Summary of the Technology Programming Meeting held at 2:00 pm on October 30, 2013 at College of Lake County-Lakeshore Campus, Room 1NG 215. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Dr. Al Baldwin, Dean, Lakeshore Campus, CLC
Cathy Colton, Faculty, CLC
Brian Beecher, Dean, Library, CLC
Steve Holman, Dean, BHS, CLC
David Weatherspoon, Director, Student Services, CLC
Kam Sanghvi, ITS, CLC
Ted Johnson, Director, Construction Management, CLC
Drew Miller, Program Manager, Cotter Consulting
Lakeisha Lindsey, Project Manager, Cotter Consulting
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief introduction and overview of the programming process.
2. All classroom design needs to be coordinated with the efforts of the Classroom Committee with the intent of including smart classroom spaces; some classrooms, depending on their use, will have additional technology needs over and above the standard smart classroom needs.
3. Technology infrastructure needs to be addressed:
   a. There is currently no backup power generator at the LSC; this is needed for the Power-Over-Ethernet and other potential systems.
   b. Cabling at all three buildings needs to be assessed; cabling at 1NG may be Cat5 and the first floor of 33NG has all new cabling.
4. The location of Computer Labs is important for ease of instructor scheduling; sometimes classes at 1NG have to walk down to 33NG to access an available computer lab. At least one more Computer Lab is needed.
5. A new Open Computer Lab has been discussed as part of the Library Programming Sub-Committee.
6. Adequate cell phone reception needs to be considered as part of this expansion and renovation project.
7. The P.A. system needs modernization as all three buildings are analog.
8. The location of phones in the classrooms needs to be considered; it was discussed that, as the Classroom Committee considers classroom standards for new or modernized spaces, the most ideal location for a classroom phone is adjacent to the teacher's podium on a safe wall in the room. Technology upgrades to existing classrooms not being renovated will be considered along with the project budget.

9. IDF rooms may need some updates and the removal of any storage from these rooms is a must.

10. The Wi-Fi system at all three buildings is good.

11. While some security cameras have recently been added, other needs may have to be revisited; the alley from 1NG to 33NG is now adequately covered.

12. Blue box telephones should be considered for the City Parking Garage.

13. The location of the CLC Police Department space is being reconsidered to enhance security.

14. Electronic messaging and signage was discussed:
   a. While the standards for messaging and signage are being developed by the Standards Committee, any budget for this system needs to come from the LSC project.
   b. Currently, only the exterior electronic marquis at the entry of 1NG is controlled at a central source at the GLC; all other electronic messaging at the LSC is generated at LSC for this campus’ use only.
   c. Perhaps the R25 events calendar, run by Facilities, could be broadcast to LSC.

15. For the new Science & Engineering Building at GLC, more monitors are being incorporated into the design instead of projector; this practice is intended to continue at LSC for any new science spaces and health science spaces, however, this will be confirmed with these user group sub-committees as the programming process unfolds.

16. Technology for lecture-capture should be considered.

17. As a result of additional instruction involving medical records, there will be the need for more computers in the Health Science labs.

18. While the CDB will allow the inclusion of technology infrastructure, such as cabling, as part of the project budget, it does not allow FFE items such as computers, projectors, monitors, etc. and related switches and controls to be included in the project budget; any such FFE items need to be funded outside of this project budget.

19. Next meeting: Monday, November 19, 2:00-3:00 pm, 1NG 325.

20. Meeting Adjourned: 3:00 pm

Thank you.

Sincerely,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal