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PROJECT:	<b>Gavilan Joint CCD</b>	DATE:	October 28, 2005
MEETING:	FMP-Input and Planning Process HR/Business Services/Conf. Room	PLACE:	HRC 101
PROJECT NO:	3165	TIME:	1:00 PM

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PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan HR/Bus Ser/Conf. Rm. Meeting Notes 10.28.05
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## General Notes:

- A. Distributed copies of the meeting notes from October 4<sup>th</sup> with floor plans attached.
- B. Joe mentioned that he met with the HR/Business Services group who looked at the campus and by process of elimination the Occ. Ed. building appears to be the best location for administration.
- C. District is looking at removing all portables from campus.
  - a. Police Academy.
  - b. CJ500 – Classroom and Community Ed.
  - c. Business/HR/Conf. Room.
- D. Administration needs to decide where the “front door” to campus should be.
- E. Teaching labs to be in 2 major locations:
  - a. Student Services Complex.
  - b. Library Complex.
- F. Two options:
  - a. Occ. Ed. -> Once Stop Shop for Student Services.  
Student Center - Becomes Administration and Student Center.
  - b. Occ. Ed. -> Administration (include mailroom).  
Student Center -> Student Services and Student Center.
- G. BFGC needs list of size and quantity of lecture rooms
  - a. Get from Jane Harmon.
- H. Hard part is to get new students up to Student Center.
  - a. Improve signage/way finding.
- I. Student Center
  - a. Welcome Area – Lobby
  - b. Admissions/Records
  - c. Financial Aid
  - d. Counseling
  - e. CTC (Career Transfer Center)
  - f. Health Services
  - g. EOPS
  - h. DRC
  - i. ESL
  - j. TRIO
  - k. MESA
  - l. Math/Reading/Writing Labs
  - m. Tutoring
  - n. Bookstore needs to be centralized for student interaction/visibility.
    - i. Needs access for deliveries.

**End of Notes**