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PROJECT: **Gavilan Joint CCD** DATE: September 29, 2005
MEETING: FMP-Input and Planning Process PLACE: Business 130
Business
PROJECT NO: 3165 TIME: 1:00 PM

PREPARED BY: Casey Michaelis, Kitchell File: Gavilan Business
Meeting Notes 9.29.05

General Notes:

- A. BU120 – Computer Lab
 - a. Seats 62. Adequate.
- B. BU118 – Computer Lab
 - a. Seats 50. Need 56.
 - b. Needs a security system.
 - c. Look at installing cameras to observe users. Then won't need instructor/technician on staff.
- C. BU119 - Lab
 - a. ESL uses. Possibly move out.
 - b. If ESL moves out then would like to remove small lecture space.
 - c. Built-in desks – computer work stations.
 - d. Has a security system.
- D. BU122 – Office
 - a. AJ (Administration of Justice)
 - b. Has display window.
- E. BU123-129 – Offices
 - a. Current layout is adequate for full-time faculty.
 - b. No place for adjunct faculty. Currently using BU113. Security issues.
- F. BU130 – Conference/Meeting Room
 - a. Need kitchenette
- G. BU116/BU116A – Offices
 - a. BU116 – Secretary
 - b. BU116A - Dean
- H. BU117 – Small Lecture
 - a. Seats 17.
 - b. Used for lecture.
 - c. Poor use of space.
- I. BU113/Storage
 - a. Adjunct faculty stations.
 - b. Storage.
 - c. 10 stations for 10-key in lab. Don't need space for 10-key.
 - d. Poor use of space.
- J. BU113/BU116/BU116A/BU117
 - a. Suggestion is to remove interior walls and create lecture/lab space similar in size to BU118.
- K. BU110 - Lab
 - a. 38 seats. Not enough.
 - b. Has a security system.
- L. BU109 – Office Records
 - a. Poor use of space.

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- M. BU109/BU111
 - a. Suggestion is to remove wall between BU109 & BU111. Create two offices (Dean & Secretary) with exterior door next to BU106.
 - b. Remaining space could be conference/meeting room with wireless access.
- N. BU106 - Storage
 - a. Copier.
- O. BU111 – Computer Lab
 - a. 31 stations.
 - b. Counters around perimeter and table in middle.
- P. Electrical Room next to Mens Restroom
- Q. Currently business classes are offered in other rooms on campus.
- R. Restrooms need to be adequate size – don't make smaller.
- S. Need projectors in lecture/lab rooms.
 - a. Ceiling-mounted projector or on back wall if possible.
 - b. Corner projection screen.
- T. Need chalkboards. Fixed on wall.
- U. Storage space is a problem.
- V. Need to be able to dim lights in lecture/labs.
- W. Air-conditioning doesn't work well.
 - a. Computer labs get warm.
- X. Request some interim repair work on restrooms, etc.

End of Notes