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PROJECT: **Gavilan Joint CCD** DATE: October 28, 2005
MEETING: FMP-Input and Planning Process PLACE: North/South Lounge
Student Center Complex (for ASB)
PROJECT NO: 3165 TIME: 11:00 AM

PREPARED BY: Casey Michaelis, Kitchell File: Gavilan Student Center Complex (ASB) Meeting Notes 10.28.05

General Notes:

- A. Introductions
 - Joe Keeler - District
 - Casey Michaelis – Kitchell (Program/Construction Manager)
 - Dave Cartnal – BFGC Architecture (Master Planning Architect)
 - Dean Tatsuno – BFGC Architecture (Master Planning Architect)
- B. Distributed copies of the Facilities Master Plan Input and Planning Process meeting schedule.
- C. Planning Process
 - a. Measure E Bond has specific language and costs.
 - i. \$108 million.
 - 1. \$64 million to renovate/modernize the Gavilan College campus.
 - 2. Approximately \$40 million to acquire land.
 - b. Kitchell and BFGC were hired by District through competitive process.
 - c. Merle Cannon does entitlement planning for state eligibility.
 - i. Districts have to submit a capital outlay 5-year plan - each year.
 - d. Bond was district wide.
 - i. Includes centers.
 - ii. Includes property acquisition in Coyote Valley.
 - e. State Load/Capacity Ratios
 - i. Lecture 184%
 - ii. Lab 115%
 - iii. Library 101%
 - iv. Offices 95%
 - v. AV/TV/Media 79%

} Overbuilt

} Some entitlement.
 - f. In order to improve the ratios the District has to increase enrollment or eliminate spaces.
 - D. PE generally has more students than has space for.
 - E. Bond has no money for new construction.
 - a. It's to repair/upgrade facilities.
 - i. Roofs.
 - ii. A/C.
 - iii. ADA.
 - F. The District has no intent in creating problems by relocating programs or services. Trying to make it work for all users.
 - G. The District has established 3 levels of priorities:
 - a. Must Do's:
 - i. Code.
 - ii. ADA.
 - iii. Boilers that are failing.
 - b. Should Do's:
 - i. Can't deliver program adequately because of space issues.
 - c. Nice To Do's:
 - i. Thing that would like to do.

- H. All users are asked to look at needs in an ideal world situation.
- I. Several areas need to be improved on the campus:
 - a. Entrance to campus.
 - b. Way-Finding
 - c. Lighting
 - d. Signage
 - e. Safety/Security
- J. Reviewed/discussed the Draft Master Schedule and Phasing.
 - a. Discussed the grouping of projects.
 - b. Discussed the need for interim housing – can't relocate everyone at one time.
 - i. 2 Options:
 - 1. Portables.
 - 2. Existing space on campus – Occ. Ed. Building
- K. Student Services
 - a. New Students
 - i. Admissions/Records
 - ii. Financial Aid
 - iii. Welcoming Students
 - b. Instructional Support
 - i. MESA
 - ii. TRIO
 - iii. Tutoring
 - c. Ideal world is to try and put all services under one roof if possible.
 - d. Have some business issues.
 - i. Bookstore.
- L. Need to hear from students and get their input.
- M. Before renovate buildings need to upgrade the infrastructure – backbone.
 - a. Will stub-out to buildings so when renovation is complete, can bring the buildings online.
- N. Decision makers:
 - a. Board.
 - b. President.
 - c. Consultants.
- O. Need to plan properly but don't want to take too long in process otherwise escalation costs will erode the construction budgets.
- P. Problems other districts have had in their bond programs:
 - a. Lack of planning.
 - b. Run out of money.
- Q. Reviewed/discussed the Draft Bond Program Master Budget
 - a. Explained project costs vs. hard/soft costs.
- R. Student Center
 - a. Discussed dividing space for noisy and quiet areas.
 - b. Office functions.
 - c. How to make space in building efficient.
 - d. Function before form.
 - e. Cafeteria contract generates approx. \$30,000 for student funds.
 - f. Bookstore contract generates approx. \$90,000 for student funds.
 - g. Students are looking at ordering furniture.
 - h. Can't expand the Student Center.
 - i. Student Center has 3 functions:
 - i. Entertainment/Communications.
 - ii. Food Service/Consumption.
 - iii. Meet/Study Area.
 - j. Separate entertainment from meeting/study area.
 - k. Improve technology access (high speed) - Wi-Fi.
- S. Technology Committee is working on developing technology minimum standards for classrooms and labs.
 - a. Committee is in Phase 2.

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- T. Student Center Needs
 - a. A/C in ASB office.
 - b. Double-pane windows.
 - c. New carpet in Student Center area - TV area.
 - i. Gavilan logo.
 - d. Create separate spaces.
- U. Future Meetings
 - a. Wed. Nov. 2nd – ASB meets with Joe Keeler and Jane Harmon.
 - i. No consultants
 - b. Thurs. Nov 10th – ASB meets with consultants.

End of Notes