MEETING INFORMATION + NOTES

STATE CENTER COMMUNITY COLLEGE DISTRICT (SCCCD) – OAKHURST CENTER

November 13, 10:00 – 11:00 am
Location: Madera Community College Campus
Subject: Learning Commons 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
Ray Sanchez	RS	State Center Community College District	In Person
Brett Hurst	BH	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. Provide (6) computer stations on a counter along wall. Computers do not have to be removed or otherwise secured when the space is being used for non-SCCCD events.
2. The Learning Commons will be open from 8:00 – 10:00.
3. There will be no general collection.
    a. There could be a Librarian within 5 years. Prepare for the potential of converting the Learning Commons to a more "library-like" space in the future.
    b. A collection could be expanded for Oakhurst in the future and provide more traditional reference services.
    c. Provide power and data in Storage room in case it is converted to a space for book processing in the future.
4. Provide a "fixed" zone near entrance to the space for service and a "flexible" zone toward to the south for tutorial activities.
    a. Tutorial zone furniture to be movable and of various types.
    b. Provide movable white boards and fixed white boards on walls.
    c. Furniture to provide access to power.
5. A service desk is needed.
    a. Refer to notes provided by the Learning Commons stakeholders.
    b. Allow for 1 staff and 1 student aid.
    c. Reference material and text books will be checked out for 2 hour periods.
    d. Provide computer and phone
    e. No book security system is needed.
    f. Provide shelving (2) 3' wide x 7' tall sections are sufficient and should be behind the service desk.
    g. Shelving could be behind lockable glass doors.

    h.   Provide cubbies to store student and tutor backpacks behind service desk.

6. Student Store in the Learning Commons will be served by vending machines that will offer snacks and may sell scan-trons.
    a. Consider moving the Student Store out of the Learning Commons and locate it along the interior circulation paths where other student areas are located. This will allow student access to vending when/if the Learning Commons is in use for non-student activities.

7. Multi- use (flexible/tutorial) area to accommodate an event for 60 people at tables.
    a. Check to ensure that the storage room can accommodate storage of student furniture and tables and chairs that will be used for events.
    b. Accommodate seating for 18 board members and seating for an audience of 60-80.
    c. Layout seating for students using various table/seating types to determine comfortable capacity.
    d. Get SCCCD furniture standards from George Cummings.

8. Provide motorized projection screens and projectors for presentations. Audience facing south. Provide monitors on walls. Locate security cameras at (2) positions inside the Learnings Commons and high visibility exterior cameras connected to SCCCD police.

END

Prepared by: Paul Halajian Architects

Date Recorded: November 16, 2019

Contact: 559.297.7900