Meeting Notes

PROJECT: Gavilan Joint CCD
MEETING: FMP-Input and Planning Process Library
PROJECT NO: 3165
DATE: September 28, 2005
PLACE: Library – Reference Area
TIME: 3:00 PM

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General Notes:

A. Space calculations include:
   a. EOP&S
   b. DSP&S
   c. Art Gallery
   d. Tutoring Center
   Would like it validated.
B. State’s load to occupancy ratio shouldn’t be the driver of long-range plan for the library.
C. Library needs more space.
D. Security issue. Too many keys issued.
E. Noise problem.
F. Access issues.
G. Would like it to be the center for resource for students, teachers, and public.
   a. Video / DVDs.
   b. Address new technology.
   c. Online classes and distance education.
   d. Wireless access.
H. Storage space – laptops.
I. Lack of outdoor space.
J. Bird problems.
K. Glare problem from sun with gate.
L. Would like space to be a Learning Resource Center.
M. All learning lab functions should be in space.
   a. Learning Center.
   b. Writing, reading, tutoring, ESL labs.
N. English Dept.
   a. Don’t have flexible space for reading and writing labs.
   b. Need space that is quiet.
   c. Need space for performances.
   d. Possibly outdoor space.
O. Look at upstairs offices for reading/writing space.
   a. Enclose space.
P. Can look at outdoor space with canopies.
   a. Doesn’t count as part of load/capacity.
Q. DRC (DSP&S) can’t be separated – different functions need to stay together.
R. More faculty offices near where computers are going to be.
   a. English dept.
   b. More instruction on-line.
   c. Flexible class time.
S. Tutoring center office needs walls for confidentiality.
T. MIS – Needs more space.
   a. ERP system will require more space and staff.
b. Spread out throughout building. Need to consolidate.
   c. Need A/C.
   d. Need Generator.

U. TV Studio
   a. Need place for students to write.
   b. Digital media space to edit.
   c. Space to distribute.
   d. Storage.

V. Staff to go through floor plans and identify use of each room in building.

W. Possibly move The Rambler Newspaper from Humanities 106 to TV Studio/Library to converge
technologies.

End of Notes