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PROJECT: **Gavilan Joint CCD**

DATE: September 28, 2005

MEETING: FMP-Input and Planning Process
Library

PLACE: Library – Reference Area

PROJECT NO: 3165

TIME: 3:00 PM

PREPARED BY: Casey Michaelis, Kitchell

File: Gavilan Library
Meeting Notes 9.28.05

General Notes:

- A. Space calculations include:
 - a. EOP&S
 - b. DSP&S
 - c. Art Gallery
 - d. Tutoring CenterWould like it validated.
- B. State's load to occupancy ratio shouldn't be the driver of long-range plan for the library.
- C. Library needs more space.
- D. Security issue. Too many keys issued.
- E. Noise problem.
- F. Access issues.
- G. Would like it to be the center for resource for students, teachers, and public.
 - a. Video / DVDs.
 - b. Address new technology.
 - c. Online classes and distance education.
 - d. Wireless access.
- H. Storage space – laptops.
- I. Lack of outdoor space.
- J. Bird problems.
- K. Glare problem from sun with gate.
- L. Would like space to be a Learning Resource Center.
- M. All learning lab functions should be in space.
 - a. Learning Center.
 - b. Writing, reading, tutoring, ESL labs.
- N. English Dept.
 - a. Don't have flexible space for reading and writing labs.
 - b. Need space that is quiet.
 - c. Need space for performances.
 - d. Possibly outdoor space.
- O. Look at upstairs offices for reading/writing space.
 - a. Enclose space.
- P. Can look at outdoor space with canopies.
 - a. Doesn't count as part of load/capacity.
- Q. DRC (DSP&S) can't be separated – different functions need to stay together.
- R. More faculty offices near where computers are going to be.
 - a. English dept.
 - b. More instruction on-line.
 - c. Flexible class time.
- S. Tutoring center office needs walls for confidentiality.
- T. MIS – Needs more space.
 - a. ERP system will require more space and staff.

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- b. Spread out throughout building. Need to consolidate.
- c. Need A/C.
- d. Need Generator.
- U. TV Studio
 - a. Need place for students to write.
 - b. Digital media space to edit.
 - c. Space to distribute.
 - d. Storage.
- V. Staff to go through floor plans and identify use of each room in building.
- W. Possibly move The Rambler Newspaper from Humanities 106 to TV Studio/Library to converge technologies.

End of Notes