



**SOMERSWORTH CTC/15-302**

Somersworth, NH

MEETING NOTES - #14

Date: 8/4/15

Present: Lori, Cris, CTC Faculty

Absent:

Location: Faculty Meeting

copy: all attendees

<i>Action</i>			<i>Item</i>
		14.1	<u>Digital Media:</u> <ul style="list-style-type: none"> <li>• Plotter on equipment list</li> <li>• Power arrangements – extra, always need more</li> <li>• Need for added network ports</li> <li>• More electrical switching and more production</li> <li>• Tables – no desks</li> <li>• Ceiling height – higher ceiling</li> <li>• Systems furniture walls</li> <li>• *Send electronic plans per department</li> <li>• Sink at spray booth</li> <li>• Larger tables in student work area</li> </ul>
		14.2	<u>Culinary:</u> <ul style="list-style-type: none"> <li>• ADA table for student work area</li> <li>• ADA table that moves up and down - adjustable</li> <li>• Equipment - must have, wants, future</li> <li>• Storage space for tables and chairs               <ul style="list-style-type: none"> <li>◦ Does it all fit?</li> </ul> </li> <li>• Rectangular tables in dining</li> <li>• Storage in dining for serving, dishes, glassware</li> <li>• Storage across the hall – table and chairs</li> <li>• Existing toilets – can we re use?</li> <li>• Added storage and counter space in classroom</li> </ul>
		14.3	<u>Marketing:</u> <ul style="list-style-type: none"> <li>• Tables in groups</li> <li>• Storage room ok – sight lines from class into store counter is great</li> <li>• Need more computers - double the amount</li> <li>• Lap top cart instead of fixed computers</li> <li>• Printing counter and work space in class</li> <li>• More storage in class</li> <li>• Office - designated locking closet, does not need to be full office</li> <li>• Lap tops - coordinate purchasing, currently have desktops</li> <li>• Spot lighting in store/retail</li> <li>• Serving counter lighting</li> <li>• Coffee/prep at serving counter – sink and electrical, water for coffee, coco machine</li> <li>• Video storage</li> </ul>

		14.4	<u>Broadcasting</u> <ul style="list-style-type: none"> <li>• Office space in storage space</li> <li>• Ceiling grid for lighting structural tubs</li> <li>• New lighting in production</li> <li>• New electrical switching</li> <li>• Lighting bars for studio</li> <li>• Studio to open into classroom, used for productions along with student projects</li> <li>• 8 edit areas</li> <li>• Forbo floor – bring samples</li> <li>• Flexibility is important, small group work space, production and classroom instruction</li> </ul>
		14.5	Marketing/Digital Media - Broadcasting/theater – Further connections
		14.6	* Send meeting notes from culinary for state binder
		14.7	<u>Automotive:</u> <ul style="list-style-type: none"> <li>• Currently 4 lifts , 10 bays</li> <li>• Existing <ul style="list-style-type: none"> <li>○ Eliminate wash bays</li> <li>○ Alignment in rear</li> <li>○ New doors</li> <li>○ Make classroom larger</li> <li>○ More storage and pumps</li> <li>○ Draining remain</li> <li>○ More room in classroom</li> <li>○ Demonstration/bench space in classroom</li> <li>○ Auto lift in classroom - need to coordinate a demonstration car for space</li> </ul> </li> <li>• Auto advisory meeting – Review of relocated space and renovated, advisory to advise on best option moving forward.</li> <li>• Mark and Manchester Community College – available for advisory? Cris to email</li> <li>• More office to hallway, classroom larger</li> </ul>
		14.8	* Special ed space
		14.9	<u>IT:</u> <ul style="list-style-type: none"> <li>• Axis AV - audio/com in broadcasting</li> <li>• Currently fiber in teaching existing computer labs <ul style="list-style-type: none"> <li>○ Do we keep?</li> <li>○ Fiber can stay - pull back drops and keep copper</li> <li>○ Digital media already has fiber and internal wiring</li> </ul> </li> </ul>
		14.10	<u>Phones:</u> <ul style="list-style-type: none"> <li>• Samsung system, CTC has its own</li> <li>• All phones go back to the main office</li> <li>• Phones have to be the same system</li> <li>• Currently all phones are digital</li> <li>• To upgrade to IP entire school would need to be upgraded</li> <li>• Back bay to check on options of moving only CTC to IP</li> <li>• School has no future plan to switch to IP</li> <li>• Back Bay to provide recommendations</li> <li>• *Coordinate with Andy on plan of attack</li> </ul>

		14.11	<u>Clocks:</u> <ul style="list-style-type: none"> <li>• Clocks - only power, centralized clock</li> <li>• Digital phone/paging/intercom</li> <li>• Back Bay to define options</li> <li>• Centralized clocks - Back Bay to advise</li> </ul>
		14.12	<u>Security:</u> <ul style="list-style-type: none"> <li>• Tim Barns - Barn security</li> <li>• Coax - cm to run?</li> <li>• Will need to redesign wireless plan</li> <li>• Send pdf floor plan - Mark locations of computers on diagram</li> <li>• Note each room and use on plans for Back Bay to develop concept plans</li> </ul>
			<b>NEXT MEETINGS</b>
			Meet with Mark at WV – meeting in autos
			CTC Walk through 19th CM meeting. Can we do the 20 <sup>th</sup> at 3pm? Coordinate
			IT Meeting 20 <sup>th</sup> 11:00am

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 CS/jd