

MEETING NOTES MEMORANDUM

Meeting Date: 3 November 2020

Meeting Time: 10:30 AM – 11:30 AM

Project: Gavilan College Furniture Standards

Attendees: M. Renzi, O. Zamora, C. Whitney, J. Gopp, S. Salinas,
V. Martinez, K. Billups/Gavilan, M. Kennedy,
C. Anderson/AKG, R. Barthelman, B. Del Vecchio, D. Ewell/
Steinberg Hart, S. O'Brien/Dovetail

Discussion Notes:

1. Stephanie presented the results of the in-person product evaluation. The recommendation was unanimous – the task force has selected KI for both Academic and Administrative applications. This means that all future products shall be procured through KI, and the District will utilize the full scope of services offered by the CollegeBuys contract in order to leverage the value of this agreement.
2. The group reviewed the updated Applications Matrix which now includes the items that were physically evaluated, as well as recommended additional items (shown in red font) for the remaining items needed for a complete standards program. The three computer table options being considered will be evaluated next week and the selection finalized by Kyle's team. These will then be added to the program.
3. The group began to discuss product details but determined that size recommendations can be made by Dovetail and Steinberg Hart, to make certain that all items will fit comfortably within various spaces. Certain details, such as fused edges and high-performance materials will be identified up front, to reduce potential wear and tear, or the need for early replacement. Specific colors will not be a part of this final program but will be determined by each campus.
4. Stephanie presented an example of what detail will be included on each product page. Given that these standards will be utilized for both bond and other funded procurements, the documents will need to minimize individual personalization.
5. Dovetail will prepare a complete draft of the Standards Program and will share with the group at the next meeting. A time for this discussion will be confirmed.

Action Steps:

1. Schedule follow-up meeting with task force – CA; 11.6.20
2. Review product dimensions with SH – SO; 11.12.20
3. Prepare Standards Document content – SO; 11.16.20

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

