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PROJECT:	Gavilan Joint CCD	DATE:	October 3, 2005
MEETING:	FMP-Input and Planning Process Occ. Ed.	PLACE:	Art Lecture 101
PROJECT NO:	3165	TIME:	3:00 PM

PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan Occ Ed Meeting Notes 10.03.05
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General Notes:

- A. Looking at using the Occ. Ed. building for interim housing/swing space.
- B. When designing the building for interim housing space take into consideration the final usage of the building.
- C. Building has always been overflow space.
- D. Dust, heat and air problems.
 - a. Houses a lot of expensive equipment that suffers.
- E. Looking at long range and interim space.
 - a. Identify both kinds of needs.
- F. Are there better spaces on campus to house those in Occ Ed?
 - a. CMAP is ideal for A/V.
 - i. If move CMAP, then have certain responsibilities on new space.
 - b. Move GAV TV closer to CMAP (TV studio).
- G. "One Stop Shop" for Student Services – Is this still an idea for the building?
- H. Looking at moving AJ (Administration of Justice) to Occ. Ed. building.
 - a. 4 portables (approx. 5,000 sq. ft.).
- I. Occ. Ed. is approx. 17,000 sq. ft.
- J. Needs central HVAC system.
- K. What's going to happen with Costume and Theater production area?
 - a. Stores music equipment, orchestra shell, platforms, risers.
 - b. Will have to provide similar space to meet needs.
 - c. Alternate location is back of Theater.
 - i. However, there are 2 classrooms that would be disturbed.
 - ii. Also working outside in elements.
- L. Occ. Ed. may not fit all swing space needs.
 - a. Possibly have to add portables.
- M. Theater Learning Outcomes - Use and demonstrate skills in participating in the technical production elements of a live theatrical production including: sound, lights, costumes, scenery and stage management.
- N. TV production in building.
- O. Cross pollination of TV/Art/Theater.
- P. User submitted floor plan of space on back of Theater (Exhibit B).
- Q. Piano donated that needs to be protected.
- R. Room 105 – A/V needs storage for expensive and large equipment.
- S. Outside Sheds Stores:
 - a. Motorized Carts (3 - gas).
 - b. A/V equipment
 - c. Production equipment
 - d. MIS equipment
- T. Staff Resources Center 103
 - a. 8 PCs
 - b. 8 Macs - 4 Macs for Post Production for the TV channel.

- c. San Jose State uses for classes.
- U. ADA access issues throughout building.
 - a. Restroom accessibility – inconvenient to wind way through building.
- V. Storage bin for motorcycles – Community Ed.
 - a. Used on weekends and evenings.
- W. OE1/OE2
 - a. ESL uses now from 8:00am to 12:00pm.
- X. Need to have vending machines (food and water).
- Y. District is looking at removing all portables on campus.
 - a. HR/Business/Conference portables would need space on campus. Possibly in Occ. Ed. building.
- Z. Cost prohibitive to add second story due to access issues (elevators).
- AA. Exterior of building doesn't match the rest of buildings on campus.
 - a. This building is at the front of campus - not appealing.
- BB. Storage sheds on east side of building will be removed.
- CC. Take fence down.
- DD. When will comments/questions be responded to?
 - a. All will be responded to.
 - b. Get them in early so can respond in meetings, forums, etc.
- EE. Campus wide notice to not wait until 11/1/05 to get comments in.

End of Notes