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PROJECT: **Gavilan Joint CCD**

DATE: October 5, 2005

MEETING: Board Facilities Committee

PLACE: Chemistry 102

PROJECT NO: 3165

TIME: 4:00 PM

PREPARED BY: Casey Michaelis, Kitchell

File: Gavilan Board Facilities
Meeting Notes 10.5.05

General Notes:

Committee Members Present: Tom Breen, Debra Smith

Committee Members Absent: Mark Dover

Committee Resources: Joe Keeler, Merle Cannon, Dave Cartnal, and Casey Michaelis

- A. Tom Breen called the meeting to order at 4:07 p.m.
- B. Debra Smith moved for approval of July 27, 2005 minutes. Tom Breen seconded. July 27, 2005 minutes approved.
- C. No public comments.
- D. Review and disposition of Draft Facilities Master Plan
 - 1. Dave Cartnal (BFGC Architects), Casey Michaelis (Kitchell), and Merle Cannon introduced themselves.
 - 2. Dave discussed an overview of the planning process.
 - a. Started with presentation at Staff Development Day.
 - b. Have had open forums - invited campus community.
 - i. Discussed what the bond program is about. Looking at big picture (macro).
 - ii. There hasn't been much student involvement.
 - c. Then had user group meetings (micro).
 - i. Discussed needs.
 - ii. How are rooms currently being used?
 - iii. What are relationships?
 - iv. What barriers hamper the way you function/teach?
 - v. Users didn't realize that the bond will affect interior spaces.
 - vi. Stated that the bond doesn't allow for new construction.
 - vii. Set up meetings in sequence of individual projects on the Master Schedule.
 - viii. Chemistry/Life Science/Physical Science group was well attended and very interactive.
 - ix. Math/Science – Want chalkboards in lieu of markerboards.
 - x. PE – Since are overflowing with students (a lot of public usage) need additional space but realize can't add square footage, so would like to move up on the Master Schedule to complete project earlier for public to use.
 - xi. Library – Had a lot of discussion because of different user groups in building.
 - xii. No grandiose plans. Very reasonable requests.
 - xiii. Talking across department lines now, which is healthy. Dept. Chair meeting was good because looked at other departments.
 - xiv. A few wanted to challenge the load/capacity ratio issues, but we refocused them as to what do you need now, what should you have that you don't have, and what is future need.
 - xv. Reminded groups that it's a repair bond.

- xvi. Issue did come up to go look at what other colleges are doing. Tried to steer them away from this because every college is different and don't want to get preconceived notions.
 - xvii. Meetings have been very personable.
 - d. Casey distributed the Input & Planning Process Meeting schedule.
 - i. The next round of meetings with the user groups will be reviewing/discussing conceptual layouts.
 - e. Discussed the Interim Housing plan.
 - i. Looking at Occ. Ed. Building. Possibly still need some portables.
 - ii. Occ. Ed. Building currently is housing the following:
 - 1. Storage for Theater.
 - 2. Two Classrooms (OE1 & OE2)
 - 3. Overflow from warehouse.
 - 4. District working on getting rid of junk.
 - 5. Storage sheds to be removed.
 - f. Theater not included as part of bond program.
 - i. Looking at moving the music program out of the Theater.
 - 1. Possibly divide up Art Lecture.
 - ii. Could provide storage containers.
 - g. Meeting notes are being recorded and posted on the website.
 - i. Casey distributed notes of the first two meetings.
 - h. Some users are submitting real detailed lists of needs.
 - i. Every issue raised will be addressed.
 - j. To date haven't received any comments back from community libraries/public.
 - i. Posted hard copy and CD-ROM of Master Plan at libraries.
 - ii. Advertised in newspapers.
 - k. Debra inquired as to if classified staff have been involved.
 - i. Yes. Some have been involved. Not a large percentage.
 - l. Joe discussed the decision-making process:
 - i. President's Council.
 - ii. President.
 - iii. Board.
 - m. Debra said she got some feedback from some faculty. They are feeling apart of the process.
 - n. Need Board input – Possibly a workshop with all Board. November 5th.
5. Next Meeting Dates:
- A. Tuesday, October 25 from 4:00 – 5:00 p.m.
 - a. Board Facilities Committee campus walk.
 - b. BFGC to have landscape architect available for walk.
 - B. Tuesday, November 8 from 5:00 – 6:00 p.m.
 - a. Special Board Workshop to review/discuss campus planning.
 - C. Tuesday, November 15 from 4:00 – 6:00 p.m. in Chemistry 102.
 - a. Will review the comments received. Each comment will be categorized by topic.
 - b. Ron Hannon will discuss modifications to the softball/soccer fields (Sports Park).
 - c. Tom Breen will not be able to attend this meeting. Tom will ask Kent Child to attend as alternate.
 - D. Tuesday, December 6 from 4:00 – 6:00 p.m. in North/South Lounge.
 - a. Tom Breen may not be able to attend this meeting.
6. Adjourned.

End of Notes