MEETING NOTES

MEETING SUBJECT
Moreno Valley Science & Technology Center Remodel

NOTES TAKEN BY DATE | TIME
Shawna Upp 10.02.09 | 10:00 AM

LOCATION
Moreno Valley Campus, Humanities 134

ATTENDEES
Rick Hernandez (RH), RCCD
Reagan Romali (RR), MVC
Steve Wagner (SW), MVC – Anatomy/Physiology
Felipe Galicia (FG), MVC - Biology
Diane Marsh (DM), MVC - Chemistry
Ellen Lipkin (EL), MVC – Microbiology
Carmen Medina (CM), MVC – Lab Tech II
Joe Sion (JS), Steinberg Architects
Shawna Upp (SU), Steinberg Architects

OBJECTIVE
Planning Session – Programming Session

ITEM ID NOTES (notes do not occur in order discussed, instead they have been organized by topic)

1.0 General Info
1.1 Steinberg Architects presented two options: Option 1 with Physics & Biology at the second floor / Anatomy at first floor and Option 2 with Physics & Biology on the first floor / Anatomy at second floor. See attached.
1.2 The User Group selected Option 2 with the Micro/Physics Storage/Tech Office layout from Option 1.

2.0 Chemistry
2.1 Neither Chemistry Labs need a demonstration bench.
2.2 Provide computer station at perimeter of each Chemistry Lab for the instructor.
2.3 Provide 4 large sinks at perimeter in Chemistry Lab 2.
2.4 Chemistry Lab 2 could be shared with Biology.
2.5 Provide glass washing sink at Chemistry Prep Room.

3.0 Microbiology
3.1 Maximize unobstructed counter space in Microbiology Prep Room.
3.2 Gas is needed at student benches.
3.3 Provide one lab sink at Prep Room and 3 lab sinks at Lab. All lab sinks to have foot pedal control.
3.4 Adjust instructor demonstration bench so that students are directed to walk in front of the bench.
3.5 Remove large demonstration bench adjacent to door and replace with two large lab carts.
3.6 Provide two computer stations for students and one computer station for instructor’s demonstration bench.
3.7 Enlarge cup sinks to a small trough sink; each shared by two students.

4.0 Anatomy/Physiology
4.1 Provide 2 pairs of large sinks at perimeter in each lab. Existing sinks are 31”x22” and 10-12” deep.
4.2 Demonstration bench will need space for computer, overhead projector, and large
microscope.
4.3 Sink is not needed at demonstration bench.
4.4 28 student stations is preferred.
4.5 Provide larger instructor demonstration bench.
4.6 Benches in labs should be fixed.
4.7 Students will be using laptops at the benches; power and data are necessary.
4.8 Provide lockers for microscopes: 4 per bench; and for slides and lens paper: 6 per bench.
4.9 Existing lockers are 14 ½”W x 21 ½”D x 20”H.
5.0 Biology
5.1 Biology at ground floor is fine; Steinberg Architects to look at increasing area.
5.2 Corrosives will be stored in center island of Biology Prep Room.
6.0 Project Schedule
6.1 It was suggested by Steinberg Architects and agreed to by RH & RR that this project should be presented at November’s RCCD Board Meeting.
6.2 Due to the change in schedule, there will not be another User Group Meeting.
6.3 Steinberg Architects will prepare all documents for submission on October 12, 2009.
6.4 Steinberg Architects will email User Group the Final Concept Plans. User Group must email final approval.
7.0 Other
7.1 Plans are conceptual. Furniture is not fixed; it is shown for budgetary reasons.
7.2 Student stations shown in each lab are as requested by users. Steinberg Architects explained that DSA (Division of the State Architect) will determine final occupancy count for each lab based on the California Building Code. Steinberg Architects will meet with DSA during the Design Phase to review proposed design.

DISTRIBUTION

ALL ATTENDEES
D. Hart, Dale Adams, Dipin Bhattacharya, Rebecca Loomis

Steinberg Architects will rely on these notes as the approved record of matters discussed and conclusions reached during this meeting unless the author receives written notice to the contrary within seven calendar days of the issue date of this meeting report.