

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Brookhaven Science Building
 3939 Valley View Lane,
 Farmers Branch, Dallas, TX 75244-4997

Project # 970202
 Tel: 972.860.4700 Fax:

DMJM Management

Design Meeting Meeting 5

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
09/15/2006	10:00 AM	12:00 PM	09/15/2006	10:00 AM	Christopher Hunter	HDR Architecture, Inc.

Purpose	Location	Next Location	General Notes
DMJM and HDR Design Team meeting with representatives from the Biology department. The purpose of this meeting is to further develop the program requirements for the design of the biology department. Particular attention to be on the identification of space requirements and development of adjacencies, locations in the new facility, and the equipment needs.			

Attended By	Non-Attendees
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- Dallas County Community Colleges - Doris Rousey
- Dallas County Community Colleges - Claire Bambaugh
- Dallas County Community Colleges - Nancy Graff
- Dallas County Community Colleges - Don Welsh
- Dallas County Community Colleges - Harrell Gill-King
- Dallas County Community Colleges - Andrea Bailey
- Dallas County Community Colleges - Peggy Mason
- Dallas County Community Colleges - Randy Malone
- Dallas County Community Colleges - Jik Ungchusri
- Dallas County Community Colleges - Terri Canaris
- Dallas County Community Colleges - Vicki McAlester
- DMJM Management - Doug Wallace
- HDR Architecture, Inc. - Halden Tally
- HDR Architecture, Inc. - Donald Henke
- HDR Architecture, Inc. - Christopher Hunter
- KASA Group Architects, Inc - Kola Anifowoshe

Item Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cis'd
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New Business

Opening Statements

005-001	Doug Wallace of DMJM Management welcomed the team and introduced Halden Tally of HDR for the presentation.				Yes	
005-002	Halden Tally opened the meeting by allowing members of the design team to introduce themselves and share what role each would play on the project.				Yes	



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New Business							
Biology Department Discussion							
005-003		The currently biology department lacks lab space for teaching. Additional space is needed for expansion. Department wants flexibility.					No
005-004		Microbiology program is a self sustaining program and has a relationship with chemistry. Microbiology has ventilation requirements similar to chemistry. Microbiology could be placed on the third floor. Some classrooms can be located onto the third floor.					No
005-005		All programmed spaces for biology will be incorporated in the design. None of the programmed spaces will be sacrificed for aesthetics.					No
005-006		Donald Henke reviewed the general zoning of the building with biology on the second floor.					No
005-007		The lecture hall/classroom can be located on the first floor of the building. This space should have some vertical height and stadium seating. Ensure that sightlines are maintained throughout the space. There was a question as to whether the programmed 120 person count for this space can be exceeded. Donald Henke would check into this. Square footage of the lecture hall cannot be increased from what is in the Scope to Budget Submittal which calls for an area of 2,800 sf.					No
005-008		There should be four (4) biology lab coordinators instead of two (2). The lab coordinators need to be adjacent to the labs.					No
005-009		Keep the labs and offices on the same floor.					No
005-010		Locate the professors close to the AV equipment in the room. Provide lighting control for professors use.					No
005-011		Question as to whether the lecture halls programmed for 50 persons can be partitioned off with the use of moveable partition, providing the chance to cut the large room into two (2) smaller spaces. Yes, this can occur. Ensure there is no fixed seating in the classrooms.					No
005-012		Design a space/corridor system that does not encourage carts with things on it crossing the main corridor. Corridors need to be design wide enough where students and professors can circulate easily and with as little congestion as possible.					No
Introduction to Non Biology Majors							
005-013		Provide security for storage areas.					No
005-014		Provide fume hoods that vent directly to the outdoors.					No
005-015		In microbiology, place a fume hood, two (2) bio safety cabinets, place natural gas at student stations and provide two (2) micro safety cabinets in rooms. Provide vacuum, water, and gas at student tables. Provide eight					No



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New Business

(8) electrical outlets per student work table. Place the outlets on the side of the table. Provide a prep set up for support of an autoclave. Place two (2) laminate flow hoods in microbiology. Ensure all odors are properly ventilated.

Introduction to Biology Majors

005-016		Do not place sinks at the student stations but provide four (4) sinks in the lab. Place DI water on a loop system. Place a fume hood in area. Place sinks as well as a vacuum in each fume hood. Provide four (4) electrical outlets for each student station.					No
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Anatomy

005-017		Provide fume hood. Place four (4) sinks in the room on the perimeter. Also place DI water in the hood. Provide electrical outlets at student stations for support of microscopes, etc. Locate outlets on the side of the student stations. Provide dataports for computers. Provide four (4) student tables and place two (2) dataports per table. Provide proper ventilation in the spaces. The anatomy lab is used for dissecting and needs additional ventilation. The room needs to be adequately pressured. Coordinate visual and locate doors to the labs and if one can be placed on the door leading to the corridor.					No
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005-018		Provide negative air pressure in the room. No vacuum or gas is needed in anatomy.					No
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Genetics

005-019		Same requirements as Anatomy.					No
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005-020		Provide two (2) tutorial testing spaces, which are to set up like the labs. These two (2) rooms can be used as overflow lab spaces.					No
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005-021		Place one (1) laminate flow hood in the general/biology Genetics area.					No
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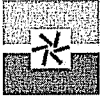
Biology Department Discussion

005-022		All labs need A/V capability (intelligent labs). White boards also are needed in the labs.					No
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005-023		Question: Can labs be on an exterior wall? There is a desire to have natural light in the labs. Place two (2) labs on the interior and two (2) labs on the exterior.					No
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005-024		Provide multi level lighting in the labs.					No
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005-025		Donald Henke presented to the Biology staff four (4) spatial schemes illustrating different relationships for the requirements to the department. General comments included making the hallways wide (concerned with crossing a congested hallway with carts), providing informal gathering spaces for students, provide a visual connection to the labs from the offices. Place doors on the offices. Provide 12 offices for adjunct professors. Professors need a common space for meeting. Communication is a must for the adjunct professors.					No
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Storage is a bid need as well. Adjunct professors need a computer. The production lab should not have any windows.

005-026		Provide a conference room for biology with 20 persons max. in the space. There is no need to share this conference room with the chemistry department.					No
005-027		A summary and equipment list was transmitted for the high school lab. This is currently in room K107 and will be relocated to K123 in the new scheme.					No
005-028		In lounges, place a refrigerator, microwave oven, etc.					No
005-029		Meeting ended at 11:49am.					No

Cc:	Company Name	Contact Name	Copies	Notes
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