Notes from the Gavilan Walkabout – June 8th and 9th
(Aug 2nd Addendum included)

Add PB 11 to Space Inventory

The college received a grant to provide a student assistance program. This portable was previously used for swing space. It consists of 1567 ASF that is to be activated in the space inventory for the student assistance program; 242 ASF as student assistance tutorial (study room type 410) and 730 ASF as office (room type 310), 142 ASF as lounge (room type 650) and 453 ASF as multiuse meeting rooms. The college proposes the following specific room assignments.

11A Meeting Room
11B Quiet Study Room
11C Rotating Office
11D BSI Coordinator Office
11E Title V Administrative Assistant Office
11F Student Success Center Coordinator
11G Tutoring Room
11H Computer Lab
11I Outreach Office
11J Bob Beede FTF Office
11K Adjunct Office
11L Title V Activities Director Office
11M Meeting Room
11O Rotating Office
11P Meeting Room
11Q Adjunct Office
11T Kitchen, Supplies and Copy Machine

Add PB 7 to Space Inventory

This portable building (previously used for swing space) is 1368 ASF and is to be activated in the space inventory as a laboratory (room type 210) for the new Water Technology program (TOPS 0958).

Add PB 8 to Space Inventory

This portable building (previously used for swing space) is 1368 ASF and is to be activated in the space inventory as 1000 ASF of laboratory (room type 210) for the new Water Technology program (TOPS 0958) and 340 ASF of lab service (215).

Changes Bldg 2 – Mathematics

Room 101 – This room is a lab but the discipline needs to be changed from Physical Science (TOPS 1901) to Math (1701). It was stated that Math Lab sections will take place in the room.

Room 102 – Change from lecture to lab (Geology). This room equipped with cabinets, a sink, and tables. The discussion of the room use concluded on the note that geology lab section(s) will be assigned to this room in the future.
Discussion Bldg 3 -- Physical Science

Room 114 – Discussion about the use of this alcove area off the corridor outside the door of the Physical Science Lab (102) as a lab space for the physical sciences resulted in keeping it as lab space. It has a table with a number chairs around it; there is cabinetry, a counter with lab equipment.

Discussion/Changes Bldg 4 – Natural Sciences (Life Sciences)

Room 109 – Change from Meeting room to Study Room (study space uses the library study space code 410). This contributes to the library capacities which are currently well under 100%.

Room 106 – The current schedule shows that only lecture sections take place in this space: nutrition, Puente, and health education. It is currently identified as lab. It was agreed that the room has the configuration to provide for a lab section and that an allied health lab section will be assigned in the future schedules. This resulted in keeping this in the lab classification (Allied Health TOPS).

Discussion/Changes Bldg 5 – Physical Education (Kinesiology)

This building is in an FPP Approved status awaiting future funding from the State when it becomes available. Therefore, it is important not to change the space inventory. Changing the current inventory could revert the status of the project back to beginning of the application process.

Even with this being a constraint, there was only one space that is different than the inventory. Room 116A (46 ASF) is a storage room for Athletics (room type 525) rather than an office (310).

Discussion Bldg 52 – Adapted Physical Education.

Rooms 120 and 121 make up one big room when the curtain wall is pushed back. Currently, the schedule shows only lecture sections being specifically assigned to the rooms. However, there is a closet within the room for storage of equipment and it was explained that often times special breakout sessions from the main floor across the hall take place to work with special needs students. These breakout sessions involve the student and instructor in physical exercise. Therefore, the space will remain as physical education space (Room Type 520) to reflect the primary purpose it was designed and is used for.

Removal of Bldg 35 – CJ 500

This building is in bad shape and will be removed. This results in the removal of 1,019 ASF of lecture space and 701 ASF office space. However, other space on campus will be needed for the offices and shared use lecture space.
**Changes Bldg 14 – Business**

**Room 107** change from office to meeting room

Room 112 change from office to class lab (10-Key) TOPS 0514

Room 119 change from lecture to individual study lab (220 room type) for ESL

Room 121 change from meeting room to lab for ESL

Room 122 change from meeting room to lab for ESL

Add Room 131 as office space (179 asf – TOP code general 0099)

**Changes/Additions to Bldg 10 – Cosmetology**

Room 104 change from class lab to class lab service. No impact

Room 110 is added to the inventory – 442 ASF of laboratory for massage therapy (Cosmetology – TOPS 3007)

**Discussion/changes Bldg 15 – Social Sciences**

This building is near completion of a renovation. The new PROJECT ASF has been entered in this inventory with one variation.

Room 211 had been designed and would’ve been entered as a meeting room: the Social Science division has committed to the assurance of a fifty percent section use of SS111 for scheduled class section activity (at least 24 hours a week) usage to change its classification from meeting room to lecture. Originally this had been designed for meeting room use with a peak period usage for lecture as needed. Faculty has assured that the need for it as designated lecture space is more predominate.

**Discussion Bldg 11 – Humanities**

The spaces, the class schedule and the review confirm the existing inventory.

**Discussion Bldg 12 – Art**

The spaces, the class schedule and the review confirm the existing inventory.
Discussion Bldg 7 - Theater

This building is in an FPP Submitted status and, if approved, will be waiting for future funding from the State when it becomes available. Therefore, it is important not to change the space inventory. Changing the current inventory could revert the status of the project back to beginning of the application process.

However, a couple of space changes were noted for future consideration.

Rooms 130 and 131 currently identified as laboratory are being used as theater service space (which would change the room type from 210 to 610, a non-capacity room type code).

Discussion Bldg 6 – Library

This building is in an FPP Submitted status and, if approved, will be waiting for future funding from the State when it becomes available. Therefore, it is important not to change the space inventory. Changing the current inventory could revert the status of the project back to beginning of the application process.

However, there was discussion about a several spaces.

Rooms 109, 109A, 109B, 109C -- these spaces were previously occupied by MIS. When MIS was relocated to the Multipurpose Building the spaces were reclassified as unassigned. That is the classification they have in the FPP submitted to the state. TRIO was relocated to this space and it is suggested that, for the present time, that is a temporary relocation.

Rooms 129 through 138 are currently occupied by an outside user (CMAP) but are classified in the space inventory as college media/AV/TV spaces. Changing the occupant of these spaces from an outside agency to the college, if the use is maintained as Media/AV/TV will not adversely affect the utilization measures.

Room 200-1 is identified as a class lab. In the future, if this is used for faculty resource support (and the state project is left unfunded), this could be changed to 530 (Media/AV/TV) with its intent to assist faculty in use and preparation of media (computer/software) components for classroom applications.

Discussion/Changes Bldg 51 – Child Development

Elimination of the infant/crawlers from this program resulted in few room changes.

Room 134 is changed from 550 (demonstration) to 680 (meeting room) with no impact on cap:loads.
Room 137 is changed from former Nap Room (555) to office service (315) resulting in an increase in the office capacity.

**Discussion Bldg 50 – Health Occupations**

No issues; however, the computer lab, which showed no “scheduled” classes, may be evaluated for usage by other disciplines.

**Discussion Bldg 16 – Music Hall**

Great conversion of space for lab usage by music; use by other disciplines for lecture purposes (Room 101) depends on whether the music program can optimize the usage of this space. Security of pianos and musical instruments is at issue.

Room 103 is changed from office (room type 310) to mechanical space removing it from the buildings assignable square feet.

Room 106 is changed from lab service (room type 215) to electrical space removing it from the buildings assignable square feet.

**Changes/Discussion Bldg 31 – Multipurpose Building**

This building has undergone a major transformation from its former role as an occupational building primarily housing an automotive repair program. It had once been considered as a student services center. With the continued growth of the Police Academy program and the deterioration of the temporary buildings being used, the program was relocated in remodeled space in this building. In addition, the MIS department that had occupied cramped space in the LRC, was relocated to this facility. This rejuvenated this building giving it useful purposes to the academic and support services for the campus. More recently, the building also provided for space for the assessment center.

For this inventory review, the major changes involve the introduction of space for the aeronautics program recently closed out at Hollister Airport.

Room 101 will be changed from music laboratory (210-TOPS 1004) to Assessment Center (Room Type 410)

Room 102 will be vacated by media services when it is moved to the renovated Social Science Building. This space will become 102A, 500 ASF of laboratory for Aeronautics (0953 TOPS Code) and 102 B, 260 ASF of laboratory service for Aeronautics (0953 TOPS).
Addendum – August 2nd Directive

On the evening of August 2nd, I received a telephone call from Joe Keeler informing me that it was the intention of the college to take the following inventory actions:

Nullify Action to Remove CJ500

Keep CJ500 – Bldg 35 – Community Education in the active inventory rather than the previous action to remove it.

Add PB 2 to Space Inventory

Activate temporary portable PB 1 as a lecture space.

Add PB 2 to Space Inventory

Activate temporary portable PB 2 as office space for the PIO and Non-credit staff.