

October 20, 2009

VIA EMAIL
(2) Pages Inclusive

Re: Joliet Junior College
JJC Nursing Building – Computer Lab
Meeting Minutes
Legat Project Number 209088.00/B3

Summary of the Meeting regarding Joliet Junior College, Nursing Building, Computer Lab on Tuesday, October 8 at 1:30 pm at Joliet Junior College. These notes record our understanding on items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

Persons in Attendance:

Paul Schroeder	JJC
Mary Beth Luna.....	JJC
Michaelene Nash	JJC
Julie Kern	BSA
Marsha Meckel.....	BSA
Geoff Lisle.....	BSA
Larry Bacher	Gilbane
Michael Lundeen.....	Legat Architects

Items Discussed:

1. Discussed needing two rooms that would accommodate a total of 64 students. The space would be flexible and able to be divided with a moveable wall to accommodate 32 students each – 16 students / aisle / 16 students. Main utilization of this space would be to conduct testing. Faculty needs to be able to observe all students in the space. Require the door to be located at the back of the room for minimal distraction. 30-40 minute orientation/sign-in.
2. Various configurations discussed. One option included monitors on an arm that rotates and conceals monitor within table. Tiered seating discussed.
3. The longest testing requires 6.5 hours.
4. Areas
 - a. Computer Lab 1
 - b. Computer Lab 2
 - c. Reception/office area which can monitor the testing rooms (2 people)
 - d. Storage requirements needs further discussion
 - e. Student storage requirements further discussion for coats, bags, etc.
 - f. Waiting area needs further clarification (capacity needs)
 - g. Windows and natural light desirable. Consider plants, color, lighting to create a soothing, relaxing, environment.
 - h. Would like a “make-up” test room/space or seat to accomodate a single student.

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5. Existing lab tables are too low. There are significant ergonomic issues. The environment is sterile and uninviting. Environment is distracting and stressful.
6. Entrance exam is administered twice a year for two solid weeks (accommodates 21-28 seats).
7. Computer labs will also be used as open labs as well as teaching labs.
8. Wi-Fi is required throughout the building with power available.
9. Cameras should be included in the space.
10. Rooms need to be acoustically separated. Chairs should be on wheels. Carpet is desired.
11. Washrooms should be located proximate to the computer labs.
12. Want to be able to accommodate an in-ceiling projector and white board. Ceilings need to be tall enough that placement is appropriate for maximum viewing.
13. It is anticipated that CNA Boards will be computerized. Room will be needed for additional computer testing in the future. To accommodate volumes, laptops could be used in the proposed auditorium.

End of Meeting Minutes

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Lundeen", followed by a horizontal line extending to the right.

Michael Lundeen, AIA, LEED AP

cc: All attendees