



# MEETING INFORMATION + NOTES

STATE CENTER COMMUNITY COLLEGE DISTRICT (SCCCD) – OAKHURST CENTER

November 13, 11:00 – 12:00 pm

Location: Madera Community College Campus

Subject: Information Technology (I.T.) Staff and Faculty Comments on Floor Plan

Prior Meeting:

Next Meeting: To be determined

## ATTENDANCE

Attendee	Initials	Representing	Method
Darin J. Soukup	DS	Oakhurst Community College Center – Director	In Person
Ricardo Alvarez	RA	State Center Community College District	In Person
Marie Harris	MH	State Center Community College District	In Person
Michael Miller	KP	Architect Team – Steinberg Hart	In Person
Paul Halajian	PH	Architect Team – Paul Halajian Architects	In Person

*[Sign-in Sheet available upon request]*

## NOTES

This is a summary of the Stakeholders/Faculty Meeting on November 13, 2019. The Design Team discussed the current floor plan within the schematic design phase.

1. **Get I.T. Standards from George Cummings.**
2. Provide enough rack space to accommodate every port.
3. Provide 220v outlet in the Data Room for battery back-up.
4. Ideal shape for data room is a rectangle. Size (167sf) and configuration as indicated on plan is acceptable.
5. Cable runs from Data Room to Classrooms and Computer Lab are to be less than 300 lineal feet.
6. Based on current location of Data Room in relation to Classrooms and Computer Lab, an Intermediate Distribution Facility room will be necessary due to heavy technology application in these areas.
  - a. IDF could be approximately 8'x8'.
  - b. Kevin Miller to comment on the required size of IDF.
  - c. IDF to host server for distance learning hardware.
  - d. It was decided that the (2) western-most Student Meeting Rooms can be combined into (1) larger room and space for the IDF can be carved out of that space.
  - e. It was requested that the single larger Student Meeting Room and IDF be moved to the east side closer to the Learning Commons.
7. Security
  - a. I.P. speakers in corridors.
  - b. Provide surveillance cameras in corridors and exterior gathering spaces.
  - c. Provide I.P speakers and surveillance at exterior gathering spaces.
  - d. Provide VOIP Emergency phones with speakers in all classrooms to communicate with SCCCDC Police Department for the purpose of emergency broadcasts.
  - e. The Library Commons will require more speakers than a Classroom.
  - f. SCCCDC to determine if hands free “blue” emergency phones are needed.

- g. Provide a blue light next to Fire Alarm stations that could indicate active shooter present.
  - h. In classrooms that do not require a second exit based on occupant load, provide a second exit with exit only alarmed exit device.
8. Provide Wi-Fi – 1/40 people
- (1) Antenna in corridors and (1) in courtyard.
9. All Classrooms are to be equipped with Distance learning capabilities.
- a. Provide projector, manually operated projection screen, and (3) monitors for better visibility throughout the room.
  - b. Provide cameras both forward and rear oriented.
  - c. Provide (2) hard wired microphones in ceiling – (1) close to the instructor and (1) near the center of the room.
  - d. Furnish rooms with 18” computer tables on wheels.
  - e. No cabinetry needed in classrooms.
  - f. Provide white boards on 2 walls.
  - g. Provide (1) access port per classroom. 1/ 40 occupants (SCCCD - please clarify this).
  - h. Surveillance cameras will not be installed in classrooms but pre-wire for I.P surveillance cameras in case they are to be installed in the future – (3) drops per camera – (1) video, (1) pan/tilt/zoom, (1) back-up.
    - i. Confirm window covering types with District Standards – black-out shades, shades only, both?
10. In Offices, provide (3) data drops on adjacent walls per user – total of (6) per office.
11. In Conference Room, provide polycom on table in center of room. Provide all technology as in Classrooms except teaching station.
12. Group Study Rooms- provide Wi-Fi -no data drops, and power for charging of electrical devices.
13. Provide multiple floor boxes in Art Classroom and at center of Work Room – refer to District Standards for floor boxes.
14. Provide large capacity copiers in Reception Area and in Work Room and light duty copiers in Learning Commons and Computer Lab.

END

Prepared by: Paul Halajian Architects

Date Recorded: November 16, 2019

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