



MEETING MINUTES

Project: Tarrant County College District Master Plan **No. of Attendees:** 22

Subject: Southeast – Support Staff

Recorded By: Wendy Shabay and Bill Cotten

Date: 07-26-04 9:00 a.m. – 10:45 a.m.

Location: Southeast Campus

Attendees: Joan Moyer, Karen Hutto, Debbie Meers, Monica Lea, Crystal Lopez, Kristian Harvey, Nita Haliburton, Lien Hua, Connie Howard, Donna Faubion, Josefina Sandoval, Tonya Langley, Charles Smith, Colleen Bruce, Kirstin Alexander, Orbra Howard, Donna French, Debbie Kowalak, Henry Clary, Amos Gaines, Bill Cotten, Wendy Shabay

Comments:

- Like being in one building
- There are limited reserved spots
- Need drop-off area near entry
- Need more visitor parking at all entrances especially in rear of campus near pool
- 30 minute – 1 hour spaces needed
- Overflow parking is used at beginning of each semester
- Parking for events needs to be clearly designated and provided
- Need better signage for vehicular wayfinding
- Current wayfinding to correct parking spaces is NOT good
- Biggest confusion is getting into the parking areas off of the main streets
- West gate and main entrance is a major traffic hazard
- Speeding on campus a problem
- Non-student motorists are cutting through the campus lots
- Should not merge from 1 to 2 lanes and vice-versa at entrance
- Cars stopping in front of Modular buildings to drop-off students is a problem, blocking vehicular traffic – especially dangerous during College for Kids
- Need a Student Center separate from academic wing but close enough for students to use between classes
- New Student Center building between existing and “mirrored” wing would work
- Bistro serves as good “hang out” space for students but it’s not close enough to academic wing – additional sound proofing would be good

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- Like the concept of the Bistro – very popular, but too small
- Need meeting spaces for students off of student core, right now students are meeting in empty classrooms
- Need a student center with food services and with lockers
- Quiet study areas needed
- Designated smoking area needed away from entries – needs to be covered
- Office space and meeting rooms needed close to Student Center for student activities
- Disability testing is okay on 2nd floor, quieter for testing; mixed feelings on locations, others feel it would be better situated on the 1st floor near other student services
- Gathering nooks to study and ‘hang out’ and lockers for students that are on campus all day
- Need more group study rooms – only one in Library
- Need computers outside of Library (in group study area)
- Need more lecture halls (50+ students)
- More medium classrooms (40 students)
- More large classrooms (50 – 60 students)
- Need spaces that can be divided – that are SOUNDPROOF
- Sound penetration between many rooms on this campus is an issue
 - Rotunda on South campus is a failure because of sound issues
- Student Services should be part of (or near) a new Student Center
- Need small rooms near campus Learning Center to view videos – ideally like study areas in library with individual monitors
- Drama needs rehearsal space – need to move to better location
 - Current drama space designed for A/V room – doesn’t work for what they need
 - Need soundproof room to rehearse
- IT gets full during spring/ fall semesters
- Not enough computer space for all instructional needs
 - Need dedicated computer room for 1-2 classes per week
 - Could serve as overflow for CLC
- Disability Services needs more space for study, tutoring, and testing – space is too cramped and there are problems with confidentiality issues
 - Office is too close to hallway – students use as information booth
 - Need space for meeting with parents, conferencing
- Science Learning Center – should be larger with more, small study areas
- More science labs needed
- Existing room dividers in large meeting spaces do not provide adequate soundproofing
- Covered portico area for student drop-off and ADA drop-off
- All entrances and restrooms need to be accessible
- IT area – centralized area around labs that can get IT person or phone intercom that could call IT person for help
- Lack of H/C ramp on 2nd floor – in a storm situation elevator doesn’t work, could present a serious issue
- All classrooms need A/V-computer-data capability
- Need more computer science labs



- Need more small rooms for VCR viewing by individuals or small groups
 - Operator assisted viewing stations linked to central VCR center is option
- Library ideally should be closer to the academic wing
- Library needs more storage. Not enough work area for displays
- Health Services needs to be downstairs and accessible to everyone – need emergency equipment at each end of campus
 - Wheelchair access for events
 - Ideally more centralized
- IT department chair space – need larger area with storage
- Classrooms arranged around a central IT space would be more functional
- Need more space for teachers to move about between computer stations
- More storage area – business and technology space
- Drama needs a soundproof area to rehearse
- Drama space should accommodate VCR viewing – for self review
- Departmental and Division offices need much more storage space for files that are accessed on a regular basis
 - More departmental office space
 - Better soundproofing between offices
- Only have one reading lab – need more space
 - Need for remedial reading labs are increasing statewide
 - Designated reading lab with computers
 - The room they have is ideal but need more
- Graphics Department
 - Needs open space with layout area
 - Not near enough electrical outlets
- Students need quiet areas off a common group space in Learning Center
 - Would allow collaboration and retreat to small spaces for study
- Modular building– testing is good set-up but too far from the rest of campus
 - Taking equipment out there, no covered walkway
- Need covered walkways to building – especially for equipment delivery areas
- Office space for adjunct professor for foreign language lab needs to be larger with more meeting space
- Meeting space for adjunct professors to meet individually with students
- Performing space – with good sound, stage, open
- There are scheduling/ availability problems with Ballroom, conference spaces
 - Student activities are often bumped when events are scheduled
 - Eating areas are displaced during large events
 - Need large community events space – capable of being subdivided
 - Need break out rooms off the main meeting area
- There is overcrowding in theater 4-5 times per year
 - Using monitors in Ballroom to seat overflow
 - No place for visiting high school groups to dress, hang out during events
- Break room needed for faculty/staff – would like a nicer area than student rooms



INNOVATIVE APPROACHES... PRACTICAL RESULTS

- Cafeteria is not a warm, inviting place
- Gym needs more, larger locker room area for faculty/staff
- No space for bleachers in the Gym
- No emergency lighting in interior offices during power outage – only in hallways
- Emergency power issues

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

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