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PROJECT:	<b>Gavilan Joint CCD</b>	DATE:	October 18, 2005
MEETING:	FMP-Input and Planning Process Student Center Complex	PLACE:	North/South Lounge
PROJECT NO:	3165	TIME:	3:00 PM

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PREPARED BY:	Casey Michaelis, Kitchell	File:	Gavilan Student Center Complex Meeting Notes 10.18.05
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## General Notes:

- A. Distributed copies of the meeting notes from September 27<sup>th</sup> as well as comments received to date.
- B. BFGC discussed the proposed conceptual plan.
  - a. Don't worry about interior walls – they're not load bearing.
  - b. Colors on plan outline spaces.
  - c. Bookstore
    - i. Two options
      - 1. Current location
      - 2. Separate structure (modular).
    - ii. Needs delivery access.
    - iii. Needs location for student contact/exposure.
    - iv. May not need to be in Student Center.
      - 1. Other areas on campus may not meet these needs.
  - d. Section off the large Student Center room.
    - i. Noisy area.
    - ii. Semi-noisy area.
    - iii. Quiet/study area.
  - e. TRIO
    - i. Maintain adjacency to ASB office.
    - ii. Possibly expand into south lounge for more dedicated space.
    - iii. Space is on "loan" - no real space for them.
    - iv. Concern is that students are losing space to TRIO, etc.
    - v. Grant is that TRIO will stay in building until grant is terminated.
    - vi. Are there any other locations to move TRIO?
      - 1. Will not jeopardize grant.
      - 2. Possibly in library.
  - f. North lounge
    - i. Create a meeting room/quiet study area.
  - g. Food services
    - i. Really can't reduce in size in order to provide service.
    - ii. Needs to be able to service increase in student population.
  - h. Possibly glass in the breezeway for circulation and a common lobby between admissions/records and the President's office/financial aid.
  - i. One option is to move out the President, VP and support staff to allow for other student services to move in.
    - i. Haven't discussed with President.
    - ii. Their needs will not work in their current space.
    - iii. Have the possibility to provide a new campus front door.
      - 1. Occ. Ed. is one possibility.
  - j. Another option is to keep the President, VP and support staff and move the bookstore out. This will allow for other student services to move in.

- k. Bond doesn't allow for additional square footage to be built.
  - i. Bond language states "Improve Student Services Center to increase efficiency and access to Student Services, Academic Support, and study centers."
- l. Financial Aid/Admissions need to be together.
  - i. Admissions has a 5 ft. by 5 ft. concrete vault. It can be moved.
- m. DRC & EOP&S
  - i. Is there enough space to move DRC and EOP&S into Student Center Complex?
  - ii. DRC group needs to stay together.
  - iii. Would be nice to be closer to Student Center but not as important as staying together.
- n. Trying to make the whole building become a "One Stop" shop for student services.
  - i. Accommodate as many needs as possible.
  - ii. Need to have services for new students.
    - 1. Admissions/Records
    - 2. Assessment
    - 3. Counseling
    - 4. Student Health
    - 5. Financial Aid
    - 6. Career/Transfer (CTRC)
    - 7. Food Services
    - 8. Student Center
    - 9. ASB
  - iii. Student Health
    - 1. Need to keep student health in building.
    - 2. Needs to be next to counseling and CTRC.
    - 3. More than 50% of calls are in this building/area.
- o. How much do students "own" of the Student Services/Center building?
  - i. Students are paying through fees.
  - ii. Has to be available for all students (in general).
- p. Faculty/Staff Lounge
  - i. Location hasn't been identified yet.
- q. Mailroom is not secure.
- r. Draft Master Schedule indicates construction to start in the summer of 2008 and complete in the summer of 2009.
- s. Additional Meeting
  - i. BFGC/Kitchell to set-up a follow-up meeting to review other conceptual plans/options.

**End of Notes**