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PROJECT: **Gavilan Joint CCD** DATE: November 15, 2005  
MEETING: Health/Safety, Facilities, and Grounds Committee PLACE: Chemistry 102  
PROJECT NO: 3165 TIME: 3:00 PM

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PREPARED BY: Casey Michaelis, Kitchell File: Gavilan HSF&G Meeting Notes 11.15.05

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## General Notes:

- I. Joe and Alice called the meeting to order at 3:05 p.m.
- II. The minutes from the October 5th meeting were approved by consensus.
- III. Discussion Items
  - A. Possible Upgrades to Gavilan Sports Complex – Ron Hannon.
    - i. Ron issued information on Sports Complex with a proposed plan.
    - ii. City has been leasing – lease expired at the end of August.
    - iii. Joe mentioned that the voters didn't support the athletic programs/fields in the bond.
    - iv. Ron mentioned that they are fund raising in order to make the proposed renovations.
    - v. History with city was good up to a certain point.
    - vi. Gavilan started offering more programs, etc. and facilities weren't being kept up.
    - vii. City was responsible for maintaining the facilities.
      1. They cut the grass once a week but didn't take care of the gofer problems.
      2. Opposing team wouldn't play because too dangerous.
    - viii. Gavilan hired a professional to maintain (Dave Brown).
      1. Facilities are looking better and being used more.
    - ix. Other groups are using without scheduling which is causing some problems.
      1. More trash and damage as well.
    - x. Phase 1
      1. Install outfield fence for softball field.
      2. Install scoreboard for softball field.
      3. Remove the north softball field and infill with sod.
      4. Move the soccer field north and improve the irrigation system.
    - xi. Phase 2
      1. Install a perimeter fence around the entire sports complex to control access and provide security.
        - a. Can still be open to public but would have to go through proper channels.
        - b. Will generate some revenue for maintenance/repairs.
    - xii. Phase 3
      1. Install warning track and foul areas for softball field.
      2. Install scoreboard for soccer field.
      3. Install concrete pads and bleachers for soccer field.
      4. Install storage area for the soccer program.
    - xiii. These improvements address Title IX regulations.
    - xiv. Question for committee.
      1. Go back to constituent groups or make decision now.
      2. Then has to go to President's council and constituent groups.
    - xv. Want to start on design now.
    - xvi. Suggestion to put a sign up on how to use the fields.
    - xvii. Scope of services is beyond maintenance department scope.

1. Work will be from contractors who provide quotes.
- xviii. Consensus is to take to President's Council at same time as HSF&G committee members talk to constituent groups.
- xix. Ron plans to present to Board in December as an information item.
- xx. Ron will email the history and proposed plan to committee members for distribution.

B. Safety Issue

- i. Woman tripped over concrete.
  1. District repaired but she tripped again.
  2. District trying to help.

C. Review and disposition of Draft Facilities Master Plan.

- i. Started reviewing the draft Master Plan back in August.
- ii. Added several meetings/forums.
  1. Extra meetings for the Library, Student Center, and Sciences.
- iii. Originally were going to go through every comment received at this meeting. Don't think that going through every comment is constructive for this committee.
- iv. Consultants have every comment recorded.
  1. Some comments have changed as plans were presented.
  2. Most comments are incorporated in notes and posted on web.
- v. The process has been sharing what the Master Plan will be.
  1. Needs to be flexible to adapt with change.
- vi. Presented to Board the proposed plans versus the existing.
- vii. Last couple of weeks have been focusing on the Library, Student Center, and Sciences.
- viii. Library
  1. Looked at proposed plan vs. existing.
  2. So many demands on building.
  3. MIS – when we originally looked at it, it appeared to be more costly to move.
    - a. Since can't have any down time then it's easier to build a new space and make the cutover.
    - b. There are two options:
      - i. Remain in Library - may not be consolidated though.
      - ii. Move to Social Science – lower level (which is currently under utilized space).
    - c. How does this effect Social Sciences?
  4. Front-end Services - Admissions, Records, Assessment, Counseling, etc.
  5. Instructional - Tutoring, DRC, EOPS, TRIO, Labs.
  6. Last round of meetings with user groups have yielded another proposed plan.
    - a. No one in user groups has seen yet.
  7. TRIO - has certain square footage in grant.
    - a. Offices and use of North/South lounge in Student Center.
    - b. Unassigned space in library can become meeting space, and TRIO can share use.
  8. ESL
    - a. Can stay in existing space or can move closer to proposed location of tutoring/lab center.
  9. CMAP and Digital Media stay in same place - close to TV Studio.
  10. Open lab is close to existing location next to library.
  11. Courtyard
    - a. Will solve problems with access to courtyard, drainage problems and shading issues.
  12. Committee said it looks good.
- ix. Student Center
  1. Looked at proposed plan vs. existing.
  2. A lot of groups use North/South Lounge.
  3. Student Services area has restrooms right in middle – possible relocate to make space more efficient.
  4. Administration is changing its structural relationship.

- a. Need to house President, 3 VPs, PIO and needs to be central.
  - b. Won't fit in current area, so needs to expand into Student Services area.
    - i. Still would have direct access to the Student Services area.
  - 5. Move Bookstore to North/South Lounge.
    - a. Looking 20-30 years out, the Bookstore will be totally different.
  - 6. Move ASB off of student artery on east side.
    - a. Larger space.
  - 7. Food Service area smaller but more efficient since don't wash dishes.
  - 8. Section off Student Dining/Lounge with large moveable cabinets (storage, tack board, etc.)
  - 9. Restrooms by North/South Lounge could remain.
  - 10. Board meetings could be in Library meeting room or in Occ. Ed. building.
  - x. Is proposed area for ASB big enough?
    - 1. Space is approximately double what currently have.
  - xi. Consultants have met with students on two occasions - Joe & Jane met separately.
  - xii. Sometimes have concerts in student dining area.
    - 1. Acoustics will have to be addressed.
- D. Chemistry/Life Science/Physical Science
- i. Looked at proposed plan vs. existing.
  - ii. Currently has abundance of big space with stepped lectures.
    - 1. ADA problems.
    - 2. Seats don't work well.
    - 3. Not flexible.
  - iii. In Life Science students meet in prep. room where chemicals are stored.
  - iv. Current storage configuration for cadaver room is inadequate.
  - v. Large area for Allied Health with storage for records.
  - vi. Chemistry proposed plan.
    - 1. Not much different than the existing plan.
    - 2. Move Physics Lab into CHEM102.
      - a. Needs storage space.
  - vii. Life Science proposed plan.
    - 1. Create a Cadaver Room in LS104 to be accessed by LS103.
      - a. No exterior access.
    - 2. Create a Biology Study Area next to the proposed Cadaver Room in LS104
      - a. This gets students out of the prep area.
    - 3. Rebuild lecture/lab space.
    - 4. Make the Greenhouse smaller so can create a Storage room.
  - viii. Mathematics (Physical Science Bldg.) proposed plan.
    - 1. Reduce size of lecture/lab spaces to create four rooms.
    - 2. MESA in corner room for offices and classroom area.
      - a. Need to be visible.
    - 3. Boiler room gets smaller so can get more office/meeting area.
- E. Forum #5 is November 21<sup>st</sup> from 2:15 – 4:00.
- IV. Next meeting is scheduled for December 6<sup>th</sup> from 2:00 – 4:00 p.m. in Chemistry 102.

**End of Notes**