

## MEETING NOTES MEMORANDUM

Meeting Date: 11 September 2020

Meeting Time: 4:00 PM – 5:00 PM

Project: Gavilan College Furniture Standards

Attendees: M. Renzi, D. Pescarmona/Gavilan, M. Kennedy, C. Anderson/AKG,  
R. Barthelman, B. Del Vecchio/SH, S. O'Brien/Dovetail

### Discussion Notes:

1. Stephanie reviewed the memo outlining the history of the furniture process to date, and the options for evaluating the product in person. The group agreed to an in-person event with the entire task force. Safety protocols will need to be confirmed prior to the event. We will want to stagger the attendees to (2) per 20 minute timeslot, with (1) person evaluating each application and then switching sides. Ideally this can occur outside, but in the case of inclement weather, a plan for indoors will need to be developed. Dovetail will lay out the location to manage that flow once a building has been confirmed.
2. Mike requested that rather than having an electronic survey, he would prefer a person asking specific questions of each attendee, then compiling the results for presentation back to the group. Dovetail will develop this survey and Stephanie will manage the inquiries. The District is hoping for a super majority vote on the recommendations, but if this doesn't occur the group will reconvene to decide.
3. The group discussed the value of having vendor presentations as part of this event and determined there would be no value added. Dovetail will request a simplified version of the electronic document provided to the task force by the vendors last spring, so the attendees have a reference point.
4. Stephanie suggested that there be fewer items on site for evaluation, but enough to get the feel of what the products are like from each vendor. This will allow the participants to go deeper on each item. The group agreed, and Stephanie will provide an updated list for the task force meeting. Once a decision has been made, the remaining items for each of the product types will be reviewed/added.
5. Denee recommended that Kyle be the one to evaluate computer tables. A call needs to be scheduled to talk through the options, and then Dovetail can determine the best strategy for evaluation.
6. Rob recommended that Dovetail be engaged in the IT/AV discussions that are just beginning so they can understand the Instructor's Podium requirements.
7. The group discussed how to enlist the task force members to support the final program, and Denee indicated that she will speak to several of the key folks ahead of time.
8. Dovetail would like to schedule the task force meeting as soon as possible. September 30<sup>th</sup> was recommended. Carol will schedule and confirm.
9. Stephanie noted that the process should only take (3) meetings with the task force in order to complete the process:
  - a. Initial meeting to review process to date, next steps and confirm details of evaluation (9.30.20)
  - b. In-person meeting to evaluate product (10.22.20)
  - c. Final meeting to review decisions, draft documentation (11.18.20)



**Action Steps:**

1. Inform vendors of tentative schedule, approach for evaluation – SO; 9.14.20
2. Confirm task force meeting for 9.30.20 – CA; 9.18.20
3. Confirm details of location to Dovetail – MR; 9.25.20
4. Confirm IT/AV planning schedule to Dovetail – RB; 9.25.20
5. Prepare evaluation survey for review – SO; 9.25.20

This memo reflects our understanding of the discussion at the meeting. If no revisions to these notes are provided within (3) business days, the information will be deemed accurate and become part of the project record

