



MEETING MINUTES

Project: Tarrant County College District Master Plan **No. of Attendees:** 12

Subject: Southeast – Instructional/ Student Development Administrators

Recorded By: Wendy Shabay and Bill Cotten

Date: 07-26-04 11:00 a.m. – 1:00 p.m.

Location: Southeast Campus

Attendees: Dr. Bryan Stewart, Dr. Marisa Garcia-Luna, Pert Durapau, Janet Key, Mike Cinatl, Dr. Carrie Tunson, Josue Munoz, Sheryl Harris, Dr. Leonard McCormick, Dr. Judith Carrier, Bill Cotten, Wendy Shabay

Comments:

- Integrate Disability Services (DSS), Counseling, and Bursar/Registrar/Administration
 - Could be in bookstore space
- Bookstore could be located elsewhere
- Need to have a Student Union
- Bookstore, Student Center, Food Service could be together
- Student Center should be centralized – accessible to all
- DSS needs easy access – larger area on 1st floor
- Health Services – needs easy access on 1st floor.
- There is inadequate space for student services
- Program theater space
- Bistro successful – needs to be larger
- Need relaxed study environments
- Library in center – good to be central, need classroom space in Library
- Need more computer classroom space in Library
- Need group study areas
- Would like to consider a coffee shop in Library
- Want longer hours in Library, need outside entrance so they can stay open
- More Library space for volumes to support enrollment
- Writing center in Library
- Not enough computer space in Library
- Need a Student Center – have email computers spaces
 - “Internet Café”
- Career Center – Need more space. No place for interviewers. More space for Career Library
- Need better parking and entry location for community events

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- Look at parking and more entrances to campus – poor internal circulation
- Configuration of parking needs study (Noon – leaving campus is very congested)
- Job fare space – needs to be central to campus activities
- Voice barriers along classrooms
 - Sound proof wall between any new walls or existing classrooms
 - Speech class is especially disruptive to adjacent activities
- Small offices in counseling work well
- Need waiting room for counseling with A/V equipment for instructional video
- Need conference room or dedicated classroom (30-40 students) for Student Services; rooms dedicated to student organization
- Need storage space throughout
- Storage space for theater
- Instruction space for theater
- IT interior pod inside classroom labs
- Centralized computer labs; Computer labs could then be freed up for classroom space
- Large dedicated computer space for classes
- Continuing Education/ Training Center – especially for daytime classes
 - Share classrooms with business
 - Dedicated entry for CE/ Business Training
- Covered entries to building/ drop off areas needed
- Storage for culinary
- Storage for IT areas
- Storage for drama
- Storage for music
- Office space for faculty and adjunct instructors
 - Private space to meet with students
- Science labs were designed very well just need more of them
- Science learning center needed
- Need outdoor recreation facilities – tennis courts, intramural space, basketball court
- Gym space too small for bleachers
- Chemistry - #1 enrollment with only 3 labs
- Yoga and aerobics is well designed but needs to be at least twice as large
- Smoking area for students – covering, away from building entries
- Need covered outdoor areas for non-smokers also
- Men's/ women's restroom entries too close together
 - women's restrooms need to always be on the right
 - need separate doors for exits
- Need more restrooms for faculty and staff
- Need outdoor jogging track to be lighted
- Need multi-purpose outdoor meeting area – amphitheater (1,000 seats) – associated with pond – linked with City for linear park away from main entrances_(Look at amphitheater at Bear Creek in Euless as a good example)
- Meeting spaces that hold 35 – 100 people
- Meeting room in the library
- No entrance off Webb-Lynn (Hwy 360 crossover) – need to look at third entrance
- Confusing/ dangerous vehicular traffic flow at entries
- No turning lane into west entry

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- Designated space for art gallery – Exhibit Hall Need outdoor art exhibit space also
 - Facilities for teaching art are very good, but not good for display
- Lighting on parking lot needs to be brighter
- Emergency call boxes should be considered – especially on trail/ parking lots
- Emergency phones in central locations within the building
- Serve 20-30 mentally challenged adults, need “office setting” room for role-play activities
- Dance space – Multi-purpose space for Seniors
 - Consider stage area same size as theater for rehearsal purposes
- Theater stage too small
- Production kitchen closer to meeting facilities for catering meals
- Senior citizens – more office space
- Covered benches in outdoor areas to break up walk from parking areas – especially for Seniors and ADA students
- Look at courtyards and expanding North and South
- Need more visitor parking
- At full capacity in modular buildings
- Need to expand testing facility for distance learning/ on-line testing facilities
- Integrate math lab and testing with rest of campus – eliminate modular buildings
- Faculty parking shortage will get worse as faculty increases

The following reflects our understanding of the items discussed during the subject meeting. Please notify writer of any discrepancies within 10 days.
