General Notes:

A. Distributed copies of the meeting notes from September 28th as well as comments received to date.
B. Received comments from DRC.
C. Library is one of the most challenging space allocations on campus.
   a. Looking at the way the space is currently being used.
   b. Looking at future uses.
   c. Looking at adjacencies and relationships.
   d. Looking at getting the library to where it needs to be as far as space.
   e. Then looking at how to house the other services in space.
D. Bond doesn’t allow for new construction or additional square footage.
E. A lot of programs are competing to be centralized.
   a. Adjacencies are important, too.
F. BFGC identified colored areas on floor plan for non-library uses.
   a. Doesn’t mean the colored areas can’t or shouldn’t be in the building.
G. One discussion is a “One Stop” Student Services Complex.
   a. Some of the programs in the library may be moved.
H. ESL Classroom
   a. Can this space be given back to library and find another space on campus?
I. Looking at the loading currently – a snap shot in time.
   a. Is space being utilized?
J. Today not prepared to say conceptually how space will be utilized.
   a. Will need a third meeting to discuss conceptual plans.
K. Haven’t been able to locate floor plans for the TV Studio. Will go to state to locate.
L. Believe that consolidating and planning space is achievable.
M. MIS
   a. Needs to grow.
   b. Likes to be centralized.
   c. Costly to relocate.
N. A lot of space is poorly used.
   a. Circulation
   b. Support rooms (mechanical/electrical).
   c. Can remove walls to make more efficient.
   d. There will be some compromises.
O. Groups to look at consolidating space.
   a. Really important discussion/process.
   b. Collaboration.
P. Trying to consolidate reading and writing labs.
   a. Combine or make adjacent.
Q. Computer Lab
   a. Open lab relationship with Library is that it’s open to students for the same hours.
R. Connected to Library - Originally
   a. Computer Lab
b. Learning Support Lab

c. Tutoring

d. Reading Lab

e. ESL/Math Lab

S. CMAP
   a. Have to live in Gilroy to use.
   b. Use to be where the staff resource center was.
   c. Satellite is on the library building.
   d. Has no relationship with digital media.
   e. CMAP not an instructional component - Provides instructional support.

T. TV Studio
   a. No place for students to edit.
   b. Possibly the CMAP area can become a post-production facility.
   c. Digital Media has a direct relationship with the TV Studio.
   d. Journalism close to digital media and TV Studio.
      i. Currently in Humanities Building.

U. Staff Resource Center.
   a. Look at moving back to the library.
   b. Could it be on the mezzanine?

V. EOPS
   a. Works closely with DRC and Tutoring Center.
   b. Uses reading and writing center.

W. DRC
   a. Uses the Quiet Study Room for exams.

X. Group took a tour of San Jose City College
   a. Like the small rooms (6-8 people) for reading/writing/ESL.
   b. Need windows for line-of-sight.

Y. Don’t have an ESL Lab and Math Lab in the library - Scattered around campus.

Z. Next meeting is tentatively scheduled for November 10th. The time and location haven’t been determined yet.

End of Notes