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PROJECT: **Gavilan Joint CCD**

DATE: November 10, 2005

MEETING: FMP-Input and Planning Process  
Library Complex/TV Studio

PLACE: Digital Media Lab 126

PROJECT NO: 3165

TIME: 3:00 PM

PREPARED BY: Casey Michaelis, Kitchell

File: Gavilan Library  
Meeting Notes 11.10.05

## General Notes:

- A. BFGC presented the existing versus proposed plan for the Library Complex/TV Studio.
- B. Library Complex has the diversity of different users.
- C. Looking at relationships and adjacencies – details will be later in design.
- D. Proposed Plan
  - a. Move ESL out of library - becomes library space.
  - b. MIS moves out of complex.
    - i. Possibly to the lower floor of the Social Sciences building.
    - ii. Can't afford downtime.
  - c. DRC is consolidated and the space expands.
  - d. EOPS stays in same location.
  - e. TRIO moves next to DRC.
  - f. Digital Media Lab stays in same location.
  - g. Tutoring/Reading/Writing Center moves to northeast corner of Library Complex building.
  - h. CMAP stays in same location.
  - i. TV Studio stays in same location.
  - j. Library open lab reorients along library.
  - k. Restrooms/Mechanical/Electrical rooms remain in same locations.
  - l. Mezzanine
    - i. Offices would be moved.
    - ii. Portion gets converted to quiet area.
    - iii. Needs elevator access.
  - m. Unassigned space still available next to TRIO and DRC.
  - n. Art Gallery is moving - location not determined yet.
  - o. Computer Lab is moving – location not determined yet.
  - p. Restrooms will be renovated.
- E. ESL
  - a. Benefits by being adjacent to tutoring/reading/writing center as well as near DRC.
- F. Tutoring/Reading/Writing Center has need for expansion.
  - a. 2 spaces for 15 students
    - i. Instructional space.
    - ii. Need computers.
- G. Unassigned space suggestions
  - a. Journalism
  - b. ESL
  - c. Meeting
  - d. Student lounge
  - e. Quiet testing area.
  - f. TRIO may need space to meet their grant.

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- H. DRC & EOPS connect with Tutoring/Reading/Writing Center and in proposed plan there's a disconnect.
  - a. Look at switching the open lab and Tutoring/Reading/Writing Center locations.
    - i. Then will have access to courtyard.
  - b. Look at moving DRC east so would be across the courtyard from the Tutoring/Reading/Writing Center.
- I. Courtyard
  - a. Drainage is a problem.
- J. Attendees generally agreed with plan except for modifications discussed.
- K. BFGC to make modifications to proposed plan and distribute for comments.

**End of Notes**