

## Meeting Record

The following is a summary of the meeting held on February 27, 2018. This summary is not a direct transcript, but rather a summary of the discussion. Please notify the author of any changes or corrections needed.

Subject	LAPC SOM Classroom Modernization/Technology Project
Date	2/27/18
Time	10:35-12pm
Location	LAPC Administration Building Conference Room 1025
Attendees	Rolf Schleicher (RS), Mark Henderson (MH), Vazrik Karabidian (VK), Paul Neiman (PN), Jared Cascadden (JC), Robert Rendon (RR), Sheri L. Berger (SB), Ed Cadena (EC), Charbel Sfeir (CS)
Prepared	
Prepared by	
Distribution	

### Meeting Notes

RS discussed additional funding is available for SOM project

JC discussed risk of performing a partial refresh vs. a full refresh as part of the base bid after TPM review

RR discussed the details of performing a partial refresh vs. a full refresh and explained that initial scope is at risk of excessive change orders that could throw the project far above budget.

RR discussed that TPM review ROM estimates does not include any contingencies, markups, etc.

JC explained that CPT will have project estimator include all additional contingencies and cost into project

RS requested Build-LACCD evaluate requirements for HVAC and electrical, and include in project cost estimations and SOW

JC to follow up with design architect to update/verify scope and project estimate

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RR discussed that he is currently working on a formal Commissioning (Cx) form for the AgSci project that will be used a standard format for all future A/V and technology deployments.

This Cx form will need to be reviewed and approved by LAPC to make a clean and formal close-out and campus acceptance after each installation is completed before training is scheduled for any newly deployed system or project

RS and MH discussed that A/V in NOM meets requirements of task force, and LAPC

RS expressed concerns using Utelogy for A/V at Pierce, and asked RR how other campus's are using it

RR explained that LAMC is using Utelogy, and experiencing similar issues as LAPC. RR also explained that according to PMO, ELAC is currently using Utelogy 100% and it seems to work great for them

RR explained that he is currently coordinating efforts to meet with a new Build-LACCD A/V team member and ELAC to survey how the Utelogy system is currently functioning for them, and if any lesson applications can help assist with LAPC Utelogy systems.

RR explained that Utelogy has already been purchased by the district, so this may be a compliment to all A/V installations to add additional functionality to campus Extron standard as long as local switchers and Extron controls are deployed with system

RS and MH agreed that a full re-cable (full refresh) will be the smart direction for this project based on all details discussed by all parties

MH, and SB suggested that the previous integrator "Digital Network Group" DNG should not be part of any A/V future installations at Pierce moving forward.

Table agreed based on past performance at Pierce specifically part of the NOM project

SB requested meeting minutes to be documented since

#### Action Items

ACTION ITEM #	DESCRIPTION	ACTION/ACTION BY
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<b>ACTION ITEM #</b>	<b>DESCRIPTION</b>	<b>ACTION/ACTION BY</b>
1.	Build-LACCD to review HVAC and Electrical requirements, and include in project	CPT
2.	RR to evaluate ELAC Utelogy solution and share details that may help with LAPC and other colleges in district	RR
3.	Estimate revision to be requested	CPT

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