Casey Michaelis, Kitchell CEM opened the meeting by reviewing 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 2011 with a construction start of Summer 2012 per the Measure E master schedule. However, if receive state funds then will move the start date up one year (Summer 2010). Construction is scheduled to last for approx. one year. The board approved construction budget is $5.3 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.
- All VP's to be housed in building.
- Can't touch the exterior walls because structural but have some flexibility with interior walls as long as they are not sheer walls. Restrooms will be reconfigured.

A. Career Center
   a. (1) Office
   b. (1) Small conference room

B. Counselor
   a. Need a total of nine (9) offices

C. Nurse
   a. Needs exterior wall with exterior door for emergency access.
   b. Grow to 1.5 people
   c. Minimum one (1) bed space
   d. Secured space for med records
   e. Hot/cold water

D. Outreach (1 Office)
   a. Added storage needed
   b. File storages
   c. Vault area
   d. Enrollment needs to be near Outreach

E. Financial Aid
   a. A staff of nine (9)
      1. Five (5) permanent, One (1) temp., Three (3) work studies.
   b. Don't need safe
F. Enrollment
   a. One (1) office and storage
   b. Enrollment management (2 people)

G. Assessment
   a. Need one (1) office for one fulltime and one part time staff
   b. Need reception/lobby area
   c. 10 computer stations
   d. Need Quiet
   e. Storage
   f. Security and privacy
   g. Could possibly function elsewhere on campus.

H. ASB
   a. Large work room
   b. Office space for 2 or 3 students
   c. Two (2) dedicated offices
   d. Storage
   e. Can have up to 8-10 students at one time.
   f. Need to monitor student lounge

I. Student Space
   a. Student dining
   b. Student Lounge
   c. Needs to accommodate large events.

J. Reception/Information – 1 Office
K. 3 V.P. Administrative Assistant, 1 Administrative Assistant to the President
L. President Office
M. V.P. Offices:
   1. V.P. of Instruction
   2. V.P. of Administrative Services
   3. V.P. of Student Services

N. Mall Distribution Area
O. Admissions and Records
   a. 4 permanent staff plus 2 new permanent staff

Next Meeting April 2, 2007, 9:00 - 10:30AM Location North Lounge

End of Notes
DATE: March 15, 2007
MEETING: Gavilan College – Student Center IPP Meeting

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