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PROJECT:	<b>Gavilan Joint CCD</b>	DATE:	October 25, 2005
MEETING:	FMP-Input and Planning Process Business	PLACE:	Business 130
PROJECT NO:	3165	TIME:	1:00 PM

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PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan Business Meeting Notes 10.25.05
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## General Notes:

- A. Distributed copies of the meeting notes from September 29<sup>th</sup>.
- B. Kitchell reviewed the Draft Master Schedule:
  - a. Design 9 months – To start in the spring of 2009.
  - b. DSA 4 months
  - c. Bid/Award 2 months
  - d. Construction 12 months – To start in the summer of 2010.
- C. BFGC presented the conceptual plan.
- D. ESL Lab 119
  - a. Looking at freeing up space.
- E. Looking at class schedule for usage – a snap shot in time.
- F. Expand Lect 117.
  - a. It's possible to modify space to lecture.
    - i. Remove walls – currently office space.
- G. Computer Lab 111/Records 109
  - a. Can become one room – meeting room.
  - b. Offices can be placed in Computer Lab 111.
  - c. Boiler room becomes smaller.
- H. IDF Room
  - a. Trying not to move due to costs.
- I. Storage 106
  - a. Could be a little bigger.
  - b. Create a workroom.
- J. Restrooms
  - a. Will be modernized for ADA.
  - b. Most likely won't add square footage.
- K. Boilers will be replaced soon as part of utility infrastructure project.
- L. Meeting Room 130
  - a. Move double doors south to close off all offices and provide security.
- M. Concerned that building needs some general improvements prior to modernization project in 2010.
- N. Infrastructure will be modernized – lighting, plumbing, fixtures, etc.
- O. Don't necessarily like the ceiling-mounted projectors because if bulb goes out then it's a hassle to replace.
  - a. Look at installing along the back wall if possible.
  - b. Look at wireless projectors.
- P. Fiber to the classrooms?
- Q. Requested chalkboards in lieu of whiteboards.
- R. Need new furniture - better quality.

**ESL**

- A. Either build onto what's in Business Building or build onto the learning lab center (Library).
- B. Would like to consolidate spaces.
- C. Currently using rooms in Humanities, Social Science, Chemistry, and Library buildings.
- D. Learning Labs
  - a. Will be meeting with admin to discuss.
- E. Looking at creating a Student Services Complex – “One Stop Shop”.

**End of Notes**