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PROJECT:	Gavilan Joint CCD	DATE:	October 5, 2005
MEETING:	Health/Safety, Facilities, and Grounds Committee	PLACE:	Chemistry 102
PROJECT NO:	3165	TIME:	2:00 PM

PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan HSF&G Meeting Notes 10.5.05
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General Notes:

- I. Joe called the meeting to order at 2:05 p.m.
 - A. No additions/deletions to the agenda.

- II. The minutes from August 30 meeting were approved by consensus.

- III. New Business
 - A. Review and disposition of Draft Facilities Master Plan
 - a. Dave Carnal (BFGC Architects), Casey Michaelis (Kitchell) and Merle Cannon introduced themselves.
 - b. Dave discussed process the District has gone through to date:
 - i. Started with the existing campus facilities and did an assessment.
 - ii. The individual project budgets (established in the bond language) were broken-down into hard (construction costs) and soft costs (design fees, testing & inspection, etc.).
 - iii. Presented framework of Master Plan.
 1. Discussed Load-to-Capacity (Space Utilization) issues.
 - iv. Met with user groups to discuss needs.
 1. How are rooms currently being used?
 2. What are relationships?
 3. What barriers hamper the way you function/teach?
 - v. Gathered data through this process.
 - vi. Discussed spaces needing to be more flexible in usage. Scheduling plays a big part.
 - vii. Discussed interim housing plan and process. Looking at using the Occupational Education Building as well as some portables.
 - viii. Library
 1. Looked at other programs/services that want to be central to campus.
 2. Is there space available?
 3. Is there a synergy to have groups together?
 - ix. Bond doesn't allow for additional square footage. However, some interior walls can be removed and/or installed to provide more efficient space.
 - x. Discussed signage, safety, site lighting, accessibility, and parking needs.
 - xi. To date have received some written detailed comments via the comment forms or at the user group meetings. Approximately 25 to 30 comments.
 - xii. Have a much better handle on what the issues are.
 - xiii. Introspective Look
 1. Want to keep costs to a minimum for interim housing.
 2. Need for better program.
 3. Future needs to grow campus.
 - xiv. Marla asked the question if different groups have different demands/needs?
 1. Dave stated there wasn't a great deal of differences.

2. Got a lot of detail from the Math/Science group.
3. Some groups requested chalkboards vs. markerboards.
- xv. Bond doesn't support "smartboards" in every classroom.
- xvi. Discussed the Load/Capacity Ratio – Gavilan is over built on classroom space.
 1. Some rooms don't allow others to use because of special needs.
 2. Scheduling – How much of day is used.
 - a. Block scheduling has improved this issue.
- xvii. We heard a lot of requests to improve signage, site lighting and landscaping.
 1. No real comments on exterior building aesthetics.
 2. Use local natural plants.
- xviii. Bond dollars will go to improve basic/old materials/equipment/systems.
- xix. Merle mentioned that the next state funding cycle would be 2008/2009.
 1. The projects at the beginning of the Master Plan will help with the space utilization issue and therefore increase the potential for state funding for the remaining projects.
 2. If the District were to receive state funds it would be for renovation, not new construction.
- xx. Occ. Ed. Building
 1. The first phase of this building would be to renovate for interim housing.
 2. The second/final phase would be to renovate for intended use.
 3. Will design interim housing space/needs so that minimal costs will have to go into renovating the final usage.
- xxi. The District is looking at removing all portables at some point.
 1. CJ500 may remain.
- xxii. Casey distributed the Input and Planning Process Mtg. Schedule.
 1. Discussed the process and future meeting dates.
 2. Second round of meetings with user groups will be to review/discuss conceptual layouts.
- xxiii. Casey discussed process for moving out of buildings.
 1. District has two options: hire professional movers or use District maintenance staff.
 2. Faculty and staff will be responsible to box up materials/equipment.
- xxiv. Joe discussed the decision-making process:
 1. President's Council.
 2. President.
 3. Board.
- xxv. Casey discussed the draft Master Schedule.
 1. Each project is broken-down into four phases:
 - a. Design – 9 months.
 - b. DSA – 4 months.
 - c. Bid/Award – 2-3 months.
 - d. Construction – 12 months.
 2. Criteria for schedule.
 - a. Grouping of projects.
 - b. Age of buildings.
 - c. Setting up interim housing.
 - d. Safety and minimal disruption.

IV. Next Meeting Dates:

- A. Tuesday, November 15 from 2:00 – 4:00 p.m. in Chemistry 102
 - a. Will review the comments received. Each comment will be categorized by topic.
 - b. Ron Hannon will discuss the modifications to the softball/soccer fields.
- B. Tuesday, December 6 from 2:00 – 4:00 p.m. in North/South Lounge
- C. If committee members have things that need to be on agenda, then let Joe know.

End of Notes