

MEETING NOTES

MEETING SUBJECT

Gavilan College Furniture Standards

LOCATION	DATE TIME
Virtual, Zoom Meeting	9/01/2020 10:30 AM

ATTENDEES	NOTES TAKEN BY
M. Renzi, D. Pescarmona, O. Zamora, C. Whitney, J. Gopp, S. Salinas, V. Martinez, E. Medina, K. Billups/Gavilan, M. Kennedy, C. Anderson/AKG, R. Barthelman, B. Del Vecchio, S. O'Brien/Dovetail	Stephanie O'Brien, Dovetail

AGENDA

1. Review status of process completed to date
2. Review next steps in process to establish standards program
3. Review product evaluation process
4. Making final recommendations
5. Next steps

NOTES

1. Stephanie reviewed the history of the furniture process to date and which decisions had already been made and provided the task force with a general overview of the remaining steps in the selection process. The evaluation will be conducted in-person with the entire task force and will consist of a condensed version of the overall Standards program product listing. Stephanie noted that the intention is to gain a solid understanding of each of the vendor's product quality and aesthetic, and then once a decision has been made on the vendor for the overall category, the remaining items can be presented from that vendor. This will allow the vendors to minimize the initial costs for the process while addressing the task force's overall objectives.
2. Safety protocols will be in effect for the event, which is scheduled to occur on October 22nd. The group agreed to the time window of 12:00 to 3:00, with staggered attendees to (2) per 20-minute timeslot, and (1) person evaluating each application and then switching sides. Stephanie will prepare a schedule and send to the college to confirm participants. Denee suggested adding a few more constituents to the process (student rep, other staff). Two additional names were confirmed as participants, and these individuals will be brought up to speed on the process to date prior to their participation on the 22nd.
3. The event will be located outside the Student Center. Stanchions will be side up to control ingress and egress, and to minimize people entering and touching the products. M&O will help with the initial cleaning if the vendors do not do an adequate job upon delivery.
4. Given that this is a staggered event, there will be no vendor presentations, but each task force member will be given an updated copy of the vendor's original product recommendations for reference. Mike requested that the performance specifications be posted in a conspicuous location, printed in large format, for reference during the event.

5. Dovetail will be asking a few simple questions of each participant following their evaluation and will compile the results for the next task force meeting. This is tentatively to be scheduled at the beginning of November, with the completion of all details and documentation being presented by the end of that month.
6. The evaluation of computer tables will be scheduled once Stephanie and Kyle have a chance to discuss ITs requirements for the products. This will be scheduled shortly.

Action Steps:

1. Inform vendors of evaluation process, schedule – SO; 10.2.20
2. Confirm task force member's time slots for 10.22 evaluation – SO, DP; 10.9.20
3. Schedule computer table requirements discussion – SO, KB; 10.9.20
4. Schedule follow-up meeting with task force – CA; 11.2.20

NEXT STEPS

1. Inform vendors of evaluation process, schedule – SO; 10.2.20
2. Confirm task force member's time slots for 10.22 evaluation – SO, DP; 10.9.20
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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