

1860 S. Bascom Ave., Suite 280, Campbell, CA 95008

(408) 559-7002 – Fax (408) 559-7414

PROJECT:	Gavilan Joint CCD	DATE:	October 4, 2005
MEETING:	FMP-Input and Planning Process HR/Business Services/Conf. Room	PLACE:	HRC 101
PROJECT NO:	3165	TIME:	1:00 PM

PREPARED BY: Casey Michaelis, Kitchell

File: Gavilan HR/Bus Ser/Conf Rm.
Meeting Notes 10.04.05

General Notes:

Business Office

- A. Staff and customer service space.
- B. Director of Business Services office with small conference area.
- C. Cashier
 - a. Needs very secure/protective environment; should be alarmed
- D. Payroll Office
 - a. HR records – need to be secure.
- E. Purchasing Office
- F. Senior Accountants Office
- G. Accountant and Accounts Payable in open area.
- H. Space for file storage – current and 3 years of past financial transactions.
- I. Entry/Waiting Area - keep customers out of inner office
- J. Business staff can be separate from HR/Administrative services staff.
- K. Storage - 3 years of records (budget; accounts payable; payroll).

HR/Administrative Services Office

- A. HR needs support staff space; must be very secure - confidentiality/acoustic control.
- B. Director of HR's office with small conference area. Current space is too small.
 - a. Needs to be secure.
 - b. Interacts with payroll.
- C. Lots of records – need security.
- D. Current structure of administration is President and 2 VPs. Will be changing the structure back to President and 3 VPs.
 - a. VP of Instruction.
 - b. VP of Student Services – Will need additional office space for this VP.
 - c. VP of Administrative Services.
- E. VP of Admin. Services' office with conference area and administrative assistant's office next to it. Current layout is adequate.
- F. VP of Admin. Services and support staff need to be by HR.
- G. VP of Admin. Services' office layout needs to be so that anyone entering has to pass through administrative assistant's office.
- H. Need storage space.
- I. Need the flexibility to shutdown HR or Admin. at one time. Consider a separate door to each off of the entry/waiting area.

Conference Center Building

- A. Most of HR's interviews are held in this building.
 - a. Need two separate entries/exits for privacy/confidentiality.
- B. District uses for committee meetings.
- C. Command center for emergencies.
 - a. Place for Sheriff's dept.
 - b. Parking is critical too for this use.
- D. Need additional meeting space – elsewhere on campus.
 - a. Possibly in Student Center Complex - President's area (Financial Aid).
- E. Consider more efficient records storage (scanning) to reduce total floor space.
- F. District to verify space needs for Police Academy for long-range solution; consider possible relationship next to P.E./Gym, due to physical activities.

End of Notes