

October 20, 2009

VIA EMAIL
(2) Pages Inclusive

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

Summary of the Meeting regarding Joliet Junior College, Nursing Building, Nursing on Tuesday, October 8 at 3:00 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:

Mary McGruder	JJC
Mary Beth Kasprisin	JJC
Pat Kupina	JJC
Janet Sherwin	JJC
Kathy Wolz	JJC
Danielle Lisiecki	JJC
Sue Schmidt	JJC
Janet Stromberg	JJC
Mary Beth Luna	JJC
Michaelene Nash	JJC
Penny Leupold	JJC
Julie Kern	BSA
Marsha Meckel	BSA
Geoff Lisle	BSA
Larry Bacher	Gilbane
Michael Lundeen	Legat Architects

Items Discussed:

1. This team consists of full-time faculty. They teach Nursing -Theory and Clinical in the various disciplines. Classes are offered days and evenings.
2. The program needs a designated skills location with designated storage space.
3. Ideally the rooms would be sound proofed with simulation available in each room.
4. Classes consist of 8-25 students with 25 as the desired maximum size (Can go to 30 on occasion). Team prefers that all rooms have tables and chairs (movable) but not desks. Students need large enough area for laptops and books..
5. Use of lockers discussed. Some liked the idea and others did not. Each room needs technology. Need to be able to accommodate larger students.

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6. During testing, need to provide a space to store coats, bags, laptop, purses etc. Cubbies would be possible but many would be needed to accommodate the number of students.
7. Team discussed office space. Campus standard is 2 faculties per office. A private space is needed for student counseling. The concept of open offices and cubicles was discussed but there are concerns regarding privacy and increased noise. Location of offices discussed-- public corridor vs. office suite. Offices need to be close to the admin area with administration serving as a "gateway". Mailboxes need to be secure. Ideally want all offices to have a window. Computer desks need to be ergonomic.
8. Team desires a faculty lounge for approximately 6 -10 people. Team needs a faculty only washroom. .
9. Theory classrooms/lecture spaces need to accommodate 30-32 students. Rooms need correct viewing angles to video screens with a podium in the front. Instructors want to be able to move about the room. Screen needs be large. Flexible lighting options Banked lighting. White boards and AV. Tables are good; however need to be able to separate students. Individual tables work best to separate students. Faculty is moving to electronic testing. If faculty moves to computerize testing, more computer labs will be needed. (Current recommendation is for 2 computer labs but more will be needed.) Potentially 11 classrooms are needed for the Nursing/CNA program.
10. Discussed options for a flexible space to hold Skills Day-- the 150 seat auditorium or in use of lab spaces considered.

End of Meeting Minutes

Sincerely,



Michael Lundeen, AIA, LEED AP

cc: All attendees
April Maifield, Legat Architects