

March 29, 2010

VIA E-MAIL

Re: Joliet Junior College – Science  
Architect's Project Number: 209087.00  
**Meeting Minutes**

Summary of an A/V Meeting held at 10:30 AM on March 25, 2010 at Joliet Junior College, Media Conference Room. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

## PERSONS IN ATTENDANCE

Fred Harris., Joliet Junior College  
Jeff Fisher, Joliet Junior College  
Jeff Burton, KJWW  
George Karras, KJWW  
Bhini Jain, Gilbane  
Greg Spitzer, Legat Architects

## ITEMS DISCUSSED

- A. \$100,000 A/V budget is being tracked by Gilbane for the project.
  - a. Equipment in IDF room racks will be provided by JJC. This is expected to be a \$30K - \$40K item. Bhini to verify budget allocation for the rack equipment. Need to confirm if this is to be part of the A/V budget or tracked elsewhere.
  - b. Other general A/V Equipment - Projectors, laptops, lecturns, controls should be a part of the project AV budget. The amount of which may likely be \$100,000 or more depending on how many existing projectors are to be re-used and what labs may be limited to 1 projector.
- B. 21 labs and 10 classrooms will be located in Building E. Some of these spaces are existing to remain. Need to determine what classrooms and labs will maintain existing A/V systems and relocated existing A/V systems in order to maintain the budget.
- C. Fred and Jeff noted that multiple projectors add significant costs relative to the control system. 1 projector in a lab will be much lower in cost. Rough order of magnitude costs were anticipated below:
  - a. \$6,000/lab for 1 projector/screen, general A/V equipment and installation, DVD, doc. camera, and associated controls.
  - b. \$15,000/lab for 2 projector/screens, general A/V equipment and installation, DVD, doc. camera, and associated controls.
  - c. \$25k-\$30k/ lab for 3 projector/screens, general A/V equipment and installation, DVD, doc. camera, and associated controls.
- D. Need to identify existing A/V equipment to relocate into what rooms. Jeff will provide a list of existing AV equipment in Building E that may be maintained and/or relocated within the project. (Fred mentioned that we should anticipate all 10 classrooms to make use of existing projectors). Perhaps new systems for the new and renovated labs. This may be confirmed once the existing A/V equipment assessment is provided and cost considered.
- E. Greg presented an idea of a built in lecturn for the labs:

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- a. Wood base cabinet with epoxy resin top to match lab casework design. Flat screen monitor on top with swivel arm. CPU and controls equipment / connections in base.
  - b. Greg to confirm with science faculty if this type of lecturn is desired vs. the JJC standard.
  - c. Fred and Jeff are OK with this type of lecturn, but they will also check with IT (Dan) on keeping monitor on top. (security considerations)
  - d. Should have pop up power/data on top of work surface for lap top plug in.
  - e. Jeff mentioned that there should be a lockable drawer to include storage space for a document camera that could be placed on the work surface for instructional use.
- F. Need to confirm if all existing A/V equipment may be left in lab rooms E2006, E2007, E2008 as these areas will not be significantly renovated. (Ceiling/walls in these labs are unchanged). Final lab casework layouts are still being finalized.
- G. Jeff mentioned that JJC uses an amplifier in all classrooms and labs. It was noted that this infrastructure is part of hard wiring cost.
- H. Double VGA cables, triple RCA, double 3.5 mini for tech wiring for instructional spaces.
- I. Projection screen locations need to be confirmed with science faculty.
- J. Based on the list of existing equipment to be provided by Jeff and allocated A/V budget, the design team will work with faculty and Media to develop a scope for the AV in the labs and classrooms.

End Minutes

Thank you.

Sincerely,

Legat Architects, Inc.



Greg Spitzer, AIA, LEED AP

GS/CH

cc Joliet Junior College  
File: 209087.00:B3

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