Margie Chitwood, Teri Faraone, Cheryl Marshall, Tom McFarland, Joe Vasquez,
Glenn Vice, Jean York (Mt. SAC)
Tess da Silva (Bovis)
Carlos Montoya (CCS Group – by telephone)
Ken Salyer, Michael Tome, Kevin Wilkeson (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to finalize the needed spaces for the
new Business and Computer Technology Center and to present and discuss the initial program
space adjacencies.

ITEMS DISCUSSED:

7.1 Review of Previous Meeting Minutes: No exceptions were voiced regarding the
contents of Meeting Minutes 6, which documented the prior meeting of March 10, 2006.

Action/Responsibility: Information

7.2 Five-year Construction Plan Update: Carlos confirmed that he began reviewing the
Five-year Construction Plan with Becky Mitchell. As stated in prior meetings it will need to
be updated (prior to the FPP submittal) to address among other items, possible revisions
to construction and demolition scheduling and sequencing.

Action/Responsibility: CCS and Facilities

7.3 Program Area Supportability: Carlos reported that although the numbers are not
conclusive yet, the Business Division’s projected WSCH appears likely to be able to
support the 59,000 ASF number that has been set as the team’s target (and as submitted
in the IPP).

Action/Responsibility: CCS

7.4 Preliminary Area Program: HMC presented a revised “Preliminary Area Program"
spreadsheet (8½”x11”, 8 pages, dated 3/23/06). This document continues to summarize
the requested spaces for the new building. The revised document indicated a grand total
of 58,925 ASF. Unresolved discussion items from the last meeting included the following:

A. STORAGE: Margie requested that the faculty email her with their ideas and needs for
storage within the new building.

B. ROOM ADJACENCIES: Margie requested that the faculty email her with their
requested room adjacencies.
C. EXISTING ASF IN BUILDING 28B: Margie will try to obtain and the confirm the actual ASF for the new Building 28B rooms.

**Action/Responsibility: HMC and Business Division**

7.5 **FPP Written Narrative (from prior meeting):** As part of the FPP, a written narrative is needed that explains the merits of having this project become a reality. CCS is requesting ideas from the faculty that will help them in their writing assignment. As an example, because the Division is currently spread all over campus, how will having all of the programs under one roof benefit the Division and programs? What duplication of manpower and equipment can be eliminated? How will the students' learning environment be enhanced? What type of inadequate facilities and equipment exist now? *Any such ideas should be emailed to Margie, who will then email them to Ken and Carlos.*

**Action/Responsibility: Business Division**

7.6 **Adjacency/Stacking Diagrams:** HMC presented four options (11"x17" dated 3/24/06) that graphically indicated the program adjacencies and stacking as well as how the areas might fit on the site. Options number 3 and 4 were preferred with some needed rearranging. For trash and delivery truck accessibility, the future HRM kitchen needs to be adjacent to the current existing parking lot drive aisle which lies east of the building site. Also, this means that Nutrition and Foods needs to be moved so that it can be adjacent to the HRM program.

**Action/Responsibility: HMC**

7.6 **Next Meeting:** The next meetings will occur in Room 3 of Building 19B and are scheduled as follows:

4:00 PM, Wednesday, April 5, 2006
*(Progress Meeting with Michael Tome to review revised plan options only)*

9:30 AM, Friday, April 14, 2006
*(Next full user group meeting)*

**Action/Responsibility: Information**

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.
Meeting Minutes 7
Business & Computer Technology Center
March 24, 2006
Page 3 of 3

Submitted by,

HMC Architects

K. Salyer
Kenneth H. Salyer, AIA
Associate Principal

cc: Those Present
Andrea Hughes, Becky Mitchell, Gary Nellesen (Mt. SAC)
John Beckton (Bovis)
File-MM-MI
DATE: April 14, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #5311015

PRESENT: Margie Chitwood, Elaine Emanuel, Linda Kammerer, Cheryl Marshall,
Jaishri Mehta, Glenn Vice (Mt. SAC)
Carlos Montoya (CCS Group – by telephone)
Ken Salyer, Michael Tome, Kevin Wilkeson (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to finalize the needed spaces for the
new Business and Computer Technology Center and to present and discuss the revised program
space adjacencies.

ITEMS DISCUSSED:

8.1 Review of Previous Meeting Minutes: No exceptions were voiced regarding the
contents of Meeting Minutes 7, which documented the prior meeting of March 24, 2006.

Action/Responsibility: Information

8.2 Program Area Supportability: Carlos reported that the overall campus capacity load
numbers currently appear high for lecture spaces, but the proposed reduction in the
lecture space for this project should help somewhat. Overall office capacity loads are
looking better than in previous years.

Action/Responsibility: Information

8.3 Area Program: HMC presented the “Area Program” spreadsheet (8½”x11”, 8 pages,
dated 4/10/06). The word “Preliminary” has been removed from the document’s title, as it
is now essentially complete and will be used to develop the building design. The revised
document indicated a grand total of 59,245 ASF.

Action/Responsibility information

8.4 FPP Written Narrative (from prior meetings): As part of the FPP, a written narrative is
needed that explains the merits of having this project become a reality. CCS is requesting
ideas from the faculty that will help them in their writing assignment. As an example,
because the Division is currently spread all over campus, how will having all of the
programs under one roof benefit the Division and programs? What duplication of
manpower and equipment can be eliminated? How will the students’ learning
environment be enhanced? What type of inadequate facilities and equipment exist now?
Any such ideas should be emailed to Margie, who will then email them to Ken and
Carlos.

Action/Responsibility: Business Division
8.5 **Adjacency/Stacking Diagram:** HMC presented a revised drawing that graphically indicated the program adjacencies and stacking (11”x17” labeled “Option 8” and dated 4/14/06). Comments and discussions included the following:

A. **SERVER ROOM LOCATIONS:** Margie will ask Joe if the three server rooms are acceptable located as shown (grouped together in the west lower level). The data run lengths may be excessive. The east wall of the Large Computer Lab (#158) may be a better location for the servers.

B. **LARGE COMPUTER LAB:** The three offices shown adjacent to this large lab should have ample windows looking in to the lab. Additionally, each of their doors should be accessed from inside the lab. There is a desire to be able to partition off this lab into two areas when needed. If it’s not too expensive, partitions with view glass are desired.

C. **COMPUTER LAB (#9):** This lab could possibly be flipped to the other side of the west lower level or instead be moved to the east lower level.

D. **COMPUTER LAB (#7):** HMC was reminded that this lab would have a hospitality training function as well.

E. **OFFICES IN WEST UPPER LEVEL:** The west upper level will be revised rotationally per Margie’s sketch. Office #88 needs to be increased to 210 ASF. Offices #113 & 49 should be combined. Locations of offices #143 and #146 need to be swapped.

F. **INTERIOR DESIGN AREA:** This area needs to be revised to make the Merchandise Display Window area (#110) more linear and to increase the size of the Display Storage (#111). Storage (#107) will be moved to the east to allow the entries to the two labs to be near one another.

G. **STORAGE:** Storage still needs to be addressed more fully in future meetings. Margie requested again that the faculty email her with their ideas and needs for storage within the new building.

**Action/Responsibility:** HMC and Business Division

8.6 **Next Meeting:** The next meetings will occur in Room 3 of Building 19B and are scheduled as follows:

- 9:30 AM, Friday, April 28, 2006
- 9:30 AM, Friday, May 12, 2006

**Action/Responsibility:** Information

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.
Submitted by,

HMC Architects

[Signature]
Kenneth H. Salyer, AIA
Associate Principal

cc:  Those Present
Andrea Hughes, Becky Mitchell, Gary Nellesen, Joe Vasquez, Dale Vickers (Mt. SAC)
John Beckton, Tess da Silva (Bovis)
File-MM-MI
MEETING MINUTES 9

DATE: April 28, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Margie Chitwood, Cheryl Marshall, Jaishri Mehta, Joe Vasquez,
Glenn Vice, Jean York (Mt. SAC)
Carlos Montoya (CCS Group – by telephone)
Ken Salyer, Michael Tome (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to finalize the needed spaces for the
new Business and Computer Technology Center and to present and discuss the revised program
space adjacencies.

ITEMS DISCUSSED:

9.1 **Review of Previous Meeting Minutes**: No exceptions were voiced regarding the
contents of Meeting Minutes 8, which documented the prior meeting of April 14, 2006.

*Action/Responsibility: information*

9.2 **Program Area Supportability**: Carlos reported that the first round of the revisions to the
College’s Five-year Construction Plan have been completed. There is currently a concern
with the overall lecture classroom area. Carlos stated that for this particular project, about
1,400 ASF should be converted from the lecture category into the lab category. It was
decided to change the following two spaces from lecture to lab: Business Administration
Classroom (ID#37 – 840 ASF) and Division Evening Program Classroom (ID #130 – 720
ASF).

*Action/Responsibility: HMC*

9.3 **Area Program**: HMC presented the “Area Program” spreadsheet (8½”x11”, 10 pages,
dated 4/23/06). This latest version added approximate gross square foot areas for
“Unassignable Support Spaces” such as Toilet Rooms, Electrical Rooms, etc. The
revised document indicated a grand total of 59,245 ASF and 80,890 GSF. Some minor
revisions were noted in the meeting for HMC to incorporate.

*Action/Responsibility: HMC*

9.4 **FPP Written Narratives**: Margie presented copies of the written narratives she had
received from the staff for use by Carlos in his written justification to the State. They were
emailed as well.

*Action/Responsibility: CCS*
9.5 **Storage:** Margie presented copies of the written comments she had received from the staff regarding general storage needs for consideration by HMC in the design of the building. They were emailed as well.

*Action/Responsibility:* HMC

9.6 **Conceptual Floor Plans:** HMC presented the first conceptual floor plans (11"x17" labeled "Option 9" and dated 4/28/06). Comments and discussions are noted on the attached four-page floor plan document.

*Action/Responsibility:* HMC

9.7 **Next Meeting:** The next meetings will occur in Room 3 of Building 19B and are scheduled as follows:

- 9:30 AM, Friday, May 12, 2006
- 2:00 PM, Thursday, May 25, 2006

*Action/Responsibility:* Information

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

**HMC Architects**

Kenneth H. Salyer, AIA
Associate Principal

cc: Those Present
   Andrea Hughes, Becky Mitchell, Gary Nellesen, Dale Vickers (Mt. SAC)
   John Beckton (Bovis)
   Kevin Wilkeson (HMC)
   File-MM-MI
MEETING MINUTES 10

DATE: May 12, 2006

PROJECT: Mt. San Antonio College
BUSINESS & COMPUTER TECHNOLOGY CENTER
HMC #3311015

PRESENT: Elaine Emanuel, Cheryl Marshall, Jaishri Mehta, Gary Nellesen, Glenn Vice,
Jean York (Mt. SAC)
Carlos Montoya (CCS Group – by telephone)
Tess da Silva (Bovis)
Ken Salyer, Michael Tomé (HMC)

PURPOSE OF MEETING: The purpose of this meeting was to review the revised floor plans for
the new Business and Computer Technology.

ITEMS DISCUSSED:

10.1 Review of Previous Meeting Minutes: No exceptions were voiced regarding the
contents of Meeting Minutes 9, which documented the prior meeting of April 28, 2006.

Action/Responsibility: Information

10.2 Meeting of May 11th at HMC: Michael and Cheryl reported on the meeting that they had
attended the day before (5/11/06) at HMC's Pasadena office, which also included Margie
and Joe. During the meeting the latest floor plans were reviewed and some revisions
were requested, which were reflected in the plans reviewed in the May 12th meeting that
these minutes document.

Action/Responsibility: Information

10.3 Area Program: HMC presented the latest "Area Program" spreadsheet (8½"x11", 11
pages, dated 5/9/06). The revised document indicated a grand total of 59,350 ASF and
82,665 GSF. The next version of this document will include a new column indicating the
as-designed area of each room based on the actual floor plans.

Action/Responsibility: Information

10.4 Conceptual Floor Plans: HMC presented revised conceptual floor plans (11"x17"
labeled "Option 10" and dated 5/12/06). Comments and discussions are noted on the
attached four-page floor plan document. HMC needs to show the structural columns and
shear walls on the plans as well as elevators and stairs.

Action/Responsibility: HMC

10.5 Schedule:
A. HMC will get a site plan and revised floor plans to Gary by Friday, May 19th for his
review and presentation to CMPCT on Tuesday, May 23rd. HMC will email Margie the
plans at the same time they are emailed to Gary.
B. Carlos is currently writing the SAM section needed for the FPP submittal.
C. HMC will need to get the cost estimate to CCS Group by the first week of June.
D. The approval of the FPP will need to be added as a board agenda item that same week.
E. Exterior elevations of the project will be needed by the week of June 12, 2006 or sooner.

**Action/Responsibility:** HMC, CCS and Bovis

10.6 **Storage:** In-classroom storage still needs to be addressed in the project design either as a general note or shown specifically on the plans.

**Action/Responsibility:** HMC

10.7 **Next Meeting:** No specific future meetings were scheduled due to the relative completeness of the plans and the lack of time remaining to complete any requested design revisions.

**Action/Responsibility:** Information

The above notes document our understanding of items discussed in the above referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt.

Submitted by,

**HMC Architects**

Kenneth H. Salyer, AIA
Associate Principal

cc: Those Present
Margie Chitwood, Andrea Hughes, Becky Mitchell, Joe Vasquez, Dale Vickers (Mt. SAC)
John Beckton (Bovis)
Kevin Wilkeson (HMC)
File-MM-MI