



Meeting Minutes

St. Charles Community College
Project B – Science Labs
Design Meeting

PROJECT: St. Charles Community College – Project B – Science Labs
DATE: April 9th, 2021
Design Team: SSC Engineering / FGM Architects

Next Meeting:

Friday April 16th, 12:00 PM - virtual

Name	Organization	Phone #	Email	Att
Rich Waligurski	SCC, Construction Coordinator	314.322.6558	rwaligurski@stchas.edu	Yes
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Katrita Akins	SCC, Lab Coordinator	636.922.8535	kakins@stchas.edu	No
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Josh Insko	SSC Engineering, Plumbing Engr.	636.530.7770	jinsco@sscengineering.com	No
David Guin	SSC Engineering, Structural Engr.	636.530.7770	dguin@sscengineering.com	No
Lori Everett	FGM Architects, Project Manager	314.780.7928	lorie@fgmarchitects.com	Yes
Steve Raskin	FGM Architects, Principal	314.439.1605	stever@fgmarchitects.com	No
Katie Corey	FGM Architects		katiec@fgmarchitects.com	Yes
Collette Koscielski	Navigate, Project Manager	314.540.5210	collette@navigatebuildingsolutions.com	Yes

The purpose of this meeting is to review the latest block diagrams, classroom layout, support space layout and prep space layout.

	Resp Party	Dates
RESPONSIBILITY MATRIX 1. FGM Architects presented a spreadsheet that lists various items and columns to note who will rough-in, who will furnish and who will install. FGM asked that the Task Force and Rich review and provide feedback to help complete this matrix. The design team can then indicate on the plans what work is the Contractor’s responsibility.	Task Force / Rich	
LABS & CLASSROOM 1. On the southwest end of the building, the classroom will be to the north and the non-majors biology lab will be on the south side with a direct connection to the greenhouse. 2. The Task Force has agreed to using large monitors in lieu of projection screens. In the BSL2 layout, a monitor will be added above the sink at the end of the counter to account for a poor sight line to the front of the room. The design		

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<p>team questioned if this is a concern to have an electronic screen above a water source. The Task Force is okay with it; they will cover the sink when it is not in use. Moving the sink is not an option because they need as much counter space as possible.</p> <ol style="list-style-type: none"> 3. Hoods have been moved out of the corner in the labs. 4. 48” wide microscope cabinets can hold up to 30 microscopes, depending on size. 5. The Task Force would prefer closed cabinets over open shelves in the prep space. There is no need for space to store large boxes; the existing kitchen will have space for large storage. 6. If the Task Force sees a need for a research bench, the sink in the existing kitchen, to the left, could be removed and a lab bench could be located there. 7. The upper right (Northeast) lab will be the A&P lab. 8. Where there are existing windows, there will be only base cabinets, no upper cabinets. Where there are no windows there will be upper cabinets. 9. There needs to be storage for the teacher’s personal belongings, separate from the student cubbies and close to the teaching station. Teacher storage to be lockable. 10. Instructors will likely not move the instructor bench much, maybe just side to side a bit. 11. The Task Force likes the general layout of the teaching wall. 12. Design team to review sight lines to monitors, and possibly shorten some upper cabinets that could be in the way. 13. The team discussed glare from the windows. There is less concern for glare when using monitors as opposed to projection screens. The design team recommends roller shades on the windows. The tall windows along the west side of the building may need to be motorized shades. Rich also suggested tinting. 		
<p>OFFICE AND SUPPORT SPACE</p> <ol style="list-style-type: none"> 1. FGM presented a plan that would utilize the existing office as-is, possibly for Tracy. However, after more discussion about the size and location, this existing office may become the break room without table and chairs. Break room to have a microwave. Does not need a fridge. Consider a small kitchenette with microwave for students in / near the lounge area. 2. Three spots for adjunct staff are sufficient, but there needs to be lockable overhead storage for 14 persons. The desk area could be just a countertop, but add some lower storage. 3. Future research faculty and a part time tech may also need cubbies / storage. 4. FGM explained that the door between the office corridor and the lounge area may have to remain unlocked for emergency exiting. But all of the offices, conference room, etc. off of the corridor would be locked. The Task Force is okay with that. 5. Add some chairs for students to wait for conferencing. 		

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NON-BSL2 PREP AREA 1. FGM presented two options. The Task Force liked Option 2, which encroaches less on the commons lounge area. It has slightly less storage, but not significantly less. The fume hood is in the corner, but that is acceptable in a prep space.		
COMMONS / LOUNGE AREA 1. Rich noted that there should be a 47-50" monitor, as is now standard in all commons areas. 2. Seating should be more modern.		
NON-MAJORS BIOLOGY LAB 1. FGM presented two options. The Task Force liked Option 2, with more storage. 2. Move cubbies so they aren't out of sight, maybe move into classroom.		
NEXT STEPS 1. Next meeting is Friday April 16 th at 12:00 PM. A link to the virtual meeting is in the calendar invitation.		

All parties receiving these minutes should review the contents carefully and notify the writer immediately of any changes or additions. If no response is received within 48 hours, it shall be believed that all are in agreement with the minutes and attachments.