

**Furniture, Fixtures & Equipment (FF&E) Taskforce Meeting Notes**  
**April 16, 2020 – 8:00 am to 10:00 am**  
**Zoom Conference Call**

**Present:** Michael Renzi, Vice President, Administrative Services  
Denee Pescarmona, Vice President, Academic Affairs and Student Services  
Veronica Martinez, Interim Dean, Student Success and Equity, Enrollment Services and Student Pathways  
Jeff Gopp, Director, Facility Services  
Candice Whitney, Director, Admissions and Records  
Kyle Billups, Director, Information Technology  
Saul Salinas, CSEA  
Ozzy Zamora, Faculty  
Erik Medina, Faculty  
Rob Barthelman, Steinberg Hart  
Brian Capelli, Steinberg Hart  
Melody Javaherian, Steinberg Hart  
Stephanie O'Brien, Dovetail  
Matt Kennedy, AKG  
Carol Anderson, AKG

1. Matt Kennedy reviewed the charge of the Furniture, Fixtures and Equipment Taskforce. Matt also reviewed the Taskforce website. The website has the taskforce charge, taskforce operations and the members. All documents for the taskforce can also be found on the website, including the agenda, meeting notes and any supporting documentation (presentations, etc.).
2. Taskforces will have a chair that will conduct the meeting and meetings will be held monthly. Denee recommended that we have co-chairs for this taskforce, preferably a faculty representative and a leadership representative. Erik Medina and Candice Whitney agreed to serve as co-chairs and will work with Carol Anderson moving forward.
3. Stephanie O'Brien of Dovetail Decision Consultants, Inc., led the meeting and noted that the taskforce members have the empowerment and ability to disseminate the information to their constituents, explaining why the taskforce is recommending a certain vendor or product. The goal of this taskforce is to help the District make sound decisions.
4. Stephanie reviewed the FF&E criteria and selection process. The decision process is a three-step process:
  - Step 1 – Define issues (what matters most)
  - Step 2 – Structured evaluation
  - Step 3 – Product listing
5. The taskforce members represent the students, faculty, classified staff, Facilities/M&O, IT, and administration. It is important to understand the perspective of each of these groups. Stephanie led the group in an exercise to create definitions for aesthetics, comfort, durability, flexibility, function, quality, safety, and total cost of ownership. See Attachment A for definitions created by the taskforce.
6. A poll was taken during the meeting asking the taskforce members to vote on their top three priorities in choosing products. For results, see the presentation on the FF&E Taskforce webpage.

7. Stephanie has created polling links for specific constituents. Carol will send the links to each member of the taskforce to send to their respective constituents. Please encourage your constituents to participate in the poll.
8. Attachment B shows the scope of furniture products that the FF&E taskforce will be focusing on.
9. April 30<sup>th</sup> and May 7<sup>th</sup> are the next two meetings of the taskforce.

## GAVILAN COLLEGE FF&E ISSUES MATRIX

**AESTHETICS:** Mismatched appearance make folks feel disconnected, and can be distracting; make-shift look within the buildings increases stress; lack of standardization, and worn out look create a lack of professionalism; lack of “successful aging” of products adds to disconnected feel; poor cable management in certain products creates additional labor requirements.

**COMFORT:** Poor ergonomics impacts productivity and morale; some spaces that have been retrofitted don't work well for users, decreasing productivity; products not sized correctly for students decreases learning; products that don't support adult learners or a wide range of student body types decreases learning outcomes.

**DURABILITY:** Products haven't lasted long enough, which decreases resources, and increases labor costs.

**FLEXIBILITY:** Lack of product capability to support increasing tech demands requires additional products and labor resources; products that are hard to move to address teaching needs creates increased frustration of faculty, students, and impacts learning; product that gets moved a great deal, then falls apart decreases resources and increases frustration.

**FUNCTION:** Wrong product details in space create safety issues, can be distracting, impact student learning, and increase labor costs; also creates privacy and productivity issues, and can create confidentiality challenges; poor planning for cabling within products increases labor costs; wrong products specified for application decreases productivity and resources.

**QUALITY:** Product doesn't hold up during moves decreases resources and increases labor costs.

**SAFETY:** Wrong product details for work requirements can increase health and safety costs, decrease productivity and levels of customer service; anchored furniture reduces potential to use as protection in active security situation, increasing risks and costs.

**TOTAL COST OF OWNERSHIP:** Poor product construction increase labor costs and decrease resources; products that get moved to support specific individuals decrease resources and increase labor costs.

# Attachment B

Updated: 6 April 2020

## GAVILAN COLLEGE DECISION CRITERIA PROCESS APPLICATIONS MATRIX

Application	Product Detail
<b>Academic</b>	
Student Computer Chairs	
Student ADA Table	
Student Computer Tables	
Student or Faculty Tables	
Student or Faculty Chairs	
Traditional Student Desks	
Dynamic Tablet Arm Chair	
Dynamic Student Desks	
Instructor Lab Stools	
Student Lab Stools	
<b>Administrative</b>	
Office Desks, Sit/Stand	
Office Desks, Ht. Adj.	
Office Overhead Cabinets (all)	
Office Tackboards (Systems Product)	
Staff Workstations (Panels only)	
Storage Components (all)	
Short Term Task Seating Option 1	
Short Term Task Seating Option 2	
Long Term Task Seating Option 1	
Long Term Task Seating Option 2	
Office & Workstation Guest Seating	