



MEETING INFORMATION + NOTES

STATE CENTER COMMUNITY COLLEGE DISTRICT (SCCCD) – OAKHURST CENTER

November 13, 9:00 – 10:00 am

Location: Madera Community College Campus

Subject: Student Services 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
Ryan Preciado	RP	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. Student Meeting Rooms
 - a. Will be used for quiet study, and one on one meeting.
 - b. Rooms will be schedule at the Reception Desk.
2. Faculty Offices
 - a. Not traditional faculty offices.
 - b. Must accommodate (2) works stations and the floor area is to be increased to 160 square feet to meet District space allocation standards.
 - c. Work stations will not be assigned to individual instructors but are touch-down spaces that can be used by faculty and for meetings with students.
 - d. Furnish with “L” shaped cubicles that will allow for faculty and student to sit side by side and view a monitor or sit across a work surface from each other and view a shared monitor. Monitor must be able to swing out and accommodate different arrangements. Work stations are to have overhead storage.
3. Student Services
 - a. Area will be use by (2) guidance counselors and (2) rotating staff.
 - b. For confidential meetings, one of the Student Meeting Rooms can be used.
 - c. Need (4) spaces for students.
 - d. Services provided include guidance counseling, financial aid, DSPS testing, proctoring, computer familiarity testing, and psych services.
4. Faculty Work Room
 - a. Provide 1’X2’ lockers for Faculty to store belongings.
 - b. Provide mail cubbies for Faculty.

- c. Provide secure File Storage.
- d. Provide large capacity copier.

END

Prepared by: Paul Halajian Architects

Date Recorded: November 16, 2019

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