

State Center Community College District

DATE: April 21, 2017
FROM: Matt Kennedy

PROJECT: Madera CAM Expansion

MEETING: Programing

DATE: April 21, 2017
TIME: 1:30 PM
PLACE: AM-114A
DISTRIBUTION: Attendees

This is a summary of the issues discussed. Items discussed include:

1. **Introductions:** The purpose of the meeting was to establish the instructional programmatic needs for the Madera CAM expansion project. Those in attendance identified themselves as follows: Matt Kennedy, Kitchell Program manager; Michael Luchesi, MCCC; Dr. Claudia Habib, MCCC; Erik Hanson, MCCC; Sam Rodriguez, MCCC.
2. **Project Budget & Schedule:** The project is a budget driven project, decisions need to be made based on keeping the total project budget under \$5,000,000. The budget includes all costs i.e. construction, Architects, Engineering, all soft costs, equipment, and secondary effects costs. A few secondary effects were identified in the meeting and include modifying the existing classroom to become the computer lab, and removing the coiling door on the south west part of the building.
3. **Projects Goals:** Keeping the project on schedule and on budget is the goal of the Program Manager. Claudia's goals include designing the building for growth. Being able to increase student cohorts is of primary concern. Expanding the educational program into areas not currently offered is not a goal of this project. The goal is to increase the number of student in the current programs of Ag, Machining, Welding is the primary concern. Providing some outdoor student gathering area is also a goal.
4. **Instructional Program's Needs:** Much discussion and exploration of ideas of needs were exchanged and this is my interpretation in a list form.

- a. Dedicated computer lab (existing building's Classroom was determined as the best location)
 - b. Ag Welding: 10 booths with two or three stations with 480v service
 - c. One Ag Lab: Dry lab with 24 stations similar to a science lab. Built in lab casework on two walls with water, gas, and vacuum. Center of room to have moveable tables.
 - d. Two lecture rooms for 24 students each with a movable wall dividing the two rooms so that it could be configured into one large room.
 - e. Four Faculty offices 90 square feet each.
 - f. One Counselor office 90 square feet.
 - g. One combination conference room and break room for 12 people.
 - h. One large shop space with a 14 foot high ceiling. This is to be a flexible space as large as the budget allows. One roll up door with a 12 foot width and 14 foot height is desired.
 - i. Workstation in shop for an instructional Technician.
 - j. Storage space: storage was identified as a need and a request for as much storage as the budget allow was requested.
 - k. Restroom: Multi fixture restrooms was requested. Currently facility has long wait times.
 - l. Coiling door in existing facility should be removed.
5. Project Enhancements: Covered work area outside of the building for instructional use. Power outlets in this area. Student gathering areas for eating lunch is desired. Storage requested (4.j)
6. Next Steps & Future Meetings: It was determined that the April 28th meeting would be moved to May 12th at 1:00PM so that all key stakeholders could attend. The programing needs/desires established at this meeting would create a base program for the architect to begin work. It is understood that it is limited by budget and changes may occur.