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PROJECT:	<b>Gavilan Joint CCD</b>	DATE:	October 10, 2005
MEETING:	FMP – Input and Planning Process Forum #4	PLACE:	Social Science 210
PROJECT NO:	3165	TIME:	2:15 PM

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PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan Forum #4 10.10.05
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## General Notes:

- A. Joe mentioned he spoke to the financial aid staff and they will look at their needs and submit them to Nancy.
- B. Dean discussed process to get feedback from faculty/staff/students.
- C. Met with all user groups.
- D. Comments are still being submitted.
- E. Second round of user group meetings will look at conceptual layouts.
  - 1. Functional relationships.
  - 2. Possibly looking at moving Math dept. to Science since larger building and Math is a larger dept.
- F. Looking at what are specific barriers for a space.
- G. Because of the load/capacity ratio issues the State doesn't allow for additional space.
  - 1. The plan is to correct this issue as much as possible when renovating the buildings.
- H. Looking at how rooms are labeled vs. actual use.
- I. Looking at utility improvements and technology.
- J. Discussed need for interim housing.
  - 1. Occ. Ed. building is being looked at as well as the need for portables.
  - 2. Work on campus is by phases.
- K. Receiving input from different avenues.
- L. Looking at realigning the use of the rooms to allow each dept. to function more efficiently.
- M. Scheduling group (Dr. Harmon) is looking at scheduling spaces.
  - 1. Scheduling group includes dept. chairs.
- N. Getting good participation from user groups.
- O. The Board Facilities Committee requested a campus walk with landscape architect.
  - 1. This is scheduled for October 25<sup>th</sup>.
- P. The Input & Planning Meeting schedule will be updated and posted on the website.
- Q. Steve stated that the Board needs a Boardroom.
  - 1. Large public meetings (40-50 people).
  - 2. Currently in Student Center – North/South Lounge.
    - i. Doesn't necessarily have to be there.
  - 3. Needs Audio/Visual components – Possibly TV.
  - 4. Closed session, separate room.,
    - i. Needs to be a private space.
    - ii. 10-11 people.
- R. Steve stated that the administration office needs to be centrally located.
  - 1. Space for 3 Vice Presidents and support services.

**End of Notes**