Furniture, Fixtures & Equipment (FF&E) and
Audiovisual and Information Technology Standards (AV/IT) Taskforce
Meeting Notes
December 18, 2020 – 2:00 pm to 4:00 pm
Zoom Conference Call

Present: Denee Pescarmona, Vice President, Academic Affairs and Student Services
Michael Renzi, Vice President, Administrative Services
Veronica Martinez, Interim Dean, Student Success and Equity, Enrollment Services and Student Pathways
Jeff Gopp, Director, Facility Services
Candice Whitney, Director, Admissions and Records
Kyle Billups, Director, Information Technology
Saul Salinas, CSEA
Ozzy Zamora, Faculty
Erik Medina, Faculty

Also Present: Shawn Mulcare, IT, Gavilan
Rob Barthelman, Steinberg Hart
Benedetta Del Vecchio, Steinberg Hart
David Ewell, Steinberg Hart
Stephanie O'Brien, Dovetail
Matt Kennedy, AKG
Carol Anderson, AKG
Rob Hammond, Salter
Ken Graven, Salter
Ryan Raskop, Salter

1. Salter reviewed the process used in establishing the AV/IT standards which included listening, asking questions and having discussions. From those discussions, Salter created the draft AV/IT/Security standards report. Salter provided their recommendations for Audiovisual, Security and Telecommunications.
    a. **Audiovisual**
        i. **Wireless AV:** User has to be logged into the same network that students and faculty use for internet. Not as clear as HDMI but better than Zoom. Video may be a little jerky but looking at documents on screen is acceptable. There is a dongle option that would have to be paired for security purposes. Both the wireless and dongle option would require software and students would have to have an app. There would be a subscription/licensing fee, depending on the level of software. Salter will research subscription fees.
        ii. **Classroom without desktop PC:** Would rely solely on laptops, there would be no shared keyboards. This is a trend that is increasing due to Covid.
        iii. **Videoconference App Compatibility:** It seems like Zoom and Teams will potentially play a role on campus. Salter is proposing a solution that is cross application compatible.
        iv. **Lecture Capture**: Zoom and Teams could be used for lecture capture and is very cost effective. Audiovisual devices of the room will part of the lecture capture. Every room would have this capability with a low cost means. Options for student privacy would be for the instructor to have a wireless microphone and a wireless handheld transmitter so that a student's question would go to the instructor and the instructor could repeat the question

so all could hear. Another option would be to have a wired microphone on the podium and the instructor would be required to stay at their desk.

v. **Active Learning:** Mr. Graven noted that Salter is not here to dictate pedagogy and Active Learning is a style of pedagogy. Within the realm of Active Learning, technology is this idea of screen sharing that can be shared to others via the network. This application is only being proposed for an active learning classroom.

vi. **Network Audiovisual:** Another proposed solution is the concept of moving all audiovisual out of the lectern and into an IDF. Everything goes back to a main equipment room before it goes back to the projector or display. This option would not have the drawbacks of a wireless audiovisual solution since the network is used solely to transport video signals. Any classroom can send any signal to any other classroom at HDMI quality. The network based solution is more cost effective than a traditional solution. This solution is only being recommended for new buildings.

vii. **Digital Signage:** Needs to be cloud based to be able to handle the deployment of content and the scheduling of content throughout the District.

viii. **One Button Studio:** Being proposed for the new Library and Student Resource Center.

ix. **Flex Computer Labs**

b. Security

i. The campus has several roving patrol officers and there is no central dispatch that could alert patrol officers about any alarms that come in. It is recommended that patrol officers carry a tablet for viewing alarms and cameras while on patrol.

ii. It was noted that there is no outdoor wifi so how would the tablets be used? Would they have a data plan? There are two options:

1. Officers currently carry a cell phone and could use their hot spots
2. Tablets would need a data plan

iii. What types of access control systems should be installed? Different manufacturers have different advantages and disadvantages as well as different costs. Some have ongoing subscription costs (some significant, some affordable). He would like to see buy-in from the District. Something like access control is something that you are married to for a long time and it's difficult to change vendors. Mr. Hammond would like to bring in several vendors and have video conferences with District stakeholders to explain their products and the District can decide which system would best meet their needs. Any access control systems need to be focused on security only, not as a way of monitoring the coming and goings of faculty and staff. This is an issue that has come up in the past.

iv. Mr. Gopp noted that any system needs to be compatible with the current locking system.

v. Wireless locks are a new technology. There are two types: one that talks to WiFi or a propriety radio, the other is called a "network on card". Not all access control systems play nice with this technology so the recommendation is to use wireless locks that uses Wifi and radio.

vi. Mr. Gopp prefers to have both keyed and electronic (wireless) locks. It's important o have keyed locks in case Wifi is down, etc. A wireless lockdown is not as fast as they are battery run and are not in constant contact with the main system so the command to lock down could take minutes.

vii. Lockdown Capabilities: College campuses have the ability to lockdown a particular building from a pull station. Stations can be located in various places in a building. It would lock down that building and send a signal to local authorities.

viii. We will need to have more focused meetings on security issued mentioned above.

c. **Telecommunications**
    i. Mr. Raskop reviewed telecommunications requirements for conduit requirements, Emergency Responder Rating Communication System (ERRCS) considerations, MDF room and telecommunications room requirements and sizing, horizontal cabling in new construction (assume Cat6A), communications outlet configurations, telecom backbone cabling requirements, Smart building infrastructure considerations for flexible spaces, and wireless requirements in new buildings.

2. Next Meeting : TBD