General Notes:

Dean Tatsuno with BFGC Architects opened the floor for comments.

A. ESL Requirements
   a. A classroom with (1) Faculty office and (2) stations for Reading Specialists.
   b. A separate reading lab.
   c. Possibly adding space by taking from Reading & Writing Labs.

B. Look into the option of combining the Reading, Writing, and ESL Labs with Tutoring Center.

C. DRC Requirements
   a. Rearrange the Braille, Offices, and Computer rooms.
   b. Main area to seat 30-40 people.
   c. Rearrange Staff offices in a better configuration.

End of Notes
## Attendance

**KITCHELL**
5055 Santa Teresa Blvd., Gilroy, CA 95020

**Attendance**
(408) 846-4886 Fax (408) 946-4968

**DATE:** April 18, 2007  
**MEETING:** Gavilan College - Library FPP Meeting

**DATE:** April 18, 2007  
**TIME:** 2:00PM  
**PLACE:** HU 104

### Sign-In Sheet / Library FPP Meeting

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*Kyle Haycock*  
BFGE
General Notes:

Dean Tatsuno with BFGC Architects opened the floor for comments.

A. Main floor area
   a. Integrate seating areas and lab areas.
   b. Combine gallery and seating area.
   c. Provide group study rooms.
   d. Access to library needs to be secure.
   e. ESL can be reduced to (1) lab & (1) small room.
   f. Minimum of (2) study/video rooms for 4-6 people.
   g. Minimum of (2) study/video rooms for 6-8 people.
   h. (2) offices, not adjoining.
   i. Technical process workroom.
   j. Library Tech workspace.

B. BFGC
   a. Evaluate numbers for required book stacks.
   b. Look at relocating Reference Section, periodicals, and archives downstairs.
   c. 

C. Library Staff
   a. Will provide average count for books per shelf.
   b. Quiet room to seat 20 people.

End of Notes
### Attendance

**KITCHELL**
8055 Santa Teresa Blvd., Gilroy, CA 95020

**DATE:** April 6, 2007  
**MEETING:** Gavilan College - Library

**DATE:** April 6, 2007  
**TIME:** 2:00PM  
**PLACE:** Library

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<tr>
<td>Mikel</td>
<td>KCEC</td>
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</table>
General Notes:

Dean Tatsuno with BFGC Architects reviewed the previous meeting notes with the following corrections.

- D. Reading/Writing Lab.
  1. Group rooms are common.
- E. Tutoring
  1. 70 people sitting area
- F. ESL Lab
  1. Need requirements
  2. Create conference room.

Dean then presented three schemes for the library with the following comments on each.

A. Scheme One
   a. Need storage for DRC voice recognition room.
   b. Do not like the study rooms on second floor.

B. Scheme Two
   a. No comments

C. Scheme Three
   a. Not enough room on second floor for all stacking area.
   b. ESL good, connection to other labs not needed.
   c. Possible remove elevator.
   d. Library needs 240 seats.
   e. Library security is essential.
   f. Present stacking areas are both upstairs and down stairs.
   g. Need quiet area.
   h. Writing/reading/tutoring
      1. Some common space but not all.
      2. Access to outside.
   i. DRC
      1. Needs office space for staff of Ten (10) which is included in plans.
      2. Main office area is hub of department.
   j. Trio ok.
   k. EPOS
      1. Open lab/computer lab plans put together and is ok.
      2. If labs are together will not need as much supervision.
      3. Eight (8) four (4) offices four (4) cubicles.
   l. Reading/writing labs need to be near DRC and Trio.
   m. Board room not necessary near Trio.
   n. Tutoring needs more separation (glass) with reading/writing lab.
   o. Open lab looks like it might be integrated within library.
   p. The rambler needs their own space.
      1. Need to find new home.

Gavilan JCCD – Library
March 15, 2007
Gavilan JCCD – Theater Wings 127 & 130
March 15, 2007

Next meeting April 18, 2007, 2:00PM – 3:00PM Location______________

End of Notes
### Attendance
5055 Santa Teresa Blvd., Gilroy, CA 95020

**DATE:** April 4, 2007  
**MEETING:** Gavilan College - FPP for Library Complex  
**DATE:** April 4, 2007  
**TIME:** 2:00PM  
**PLACE:** Humanities 101

#### Sign-In Sheet / FPP for Library Meeting

<table>
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General Notes:

Casey Michaelis, Kitchell CEM, opened the meeting by mentioning the state authorized to proceed with the preparation of Final Project Proposal (FPP). Casey reviewed both the schedule and budget that was part of the Gavilan College Master Plan which was approved by the Board in February 2006. It was reported the design start for the project is scheduled for the Spring of 2010 with a construction start of Summer 2011 per the master schedule. However, if receive state funds then will move the start date up approx. one year (Summer 2009). Construction is scheduled to last for approx. 1 year. The board approved construction budget is $6.7 million which includes escalation. This does not include state funds.

Dean Tatsuno, BFGC Architects, reviewed the master plan.

- Can't add square footage. Must stay within building footprint.
- Can't touch exterior walls because structural but have some flexibility with interior walls as long as they aren't shear walls.

A. EOPS - Ok with location and size of space currently in.

B. CMAP - Ok with location and size of space currently in.

C. Digital Media/Computer/Graphics/Design
   a. Need a sound wall between two (2) rooms.
   b. Need a sound wall between CMAP as well.

D. Reading/Writing Lab
   a. Have a hub area
   b. Meeting area off hub area
   c. (1) Coordinators office, (1) Assistant coordinator office, (3) Student staff and (5) adjunct
   d. (34) computer stations
   e. (17) station bull pen
   f. Sink

E. Tutoring
   a. Serves approx. 500 students.
   b. Meeting room for (40) people for both large and small groups.
   c. Open room could use writing lab
   d. (1) Office for specialist – same area as part time, don't need closed office space.
   e. (1) Area for intake and (1) for part time person

F. ESL Lab
   a. (2) offices -- Coordinators program specialists
c. Ok being next to Reading/Writing/Tutoring

G. DRC
   a. (7) offices
   b. (10) Classified staff
   c. Space for 40-50 students
   d. (16) computer stations with (5) being wheelchair accessible
   e. (2) person room for voice recognition

H. TRIO
   a. (2) offices plus reception area
   b. File storage
   c. 1300 SF is required by grant

I. Computer Lab
   a. (80) computer stations – 30 for instructional (enclosed and 50 in open space).
   b. (3) tables for work area
   c. (5) small study rooms
   d. Storage area
   e. Current space is adequate

J. Library
   a. (2) Offices
   b. (1) circulation office
   c. Staff space
   d. Stack area
   e. Confirm actual square-footage reported in fusion.
   f. Setup separate meeting to review with Shuk.

K. Nurse
   a. Need 800 SF
   b. Exterior door for emergencies
   c. Secured file storage
   d. (2) sound proof offices
   e. Sink
   d. Prefer student center location.

L. Art Gallery
   a. Committee doesn’t want to lose space. Need to identify other locations on campus.

Next Meeting Wednesday April 4, 2007, 2:00PM - 3:30PM  Location HU104

End of Notes
# Attendance

**KITCHELL**

5055 Santa Teresa Blvd., Gilroy, CA 95020

**DATE:** March 15, 2007

**MEETING:** Gavilan College – Library FPP Meeting

**DATE:** March 15, 2007

**TIME:** 2:00 PM.

**PLACE:** HU104

## Sign-In Sheet

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</table>

**Place:** HU104

**Date:** March 15, 2007

**Time:** 2:00 PM.

**Meeting:** Gavilan College – Library FPP Meeting