

October 22, 2009

VIA EMAIL
(2) Pages Inclusive

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

Summary of the Meeting regarding Joliet Junior College, Natural Sciences Meeting at 8:00 AM 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
 Virginia Piekarski, Larry Crump, Bob Bellas JJC
 Mark Hartmann HED
 Larry Bacher Gilbane
 Michael Lundeen Legat Architects

Items Discussed:

1. Discussed the existing Microbiology Lab #1003. Really love the idea of Lecture and Lab in the same room. Having the ability to move back and forth from Lab to Lecture is important. However the faculty recognizes the class demand which require better utilization. If in Lab, then the lecture may be sitting there unused.
2. One Micro Biology class #105 - 10 sections (200 students). Typical lab MWF - 90 min. t/Th 2.5 hours. Microbes and Man also taught in the Micro biology lab. Typically 50% time spent in lab. Lab 15min – 1 hour. 2 hours of the week Lab 2 hours of Lecture. Typical class 24. (now 20 students per section)
3. Discuss combinations of Classroom/Lab, CI/Lab/CI, Lab/CI/Lab, When moving from Classroom to Lab, where do students bags/coats go. Need to better accommodate book bags/coats for students
4. Lab needs a projector and smart board. Need to be able to lecture for 10 minutes in a Lab to be more flexible with space and time.
5. Attaining maximum utilization of the lab is important.
6. Discussed that Nursing is not planning to increase their graduation numbers, but rather add new programs such as Dental assistant, physical therapy, others, and increase Rad tech.
7. Natural gas is not required in the Microbiology Lab. Lab needs to be adjacent to the Labs. Microscopes and specs stored in the Lab. Vacuum (dedicated?) is desired. Need hot and cold water for hand washing around the lab. 25x15 sinks desired. Really large sinks are not required. Cup sinks not desired. Do not want a trough sink. Need de-ionized water – one outlet for dionized water in bottles.

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8. Need to look at the storage for Bio-hazard waste.
9. Want materials to sustainable. No carpet in the labs. Marker boards desired, not chalk boards.
10. Looking to control or dim the lighting. Emergency lighting should come on with power outlet.
11. Group discussed various equipment and requirements of the labs. Most notes taken on the data sheets. Exhaust hoods not required.
12. Discussed refridgerator/freezer (-80degrees) and other equipment for prep areas. Need a bio hazard cabinet with UV light.
13. Summary of Program Spaces
 - a. Micro Labs – one 24 seat lab. (potential request for two labs).
 - b. Lecture – two lecture spaces with demonstration.
 - c. Storage –
 - d. Shared prep space (other biology).
 - e. Service corridor from all labs/prep
14. Faculty to put together a mock-schedule for one vs two labs.
15. Mark reviewed a diagram of labs. Movable tables discussed. Water required at the tables if six pods then six sinks? Need to discuss the staining process with sinks access.

End of Meeting Minutes

Sincerely,



Michael Lundeen, AIA, LEED AP

cc: All attendees
Greg Spitzer, Legat Architects
Darlene Boyle, JJC