

## Meeting Minutes



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

**PROJECT:** St. Charles Community College – Project B – Science Labs  
**DATE:** April 16th, 2021  
**Design Team:** SSC Engineering / FGM Architects

**Next Meeting:**

Friday April 23<sup>rd</sup>, 12:00 PM - virtual

Name	Organization	Phone #	Email	Att
Rich Waligurski	SCC, Construction Coordinator	314.322.6558	<a href="mailto:rwaligurski@stchas.edu">rwaligurski@stchas.edu</a>	No
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Tracy Powers	SCC, Biology Lab Coordinator	636.922.8435	<a href="mailto:tpowers@stchas.edu">tpowers@stchas.edu</a>	Yes
Mara Voracheck-Warren	SCC, Dean of Math, Education,	636.922.8291	<a href="mailto:mvorachek-warren@stchas.edu">mvorachek-warren@stchas.edu</a>	Yes
Nicole Pinaire	SCC, Department Chair, Biology	636.922.8697	<a href="mailto:npinaire@stchas.edu">npinaire@stchas.edu</a>	Yes
Stacey Thater	SCC, Department Chair, Physics	636.922.8485	<a href="mailto:stthater@stchas.edu">stthater@stchas.edu</a>	Yes
Katrita Akins	SCC, Lab Coordinator	636.922.8535	<a href="mailto:kakins@stchas.edu">kakins@stchas.edu</a>	No
Chris Cornett	SSC Engineering, Principal	636.530.7770	<a href="mailto:ccornett@sscengineering.com">ccornett@sscengineering.com</a>	Yes
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David Guin	SSC Engineering, Structural Engr.	636.530.7770	<a href="mailto:dguin@sscengineering.com">dguin@sscengineering.com</a>	No
Lori Everett	FGM Architects, Project Manager	314.780.7928	<a href="mailto:lorie@fgmarchitects.com">lorie@fgmarchitects.com</a>	Yes
Steve Raskin	FGM Architects, Principal	314.439.1605	<a href="mailto:steve@fgmarchitects.com">steve@fgmarchitects.com</a>	Yes
Katie Corey	FGM Architects		<a href="mailto:katiec@fgmarchitects.com">katiec@fgmarchitects.com</a>	Yes
Collette Koscielski	Navigate, Project Manager	314.540.5210	<a href="mailto:collette@navigatebuildingsolutions.com">collette@navigatebuildingsolutions.com</a>	

The purpose of this meeting is to review updates that have been made to the plans per previous Task Force feedback.

	Resp Party	Dates
<b>ROOM DATA SHEETS</b> 1. The design team created Room Data Sheets for each room, with a list of items that might be expected in each room. The design team will cross out anything they believe will not be needed in the room, then send a clean copy to the Task Force for their review. <b>Task Force should look at each room closely, cross out anything listed that is not needed in the room and add anything not listed but needed.</b> The data sheets will not duplicate equipment that is already on the equipment sheet. The equipment sheet will be attached and referenced instead. FGM to send the Room Data Sheets early next week. Task Force to respond with comments by Friday 4/23.	FGM	4/20/21
	Task Force	4/23/21
<b>BSL2</b> 1. No discussion needed today, design team has all the information they need at this time.		

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<p><b>A&amp;P LAB</b></p> <ol style="list-style-type: none"> <li>1. FGM shared a 3D sketch to illustrate a view of the room showing windows, tables, cubbies, casework, etc.</li> <li>2. Instructor bench has storage below.</li> <li>3. In the corner is microscope storage cabinets and open cubbies.</li> <li>4. Monitors are located on four walls. The sight distance from any student seat to a monitor is under 20'. Task Force is comfortable with the quantity and layout of monitors.</li> <li>5. Because there is no need for an emergency shower, the door to the room could move closer to the corner and maximize the teaching wall. The teaching wall has 16' width of markerboards and two 85" monitors.</li> <li>6. OR, the door could remain several feet from the corner and the casework on the adjacent wall could extend all they way into the corner, with the hand sink in the corner. This pretty much maintains the same teaching wall, maybe just a foot or two shorter markerboards. The Task Force prefers this option because it provides more cabinet storage.</li> <li>7. The teaching desk may still shift locations in order to not block the view of the markerboards.</li> </ol>		
<p><b>OFFICE SUITE</b></p> <ol style="list-style-type: none"> <li>1. The break room moved to the existing office location across from the kitchen. In the break room there are two walls of upper and lower cabinets, a sink and an undercounter refrigerator. There are no tables or chairs.</li> <li>2. Across the hallway there is a seating/waiting area for students visiting advisors or instructors.</li> <li>3. There are two private offices, one is for Tracy. Tracy is good with either one.</li> <li>4. There is a conference room for 6 persons.</li> <li>5. The adjunct office includes overhead storage for 15 persons. This should be sufficient to cover adjunct and any research or tech persons.</li> <li>6. There will need to be a place for a countertop printer in the adjunct office. Tracy will also have a desktop printer in her office. The printers are not wi-fi, they will need to have data jacks.</li> <li>7. There will need to be a place somewhere for mail cubbies, for Tracy and adjunct instructors.</li> </ol>		
<p><b>NON-MAJORS BIOLOGY LAB</b></p> <ol style="list-style-type: none"> <li>1. The design team added full height lockable storage in an existing alcove that lands inside just inside the room.</li> <li>2. Cubbies are located below the countertop in the southeast corner of the room (closest corner to the door). This takes away some lower cabinet space, but it is replaced by the full height storage added near the door. The cubbies have good visibility.</li> <li>3. The higher shelf on the tables is removed.</li> </ol>		

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<p><b>CLASSROOM</b></p> <ol style="list-style-type: none"> <li>1. From previous discussions, no divider partition is needed so it has been removed.</li> <li>2. There is some space in the back of the room for storing models, etc. It is not built-in storage, but floor space for some movable storage.</li> <li>3. There are 34 standard student seats, plus room for alternative / soft seating in the front of the room.</li> </ol>		
<p><b>COMMONS AREA</b></p> <ol style="list-style-type: none"> <li>1. A 50" monitor was added to the south wall per SCC standards in typical lounge / lobby areas.</li> <li>2. A kitchenette is located on the east wall, with space for two vending machines, one or two microwaves and lockable cabinets.</li> <li>3. The design team asked if the vending machines are considered an eyesore and should be located somewhere else less visible, but not adjacent to the kitchenette. The Task Force finds the location shown to be acceptable, but Collette will also check with Rich from an overall college viewpoint.</li> <li>4. A laptop bar is located on the south wall. Consider adding a partition for semi-privacy, if students are taking an online test etc.</li> </ol>	Collette / Rich	4/21/21
<p><b>MECHANICAL / ELECTRICAL / PLUMBING</b></p> <ol style="list-style-type: none"> <li>1. For HVAC, should there be dedicated thermostats in each room? Currently instructors have to contact maintenance to adjust room temperature. Collette will follow up with Rich on thermostat zoning.</li> <li>2. Specialized acids and bases will store in a cabinet under the fume hood. This is separate from the flammable storage (existing tall yellow cabinet).</li> <li>3. Labs do not require natural gas or vacuum.</li> <li>4. Student tables only require electric, no vacuum or gas.</li> <li>5. Teaching tables only require electric, no vacuum or gas.</li> <li>6. Vacuum and gas are only needed at the hoods.</li> <li>7. There is no need for compressed air anywhere in this program.</li> <li>8. The design team inquired about the need for any special outlets, such as 208v power. The autoclaves possibly need special power, and maybe the incubator.</li> <li>9. The department currently does not have a centrifuge but if they ever get one it would be located in the prep room, not the student lab.</li> <li>10. There will not be an oven in the program.</li> <li>11. There is no plan for a -80 degree fridge at this time, only the -20 fridge.</li> </ol>	Collette / Rich	4/21/21
<p><b>GREENHOUSE</b></p> <ol style="list-style-type: none"> <li>1. The Task Force does not have specific requirements for the greenhouse to have humidity control, however their current greenhouse has had mold issues so Chris suggested including a dehumidifier.</li> <li>2. Greenhouse also needs a water source, like a residential garden hose connection.</li> <li>3. Greenhouse needs a floor drain that is lower than the floor. Chris thinks this can be piped back into the building between existing footings.</li> <li>4. The walls in the greenhouse need to be moisture resistant. FGM indicated that existing</li> </ol>		

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drywall should be removed and replaced with moisture-resistant board before adding high-quality epoxy paint or frp (fiber-reinforced panels). 5. Countertops in the greenhouse to be waterproof.		
<b>COUNTERTOPS</b> 1. FGM asked if faculty would be putting anything extremely hot or extremely cold on the countertops. At most, media removed from the autoclave might be set directly on the countertop. Any dry ice etc. would be contained in a Styrofoam container or ice bucket.		
<b>NEXT STEPS</b> 1. Next meeting is Friday April 23 <sup>RD</sup> at 12:00 PM. A link to the virtual meeting is in the calendar invitation. 2. The design team is now wrapping up the programming of the project and creating a schematic design. Schematic drawings will be complete by 4/27. The design team and Navigate will then do a cost estimate to determine if the project is falling within budget.		

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*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.*