

October 22, 2009

VIA EMAIL
(2) Pages Inclusive

Re: Joliet Junior College
JJC Natural Sciences Building – General Biology
Meeting Minutes
Legat Project Number 209087.00/B3

Summary of the Meeting regarding Joliet Junior College, Natural Sciences Meeting at 2:30 PM October 2, 2009 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:

Marie Wolff, John Griffis, Larry Crump, Andy Neill, Cathy Dobbs JJC
Virginia Piekarski, Laurel Carney-Zelko, Cheryl Heeneman..... JJC
Mark Hartmann HED
Larry Bacher Gilbane
Michael Lundeen..... Legat Architects

Items Discussed:

1. Discussed the locations of existing spaces. E1006 – (Bio 104/non majors, 8-10 sections., , E1004 – (Gen Ed Human biology/Animals Bio100, Bio125), E1009 (GenEd –Plants and Society, 146, 152, 107), E1007, E1001, E1008. 24 students at all rooms. Class 104 8-10 sections @6hours, 8am to 10pm 5 days a week. 152 has 3 sections @6hrs. Total of 23 sections taught.
2. Discussed the need for a green house. A place to grow specimen plants for Biology.
3. The group discussed the Lab/Lecture relationship and Prep/Storage.
4. Natural gas not needed at work stations. E1004 need sinks at wall (4). Need bench power but not data at lab tables. Use wireless.
5. Summary of Program Spaces
 - a. 1 collection room
 - b. 1 lecture room 24 seats
 - c. 2 animal labs, #106,160,125
 - d. 1 plant/animal lab #146/107
 - e. 1 bio diversity lab #104, (non-majors, like plant/animal lab)
 - f. 1 prep space connected to all labs
6. Movable tables ok. Need power to benches and groups of 4 students. Likely need 48" width per student. Class 125/100 needs a prep space to rinse animals (cats) to be dissected. Include a slide-out tablet arm for lab tablets for taking notes

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7. Discussed the plants and animal collections. Move from class to class . Perhaps one collection room. One lecture space needed at 24 seats w/ demonstration table.

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
Greg Spitzer, Legat Architects
Darlene Boyle, JJC