Pegi opened the meeting at 3:07 pm.

I. **Introductions**
   None.

II. **Approval of Minutes of February 25, 2005**
The minutes were unanimously approved (Martinez/Balogh).

III. **Status of Current Projects**
Dave stated that 10 of the 16 bid packages for the Student Services Complex have been awarded to date. The remaining bids open next Tuesday. There will be a special Board meeting Tuesday, May 17th to award bids.

Arts Education Classrooms is out to bid now. The Facilities office is conducting non-mandatory bid walks.

The Health and Wellness parking structure has been submitted to the Department of State Architect (DSA). Pending DSA approval, the parking lot will be bid in July and construction will begin in August before the rainy season. Parking Lot P will be eliminated but the temporary lot will remain.

The Enrollment Services Project is going well. Dates for packing will be firmed up soon. Furniture for Financial Aid needs to be ordered this week. Dave commented that lot of work needs to be compressed into a tighter time period for the various groups that will move.

Pegi stated that Joe and Doug have been talking about the need for a systematic process to deal with existing furniture when new classroom furniture is ordered. Dave Balogh suggested donating it to charter schools and publicizing the information about furniture available on the website.
IV. **Construction Communication process**
11 meetings have been scheduled with faculty and staff to update everyone on constructions plans. The purpose of the meetings is to energize people and to explain where the work will be occur and when. Suggestions received so far include:

- “You are here” dots on maps;
- Doing construction on weekends or only between 2:00 and 5:00 pm;
- Have construction workers only drive forward (to avoid the “beep-beep” sound when in reverse).

Dave Balogh suggested making the map on the website easier to find. Manuel suggested signs on the buildings to point the way to classroom numbers X thru X, like signs in hotels, would be very helpful. Signs for restrooms and vending are also needed. Putting up signs now would help to lessen the stress during construction. Dave replied that while a sign program has been funded, this project is slotted for later.

It was agreed that before the college contracts with someone to do a state-of-the-art sign program, a paper handout that could be posted on the buildings would be helpful. Dave Balogh suggested signs in a locked cabinet with plastic letters that can easily be changed as needed, for special events, etc. Dan will ask Division offices to take on the classroom number signage project.

V. **Space Reallocation Planning**
Pegi asked the committee to work over the summer to develop a space reallocation process. There are notes, but this committee will draft the process. Zach asked about student representation. While he won’t be available, the student senate president and vice president will be around. Dave Balogh will get a faculty rep. Zach suggested it be an ad hoc if everyone can’t be here.

There will be a follow up discussion on potential groundbreaking for Student Services. Zach commented that the pit needs publicity. If it’s done next week at the special Board meeting, the Board could get some press.

VI. **Next Meeting Dates**
The next meeting will be June 16, July 7 and July 21 at 3:00 pm. Location to be determined.

**Future agenda items:**
Space reallocation and renovation.

The meeting was adjourned at 3:40 pm.