Design Criteria Report

PROJECT: Hartnell College King City Education Center
SUBJECT: Project Kick-Off - Design Committee
PLACE: Hartnell College, Building D room D128 Conference Room
DATE: March 2, 2018 3:00pm
PARTICIPANTS: Joseph Reyes, Dawn Henry - Hartnell College, Renate Funke - Dean of South County Education Services, Gabriela Lopez Faculty /Counselor - King City Center, Tito Polo – Hartnell Science, Antonio Alarcon - Dean of Counseling Academic Support, Dave Phillips - Hartnell IT, Maricruz Aguilar-Navarro – City Rep, Peter Kasavan, Jonathon Strnad - Kasavan Architects (KA)

DISCUSSION:

A. Overview:

1. Joseph: President “Let’s Dream big”.
2. Courtyard: 2 old picnic tables. Provide more picnic tables and small areas for students similar to Alisal campus (CAT)
3. Spaces to interact and teach outdoors is desirable.
4. There are many classes conducted at night. Students may need to walk through Plaza at night. Consider adding lighting.
5. Student load of the existing building is approximately 150 for evening classes. College doesn’t think this will double but a new credentialed program will add demand. High School Districts are not predicting that much growth.
6. CSUMB will be delivering 4 classes on Bachelor program.
7. Existing facility is deficient in science labs and there’s no community room.
8. Joseph: Center will allow for growth down the road looking to add classes.
9. One concern about growth is finding and retaining instructors willing to come to King City. Instructors may come every other week. Hybridizing classes every other week.
10. The new addition will improve perception and attract more students.
11. Faculty turnover issue, new campus should be attractive for faculty.
12. KA introduced the College provided Basis of Design and the progress drawings of the existing building and block massing of the new addition. Joseph to email the ‘Basis of Design’ to the committee members.

B. Parking:

1. Parking is not an issue, street and adjacent lot parking is available.
2. College owns electric car charging station on-site. What happens to the charging station with the new building?
3. Parking to the North, Parking study completed
4. Classes start 9,1,6 PM.
5. City Mayor has proposed institutional diagonal parking on 2nd and Lynn Streets.
6. Need to provide accessible parking near the building.
7. VB zoning requires on-site parking. Any possible parking structure? There is student use of lot on 3rd and on 2nd shared.

C. New Classrooms:
   1. KA shared the classroom layout options. Active learning classrooms with moveable furniture and multiple wall monitors.
   2. Variety of layouts is well received. Need to identify the FF&E to coordinate power and data floor locations.
   3. Important to get the monitor size correct.

D. New Science labs:
   1. Program focus: Allied health, Chemistry(wet), Physics(dry), Biology(wet), Geology(dry). Possibly Microbiology(wet)
   2. Soledad campus Focused on Physics, Anatomy, Biology, Geology
   3. See room S202 at Hartnell science bldg. as possible model.
   4. Microbiology and Biology use the same type of equipment. Possibly co-locate.
   5. Common prep area shared by two lab classrooms is okay. Shared prep not ideal.
   6. Storage shelves should not be too deep. Need to see what is stored.
   7. Ensure display screens don’t block whiteboards. 72 inches not big enough. 85 inches in Old Board Room is too small. KA noted 100” monitors for optimal viewing and/or multiple locations. Students do not typically have laptops.

E. New Student Success Room:
   1. The variety of furniture is well received. KA noted FF&E selection is important to coordinate power and data floor locations.
   2. Space should have tables like library with study carrels along walls for private work.
   3. Like the island shown on one of the images.
   4. In between classes, attractive space for study/collaboration.

F. New Community Room:
   1. College to maintain first rights of use. The space will be available for booking by outside community organizations.
   2. Should be open after hours for community use. (Boy scouts/Girl Scouts)
   3. Should be accessible to public while the rest of the campus is shut down. Public forum, Meeting room to reserve.
   4. May require additional toilet rooms to serve this public use.
   5. Can we increase the size of this room?

G. General program:
   1. Is a shower room possible for homeless students?
2. Need a place for telepresence- some facilities are using remote reception in her active screen on site. Staff conserves this campus and others from remote location.

3. Study rooms important, stairs, lobby, opportunity


5. Do we need a visual arts classroom? Tilting tabletops. Drawing not painting or messy arts.

H. **Campus Security:** KA discussed the importance of defensible space, campus lockdown capabilities, secure inner courtyard with gates

1. Need lockdown capacity, Site safety, wireless lockdown.

2. Will doors have vision panels? Design of vision panels should be a College policy.

3. Securing campus should be balanced with colleges role as part of Town Square and community. Gates and fences could give the appearance of closing off the college from town square.

4. One entrance. Some concern about students will have to walk all the way around to enter the building. Are multiple entrances feasible?

5. Need CCTV surveillance upgraded throughout.

I. **Existing Building:** The following items were discussed as issues/ideas/concerns with the existing building. KA noted that modernization of the exiting building is not part of this project scope.

1. KA confirmed that each floor will require new corridor connecting to the addition.

2. Convert some of adjacent space to offices and/or study rooms facing new corridor with remainder space adding to existing adjacent classroom.

3. Lacking office space.

4. Need to add diaper changing table stations to existing toilet rooms.

5. Movable partition: the partition on the first floor is moved regularly but not the second-floor partition. Concern with noise between classes can be addressed with acoustic design.

6. Library is insufficient, makeshift, with librarian coming once a week for four hours per trip. Cards are stacked with books that can be pulled to the front office for check out. Even security staff will check out books to students.

7. Existing computer lab (109) needs another look. Need more computers to build capacity. Currently have more stations than computers. There are not enough machines for the class sizes.

8. If KC is shifting to a program with more class offerings we will need additional computer facilities for group work and activities between classes.

9. The Lobby is underutilized. Could add computer station with bar stool.

10. Charging station for personal devices.

11. Currently students will go to the theater or liquor store on breaks to grab snacks. Space for vending. Campus had one but was vandalized.

12. Possible Starbucks Kiosk (mixed feelings).

13. No large meeting space is available. The Theater is used to host larger student events of 75+ attendees. 1-2 times per year.

J. **Next Step:**
1. Next design committee programming meeting: To be scheduled by Dawn.
2. KA requests opportunity to walk the site. Renate agrees to guide this visit. To be scheduled.

Signed by: J.Strnad

The above is our understanding of decisions made or instructions given. Please advise immediately if any exception is taken.