Meeting Notes

1860 S. Bascom Ave., Suite 280, Campbell, CA 95008
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PROJECT: Gavilan Joint CCD
MEETING: FMP-Input and Planning Process
HR/Business Services/Conf. Room
PROJECT NO: 3165
TIME: 1:00 PM
PLACE: HRC 101

PREPARED BY: Casey Michaelis, Kitchell
File: Gavilan HR/Bus Ser/Conf. Rm.
Meeting Notes 10.28.05

General Notes:

A. Distributed copies of the meeting notes from October 4th with floor plans attached.
B. Joe mentioned that he met with the HR/Business Services group who looked at the campus and by process of elimination the Occ. Ed. building appears to be the best location for administration.
C. District is looking at removing all portables from campus.
   a. Police Academy.
   b. CJ500 – Classroom and Community Ed.
D. Administration needs to decide where the “front door” to campus should be.
E. Teaching labs to be in 2 major locations:
   a. Student Services Complex.
   b. Library Complex.
F. Two options:
      Student Center - Becomes Administration and Student Center.
   b. Occ. Ed. -> Administration (include mailroom).
      Student Center -> Student Services and Student Center.
G. BFGC needs list of size and quantity of lecture rooms
   a. Get from Jane Harmon.
H. Hard part is to get new students up to Student Center.
   a. Improve signage/way finding.
I. Student Center
   a. Welcome Area – Lobby
   b. Admissions/Records
   c. Financial Aid
   d. Counseling
   e. CTC (Career Transfer Center)
   f. Health Services
   g. EOPS
   h. DRC
   i. ESL
   j. TRIO
   k. MESA
   l. Math/Reading/Writing Labs
   m. Tutoring
   n. Bookstore needs to be centralized for student interaction/visibility.
      i. Needs access for deliveries.

End of Notes