

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 10:00 AM, 2:30 PM October 9, 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, ..... JJC  
 Tom Feldman - Geography ..... JJC  
 Mark Hartmann ..... HED  
 Larry Bacher ..... Gilbane  
 Michael Lundeen..... Legat Architects

**Items Discussed:**

1. Existing Rooms E2009 Lab, E2004 Lab, and E2005 classroom (#111, 102, #104, #106, #112) . 2004 and 2005 rooms are loud. Exterior door by 2009 slams shut, may need a closer. Geography #101 & Geology #111 taught in E2009. Also taught at Lincolnway east HS (landforms #101). Only #101 and #111 need lab space.
2. 24 students. During testing, look to disperse students. Option to put students at counters. JJC could expand geography with an additional instructor. Existing space meets enrollment and potentially the third instructor. #101,
3. Need big tables for maps and rocks at all spaces. Desks do not need chemical resistance. Hydrochloric acid if used, done in a Lab space with exhaust.
4. Prefer the combined Lecture Lab space. A larger Lecture space 48seats, (or access to) could be useful for some classes to increase enrollment. Perhaps use D2002 with tiered seating. Need a document camera.
5. Summary of Program Spaces
  - a. Geology/Geography Lab
  - b. Geology/Geography Classrooms (2)
  - c. storage. Ned more cabinets in room.
  - d.
  - e. Display space place in lab and corridors for rocks, fossils, (8" depth) maps (2- 3") all secure.
6. Hard floor preferred, need sink, gas?, vaccum? Compressed air?, need better real rock storage. White board ok. Would like one chalk boards. Perhaps a wall of storage behind the white/chalk boards.
7. Some geography classes are scheduled for 32 students.

Joliet Junior College  
JJC-Natural Sciences – Geology / Geography  
**Meeting Minutes**  
October 22, 2009  
Page 2 of 2

8. Store maps, rocks, minerals, photos,
9. Tables 24 x 72 movable with wheels and lockable wheels. Power and data not required at tables, power might be need for laptops or future equipment. Discussed the potential needs of the future using technology.
10. Discussed storage of maps and how maps are moved. Perhaps provide a recessed area for the maps, or in front of upper cabinets.
11. Depth of Map drawers are 45" and 36". 45" preferred.

End of Meeting Minutes

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. 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