General Notes:

A. Looking at using the Occ. Ed. building for interim housing/swing space.
B. When designing the building for interim housing space take into consideration the final usage of the building.
C. Building has always been overflow space.
D. Dust, heat and air problems.
   a. Houses a lot of expensive equipment that suffers.
E. Looking at long range and interim space.
   a. Identify both kinds of needs.
F. Are there better spaces on campus to house those in Occ Ed?
   a. CMAP is ideal for A/V.
      i. If move CMAP, then have certain responsibilities on new space.
      b. Move GAV TV closer to CMAP (TV studio).
G. “One Stop Shop” for Student Services – Is this still an idea for the building?
H. Looking at moving AJ (Administration of Justice) to Occ. Ed. building.
   a. 4 portables (approx. 5,000 sq. ft.).
I. Occ. Ed. is approx. 17,000 sq. ft.
J. Needs central HVAC system.
K. What’s going to happen with Costume and Theater production area?
   a. Stores music equipment, orchestra shell, platforms, risers.
   b. Will have to provide similar space to meet needs.
   c. Alternate location is back of Theater.
      i. However, there are 2 classrooms that would be disturbed.
      ii. Also working outside in elements.
L. Occ. Ed. may not fit all swing space needs.
   a. Possibly have to add portables.
M. Theater Learning Outcomes - Use and demonstrate skills in participating in the technical production elements of a live theatrical production including: sound, lights, costumes, scenery and stage management.
N. TV production in building.
O. Cross pollination of TV/Art/Theater.
P. User submitted floor plan of space on back of Theater (Exhibit B).
Q. Piano donated that needs to be protected.
R. Room 105 – A/V needs storage for expensive and large equipment.
S. Outside Sheds Stores:
   a. Motorized Carts (3 - gas).
   b. A/V equipment
   c. Production equipment
   d. MIS equipment
T. Staff Resources Center 103
   a. 8 PCs
   b. 8 Macs - 4 Macs for Post Production for the TV channel.
c. San Jose State uses for classes.

U. ADA access issues throughout building.
   a. Restroom accessibility – inconvenient to wind way through building.

V. Storage bin for motorcycles – Community Ed.
   a. Used on weekends and evenings.

W. OE1/OE2
   a. ESL uses now from 8:00am to 12:00pm.

X. Need to have vending machines (food and water).

Y. District is looking at removing all portables on campus.
   a. HR/Business/Conference portables would need space on campus. Possibly in Occ. Ed. building.

Z. Cost prohibitive to add second story due to access issues (elevators).

AA. Exterior of building doesn’t match the rest of buildings on campus.
   a. This building is at the front of campus - not appealing.

BB. Storage sheds on east side of building will be removed.

CC. Take fence down.

DD. When will comments/questions be responded to?
   a. All will be responded to.
   b. Get them in early so can respond in meetings, forums, etc.

EE. Campus wide notice to not wait until 11/1/05 to get comments in.

End of Notes