Meeting Notes

PROJECT: Gavilan Joint CCD
MEETING: FMP-Input and Planning Process
Student Center Complex (for ASB)
PROJECT NO: 3165
PREPARED BY: Casey Michaelis, Kitchell

DATE: October 28, 2005
PLACE: North/South Lounge
TIME: 11:00 AM

File: Gavilan Student Center Complex (ASB) Meeting Notes 10.28.05

General Notes:

A. Introductions
   • Joe Keefer - District
   • Casey Michaelis – Kitchell (Program/Construction Manager)
   • Dave Cartnal – BFGC Architecture (Master Planning Architect)
   • Dean Tatsuno – BFGC Architecture (Master Planning Architect)

B. Distributed copies of the Facilities Master Plan Input and Planning Process meeting schedule.

C. Planning Process
   a. Measure E Bond has specific language and costs.
      i. $108 million.
          1. $64 million to renovate/modernize the Gavilan College campus.
          2. Approximately $40 million to acquire land.
   b. Kitchell and BFGC were hired by District through competitive process.
   c. Merle Cannon does entitlement planning for state eligibility.
      i. Districts have to submit a capital outlay 5-year plan - each year.
   d. Bond was district wide.
      i. Includes centers.
      ii. Includes property acquisition in Coyote Valley.
   e. State Load/Capacity Ratios
      i. Lecture 184%
      ii. Lab 115\%
      iii. Library 101\%
      iv. Offices 95\%
      v. AV/TV/Media 79\%
      \{ Overbuilt \}
      \{ Some entitlement. \}
   f. In order to improve the ratios the District has to increase enrollment or eliminate spaces.

D. PE generally has more students than has space for.

E. Bond has no money for new construction.
   a. It's to repair/upgrade facilities.
      i. Roofs.
      ii. A/C.
      iii. ADA.

F. The District has no intent in creating problems by relocating programs or services. Trying to make it work for all users.

G. The District has established 3 levels of priorities:
   a. Must Do's:
      i. Code.
      ii. ADA.
      iii. Boilers that are failing.
   b. Should Do's:
      i. Can't deliver program adequately because of space issues.
   c. Nice To Do's:
      i. Thing that would like to do.
H. All users are asked to look at needs in an ideal world situation.
I. Several areas need to be improved on the campus:
   a. Entrance to campus.
   b. Way-Finding
   c. Lighting
   d. Signage
   e. Safety/Security
J. Reviewed/discussed the Draft Master Schedule and Phasing.
   a. Discussed the grouping of projects.
   b. Discussed the need for interim housing – can’t relocate everyone at one time.
      i. 2 Options:
         1. Portables.
         2. Existing space on campus – Occ. Ed. Building
K. Student Services
   a. New Students
      i. Admissions/Records
      ii. Financial Aid
      iii. Welcoming Students
   b. Instructional Support
      i. MESA
      ii. TRIO
      iii. Tutoring
   c. Ideal world is to try and put all services under one roof if possible.
   d. Have some business issues.
      i. Bookstore.
L. Need to hear from students and get their input.
M. Before renovate buildings need to upgrade the infrastructure – backbone.
   a. Will stub-out to buildings so when renovation is complete, can bring the buildings online.
N. Decision makers:
   a. Board.
   b. President.
   c. Consultants.
O. Need to plan properly but don’t want to take too long in process otherwise escalation costs will erode the construction budgets.
P. Problems other districts have had in their bond programs:
   a. Lack of planning.
   b. Run out of money.
Q. Reviewed/discussed the Draft Bond Program Master Budget
   a. Explained project costs vs. hard/soft costs.
R. Student Center
   a. Discussed dividing space for noisy and quiet areas.
   b. Office functions.
   c. How to make space in building efficient.
   d. Function before form.
   e. Cafeteria contract generates approx. $30,000 for student funds.
   f. Bookstore contract generates approx. $90,000 for student funds.
   g. Students are looking at ordering furniture.
   h. Can’t expand the Student Center.
      i. Student Center has 3 functions:
         i. Entertainment/Communications.
         ii. Food Service/Consumption.
         iii. Meet/Study Area.
   j. Separate entertainment from meeting/study area.
   k. Improve technology access (high speed) - Wi-Fi.
S. Technology Committee is working on developing technology minimum standards for classrooms and labs.
   a. Committee is in Phase 2.
T. Student Center Needs
   a. A/C in ASB office.
   b. Double-pane windows.
   c. New carpet in Student Center area - TV area.
      i. Gavilan logo.
   d. Create separate spaces.

U. Future Meetings
      i. No consultants

End of Notes