



DEMONICA KEMPER ARCHITECTS

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Joliet Junior College
City Center – Programming Phase
DKA project number: 10-011

January 25, 2011
Revised February 10, 2011

Re: Technology/Audio/Visual -Meeting Minutes- Round 2 – Programming Phase

Attendees:	Dan Lantz (DL)	Analyst	JJC
	Fred Harris (FH)	Information Technology	JJC
	Jeff Fisher (JF)	Media Electronics Tech	JJC
	Dr. Margaret Semmer (DMS)	Dean- Career& Tech. Education	JJC
	Randy Tritz (RT)	Audio/Visual Designer	Shen Milsom Wilke
	Larry Bacher (LB)	Owner’s Representative	Gilbane
	John Cinelli (JC)	Design Manager	DKA

Cc:	Dr. Valerie Roberson (DVR)	Vice President/Academic Affairs	JJC
	Chef Michael McGreal (CMM)	Dept. Chair – CA/Hospitality	JJC
	Curt Wagner (CW)	Senior Design Phase Manager	Mortenson
	Brian Kronewitter (BK)	Construction Executive	Mortenson
	Pat Van Duynes (PVD)	Director of Facility Services	JJC
	Peter Eliopoulos (PE)	Associate	DKA
	Josh Fluecke (JF)	Electrical Engineer	Henneman Engineers
	Charles Meagher (CM)	Mechanical Engineer	Henneman Engineers
	Ed Whitney (EW)	Food Service Consultant	EF Whitney, Inc.
	Dominick Demonica (DD)	Principal	DKA

Purpose: The goal of the meeting was to obtain detailed layouts of each of the program spaces for the City Center campus project. It should be noted that Security coordination was not part of this meeting. Security would be handled once an actual floor plan has been accepted by the college.

Item no.	Description	Follow up by
1	IDF Closets <ul style="list-style-type: none"> • Standard closet size – 12’ x 12’ with door swinging in • Card access into closet 	Henneman
2	Master controller City Center Campus resides on the fifth floor of the old hotel building. There will have to be a new fiber connection made into the new building if the old hotel will eventually be coming down. Future provision for back feeding the old Burnham building will need to be made in terms of a fiber optic connection.	Info
3	Card Access throughout facility – LB stated that card key access will be required on all labs, classrooms and offices.	DKA/SMW/Mortenson /Henneman
4	What is a JJC “Semi Smart” Classroom <ul style="list-style-type: none"> • Computer for faculty member at teaching lectern. Lectern has A/V items below. DVD system in lectern • JJC supplied laptop at lectern for teacher use. A second VGA port on the wall plate is also supplied if a separate laptop is brought in to link to A/V system. • Sound system speakers – switching sources and volume are at the projector • Overhead projector • Pull down projection screen • White board • A document camera is used on an “as needed” basis and brought into the classroom 	



	<ul style="list-style-type: none"> LB clarified that all Tech ,Electrical and A/V connections should be located on walls and NOT on floors due to maintenance issues. No floor outlets should be designed. Cables and cords from walls shall be managed within approved furniture wire management systems or underneath pre-manufactured floor strips made for this purpose. Cords should not just run along the floor. 	
5	<p>What is a JJC “Smart” Classroom?</p> <ul style="list-style-type: none"> Same as “Semi smart” classroom above except laptop “garage” student desks are specified for the room. 	SMW/Henneman/DKA
6	<p>Renaissance Center Ballroom</p> <ul style="list-style-type: none"> RT asked if there was an acoustic study done of the ballroom. JJC stated that Yerges Consulting had done one in the past. It is unknown if any of the study was implemented. RT to price an A/V system upgrade. JC noted that there is a recent Lutron scene setting lighting system that still operational for the ballroom. 	SMW
7	<p>Distance Learning</p> <ul style="list-style-type: none"> It appears there needs to be some discussion by JJC administration on the location and financial outlay envisioned for this system. These systems can be quite expensive and it is unknown what the actual direction is for the program. Chris Harvey of JJC also needs to be involved 	Dr. Roberson/JJC Administration
8	<p>Culinary and Hospitality Audio/Visual systems</p> <ul style="list-style-type: none"> JC sketched a number of Culinary Labs for all attendees to review. See Culinary Meeting minutes dated 1/21 and 1/24/11 for detailed pieces of equipment. The general characteristics included: <ul style="list-style-type: none"> Audio /Visual (typical for all Culinary Labs) <ul style="list-style-type: none"> Camera 1 – Head shot of instructor Camera 2 – Shot of individual pot Camera 3 – Overall shot of instructors demo counter Instructor Monitor – so they can see what the student is seeing on their monitor Instructor to have hands free controls (foot pedals?) One monitor for every two students at their workstations Portable Microphones Alternate price – overhead camera at each two student workstation When possible – hands free controls of audio/visual should be utilized. It is envisioned that a culinary class/demonstration can be routed to any of the other classrooms within the facility. Certain labs would also have connectivity to the Internet. RT is to provide an initial cost estimate for the above and review with Mortenson and DKA. 	

If you understand the outcome of the meeting differently than described in the body of the notes written above, please contact the architect within 10 business days, or the notes will serve as documentation of the meeting results.

Sincerely,
John Cinelli
Senior Associate

Attachment(s):