General Notes:

A. Distributed copies of the meeting notes from September 28th as well as comments received to date.
B. Need to keep options open for program adjacencies.
   a. Humanities building is adjacent to the Library – could be used for tutorial space.
C. Will be meeting a third time with some of the user groups (Student Center, Library, and Sciences).
D. When time comes to design, then really look at details of each space.

Social Sciences

Lower Floor
A. New entryway on the east side.
   a. There are two possible locations at the existing window openings.
   b. Don’t want to lose office space to create new entryway.
B. Can’t add new windows due to structural integrity of the exterior walls.
C. All interior walls in lower floor plan are non-bearing. However there are columns that have to remain.
   a. Have some flexibility to modify layout of offices.
   b. Can’t give one dept. adjacent offices and not the other depts.
D. Lower space only has a certain amount of windows. However lighting will be improved.
E. Provide separate copier/fax area to cut down on the noise in the conference room.
F. Have problems with having a meeting and others are eating lunch, etc.
G. Definitely need have space for both.
H. Active area.
I. Needs to be a restroom and kitchenette.
   a. Will help break up space.
   a. 105 – 2 part-time.
   b. 116 – 2 people.
   c. 119 – 6 desks (adjunct staff).
K. Downstairs offices
   a. When moving the tables and chairs upstairs, can hear and get dust from ceiling.

Upper Floor
A. Try to recapture space (Lect. 206) from English.
B. Can add wall to separate Lect. 203 & 204.
C. Offices 201 & 202 are flexible.
D. Large lecture
   a. Can divide up space and still meet needs for large lecture space.
E. BFGC has loading for all rooms – a snap shot in time.
F. Lecture 206 – currently only has 9 people in scheduled classes - Not being utilized.
G. Lecture 216 – DRC (DSP&S) uses.
   a. 12-15 students.
   b. Works well.
H. Generally lecture classes are supposed to be 20.
I. Not altering the structure.
J. Office 201 – Not being used.
K. Office 202 – Vocational Ed. office.

Cosmetology

A. All infrastructure will be renovated - sinks, plumbing, etc.
B. Can reconfigure space for aesthetics area and additional storage.
   a. A lot of flexibility of space.
C. Will have to modify restrooms for ADA.
D. There weren’t a lot of requests to modify the other spaces.
E. Will get into detail of space when design.
F. Look at updating the reception area to make it more inviting.
G. More natural lighting into space – skylights?
H. Need display case/showcase.
   a. Convert existing area into a locked display case at the reception area.
I. Look at converting Men’s restroom to a unisex restroom.
   a. Have to look at globally the number of fixtures for campus.
J. Windows in Lab 112 (facials).
   a. Need to tint for privacy.
K. Main Lab 102 would like to modify windows to control sunlight and heat.
L. Design phase will be 9 months.
M. Construction is scheduled to start in summer of 2009.

End of Notes