



Meeting Notes

5055 Santa Teresa Blvd., Gilroy, California 95020

(408) 846-4986 – Fax (408) 846-4988

PROJECT: Gavilan Joint CCD

DATE: April 18, 2007

MEETING: Library FPP Meeting

PLACE: HU104

ATTENDEES: See attached list

TIME: 2:00PM

PREPARED BY: Rich Faber, Kitchell

File: Gavilan Library
Meeting Notes 4-18-07

General Notes:

Dean Tatsuno with BFGC Architects opened the floor for comments.

A. ESL Requirements

- a. A classroom with (1) Faculty office and (2) stations for Reading Specialists.
- b. A separate reading lab.
- c. Possibly adding space by taking from Reading & Writing Labs.

B. Look into the option of combining the Reading, Writing, and ESL Labs with Tutoring Center.

C. DRC Requirements

- a. Rearrange the Braille, Offices, and Computer rooms.
- b. Main area to seat 30-40 people.
- c. Rearrange Staff offices in a better configuration.

End of Notes



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Attendance

(408) 846-4986 Fax (408) 946-4988

DATE: April 18, 2007

MEETING: Gavilan College - Library FPP Meeting

DATE: April 18, 2007
TIME: 2:00PM
PLACE: HU 104

Sign-In Sheet / Library FPP Meeting			
Name	Title/Company	Telephone	Email
Alan Lopez	Assoc. Dean DRC	848-4871	alopez@gavilan.edu
John Pruitt	VP SS	848-4738	jpruitt@gavilan.edu
Kimberly Smith	GAVILAN ENGLISH WRITING CENTER	848-4889	ksmith@gavilan.edu
Ruth Kasper	KCBM		
Shuk C. AuYeung	LIBRARY	848-4809	sauyeung@gavilan.edu
Shella Jennings	Computer Place	848-4729	ljennings@edu
Ashlene Hummel	VP Instruction	847-5102	aahumel@gavilan.edu
Robert Beede	Digital Media	847-2427	rbeede@gavilan.edu
Debbie Roderick	Tutoring	848-4838	droderick@gavilan.edu
Dana Young	Library	848-4806	dyoung@gavilan.edu
Cris Maciel	Library	848-4768	cmaciel@gavilan.edu
Jane Meringer	DRC	848-4722	jmeringer@gavilan.edu
Patricia King	Reading Lab	848-4980	PKing@gavilan.edu
Loretta Carrillo	ESL	848-4845	lcarrillo@gavilan.edu
Kathy Campbell	ESL	848-4982	kcampbell@gavilan.edu
Dean Tatsuno	BFGC		
Kyle Huxton	BFGC		

PROJECT: Gavilan Joint CCD

DATE: April 6, 2007

MEETING: Library FPP Meeting

PLACE: Library

ATTENDEES: See attached list

TIME: 9AM

PREPARED BY: Rich Faber, Kitchell

File: Gavilan Library
Meeting Notes 4-6-07

General Notes:

Dean Tatsuno with BFGC Architects opened the floor for comments.

A. Main floor area

- a. Integrate seating areas and lab areas.
- b. Combine gallery and seating area.
- c. Provide group study rooms.
- d. Access to library needs to be secure.
- e. ESL can be reduced to (1) lab & (1) small room.
- f. Minimum of (2) study/video rooms for 4-6 people.
- g. Minimum of (2) study/video rooms for 6-8 people.
- h. (2) offices, not adjoining.
- i. Technical process workroom.
- j. Library Tech workspace.

B. BFGC

- a. Evaluate numbers for required book stacks.
- b. Look at relocating Reference Section, periodicals, and archives downstairs.
- c.

C. Library Staff

- a. Will provide average count for books per shelf.
- b. Quiet room to seat 20 people.

End of Notes

PROJECT: Gavilan Joint CCD
MEETING: Library FPP Meeting
ATTENDEES:
PREPARED BY: Rich Faber, Kitchell

DATE: April 4, 2007

PLACE: HU104

TIME: 2:00PM

File: Gavilan Library
Meeting Notes 4-4-07

General Notes:

Dean Tatsuno with BFGC Architects reviewed the previous meeting notes with the following corrections.

- a. D. Reading/Writing Lab.
 1. Group rooms are common.
- b. E. Tutoring
 1. 70 people sitting area
- c. F. ESL Lab
 1. Need requirements
 2. Create conference room.

Dean then presented three schemes for the library with the following comments on each.

A. Scheme One

- a. Need storage for DRC voice recognition room.
- b. Do not like the study rooms on second floor.

B. Scheme Two

- a. No comments

C. Scheme Three

- a. Not enough room on second floor for all stacking area.
- b. ESL good, connection to other labs not needed.
- c. Possible remove elevator.
- d. Library needs 240 seats.
- e. Library security is essential.
- f. Present stacking areas are both upstairs and down stairs.
- g. Need quiet area.
- h. Writing/reading/tutoring
 1. Some common space but not all.
 2. Access to outside.
- i. DRC
 1. Needs office space for staff of Ten (10) which is included in plans.
 2. Main office area is hub of department.
- j. Trio ok.
- k. EPOS
 1. Open lab/computer lab plans put together and is ok.
 2. If labs are together will not need as much supervision.
 3. Eight (8) four (4) offices four (4) cubicles.
- l. Reading/writing labs need to be near DRC and Trio.
- m. Board room not necessary near Trio.
- n. Tutoring needs more separation (glass) with reading/writing lab.
- o. Open lab looks like it might be integrated within library.
- p. The rambler needs their own space.
 1. Need to find new home.

Gavilan JCCD – Theater Wings 127 & 130
March 15, 2007

Next meeting April 18, 2007, 2:00PM – 3:00PM Location _____

End of Notes



Attendance

5055 Santa Teresa Blvd., Gilroy, CA 95020

(408) 846-4986 Fax (408) 946-4988

DATE: April 4, 2007

MEETING: Gavilan College - FPP for Library Complex

DATE: April 4, 2007
TIME: 2:00PM
PLACE: Humanities101

Sign-In Sheet / FPP for Library Meeting			
Name	Title/Company	Telephone	Email
<i>Flore Lopez</i>	<i>Gavilan</i>	<i>848-4871</i>	<i>flopez@gavilan.edu</i>
<i>Anne Rath</i>	<i>Gavilan</i>	<i>848-4772</i>	<i>arath@gavilan.edu</i>
<i>S Carr</i>	<i>"</i>	<i>848-4757</i>	<i>scarr "</i>
<i>A Akusele</i>			
<i>Jane Maringer</i> ^{Canra}	<i>DRC</i>	<i>848-4722</i>	<i>jmaringer@gavilan.edu</i>
<i>D. Rodrick</i>	<i>Tutoring</i> ^{GAV}	<i>848 4838</i>	<i>drodrick@gavilan.edu</i>
<i>K. SMITH</i>	<i>ENGLISH DEPT.</i> <i>UNIVERSITY CENTER</i>	<i>848-4889</i>	<i>ksmith@gavilan.edu</i>
<i>Quella Jennings</i>	<i>Computer Lab</i>	<i>848-4729</i>	<i>ljennings@gavilan.edu</i>
<i>Diane Guerrazu</i>	<i>Journalism/TV instructor</i>	<i>710-3453</i>	<i>dguerrazu@gavilan.edu</i>
<i>SHUK E. AU YEUNG</i>	<i>LIBRARY</i>	<i>848-4809</i>	<i>sauyeung@gavilan.edu</i>
<i>Dana Yang</i>	<i>Library</i>	<i>848-4806</i>	<i>dyang@gavilan.edu</i>
<i>Diana Hanks</i>	<i>Library</i>	<i>848-4812</i>	<i>dhanks@gavilan.edu</i>
<i>Cris Maciel</i>	<i>Library</i>	<i>848-4768</i>	<i>cmaciel@gavilan.edu</i>
<i>Robert Beede</i>	<i>Digital Media</i>	<i>931 247-8487</i>	<i>rbeede@gavilan.edu</i>



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PROJECT: Gavilan Joint CCD
MEETING: Library FPP Meeting
ATTENDEES: See Attached Sheet
PROJECT NO:

DATE: March 15, 2007
PLACE: HU104
TIME: 2:00 PM

PREPARED BY: Rich Faber, Kitchell

File: Gavilan Library FPP
Meeting Notes 3-15-07

General Notes:

Casey Michaelis, Kitchell CEM, opened the meeting by mentioning the state authorized to proceed with the preparation of Final Project Proposal (FPP). Casey reviewed both the schedule and budget that was part of the Gavilan College Master Plan which was approved by the Board in February 2006. It was reported the design start for the project is scheduled for the Spring of 2010 with a construction start of Summer 2011 per the measure E master schedule. However, if receive state funds then will move the start date up approx. one year (Summer 2009). Construction is scheduled to last for approx. 1 year. The board approved construction budget is \$6.7 million which includes escalation. This does not include state funds.

Dean Tatsuno, BFGC Architects, reviewed the master plan.

- Can't add square-footage. Must stay within building footprint.
- Can't touch exterior walls because structural but have some flexibility with interior walls as long as they aren't shear walls.

A. EOPS – Ok with location and size of space currently in.

B. CMAP – Ok with location and size of space currently in.

C. Digital Media/Computer/Graphics/Design

- a. Need a sound wall between two (2) rooms.
- b. Need a sound wall between CMAP as well.

D. Reading/Writing Lab

- a. Have a hub area
- b. Meeting area off hub area
- c. (1) Coordinators office, (1) Assistant coordinator office, (3) Student staff and (5) adjunct
- d. (34) computer stations
- e. (17) station bull pen
- f. Sink

E. Tutoring

- a. Serves approx. 500 students.
- b. Meeting room for (40) people for both large and small groups.
- c. Open room could use writing lab
- d. (1) Office for specialist – same area as part time, don't need closed office space.
- e. (1) Area for intake and (1) for part time person

F. ESL Lab

- a. (2) offices – Coordinators program specialists

- c. Ok being next to Reading/Writing/Tutoring

G. DRC

- a. (7) offices
- b. (10) Classified staff
- c. Space for 40-50 students
- d. (16) computer stations with (5) being wheelchair accessible
- e. (2) person room for voice recognition

H. TRIO

- a. (2) offices plus reception area
- b. File storage
- c. 1300 SF is required by grant

I. Computer Lab

- a. (80) computer stations – 30 for instructional (enclosed and 50 in open space).
- b. (3) tables for work area
- c. (5) small study rooms
- d. Storage area
- e. Current space is adequate

J. Library

- a. (2) Offices
- b. (1) circulation office
- c. Staff space
- d. Stack area
- e. Confirm actual square-footage reported in fusion.
- f. Setup separate meeting to review with Shuk.

K. Nurse

- a. Need 800 SF
- b. Exterior door for emergencies
- c. Secured file storage
- d. (2) sound proof offices
- e. Sink
- d. Prefer student center location.

L. Art Gallery

- a. Committee doesn't want to lose space. Need to identify other locations on campus.

Next Meeting Wednesday April 4, 2007, 2:00PM - 3:30PM Location HU104

End of Notes



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TIME: 2:00 PM.
PLACE: HU104

Sign-In Sheet			
Name	Title/Company	Telephone	Email
Luella Jennings	Computer Place computer lab	(408) 848-4729	ljennings@gavilan.edu
Robin Nye	Reading Lab	408 846 4980	RNYE@gavilan.edu
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Debbie Roderick	Tutoring Center	848 4838	droderick@gavilan.edu
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