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PROJECT:	Gavilan Joint CCD	DATE:	October 24, 2005
MEETING:	FMP-Input and Planning Process Cosmetology / Social Sciences	PLACE:	Humanities 104
PROJECT NO:	3165	TIME:	1:00 PM

PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan Cosmet.SocSci. Meeting Notes 10.24.05
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General Notes:

- A. Distributed copies of the meeting notes from September 28th as well as comments received to date.
- B. Need to keep options open for program adjacencies.
 - a. Humanities building is adjacent to the Library – could be used for tutorial space.
- C. Will be meeting a third time with some of the user groups (Student Center, Library, and Sciences).
- D. When time comes to design, then really look at details of each space.

Social Sciences

Lower Floor

- A. New entryway on the east side.
 - a. There are two possible locations at the existing window openings.
 - b. Don't want to lose office space to create new entryway.
- B. Can't add new windows due to structural integrity of the exterior walls.
- C. All interior walls in lower floor plan are non-bearing. However there are columns that have to remain.
 - a. Have some flexibility to modify layout of offices.
 - b. Can't give one dept. adjacent offices and not the other depts.
- D. Lower space only has a certain amount of windows. However lighting will be improved.
- E. Provide separate copier/fax area to cut down on the noise in the conference room.
- F. Have problems with having a meeting and others are eating lunch, etc.
- G. Definitely have need for space for both.
- H. Active area.
- I. Needs to be a restroom and kitchenette.
 - a. Will help break up space.
- J. Offices 105, 116, & 119 - shared.
 - a. 105 – 2 part-time.
 - b. 116 – 2 people.
 - c. 119 – 6 desks (adjunct staff).
- K. Downstairs offices
 - a. When moving the tables and chairs upstairs, can hear and get dust from ceiling.

Upper Floor

- A. Try to recapture space (Lect. 206) from English.
- B. Can add wall to separate Lect. 203 & 204.
- C. Offices 201 & 202 are flexible.
- D. Large lecture
 - a. Can divide up space and still meet needs for large lecture space.
- E. BFGC has loading for all rooms – a snap shot in time.
- F. Lecture 206 – currently only has 9 people in scheduled classes - Not being utilized.
- G. Lecture 216 – DRC (DSP&S) uses.
 - a. 12-15 students.
 - b. Works well.

- H. Generally lecture classes are supposed to be 20.
- I. Not altering the structure.
- J. Office 201 – Not being used.
- K. Office 202 – Vocational Ed. office.

Cosmetology

- A. All infrastructure will be renovated - sinks, plumbing, etc.
- B. Can reconfigure space for aesthetics area and additional storage.
 - a. A lot of flexibility of space.
- C. Will have to modify restrooms for ADA.
- D. There weren't a lot of requests to modify the other spaces.
- E. Will get into detail of space when design.
- F. Look at updating the reception area to make it more inviting.
- G. More natural lighting into space – skylights?
- H. Need display case/showcase.
 - a. Convert existing area into a locked display case at the reception area.
- I. Look at converting Men's restroom to a unisex restroom.
 - a. Have to look at globally the number of fixtures for campus.
- J. Windows in Lab 112 (facials).
 - a. Need to tint for privacy.
- K. Main Lab 102 would like to modify windows to control sunlight and heat.
- L. Design phase will be 9 months.
- M. Construction is scheduled to start in summer of 2009.

End of Notes