

# Kitchell / BRJ

# Agenda

2990 East Inland Empire Blvd #114, Ontario, CA 91764

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DATE: 11/30/2006

PROGRAM: **San Bernardino Valley College**

MEETING: **All User Groups**  
**Detailed Architectural Programming**

PLACE: ADSS 207

TIME: 9:30 – 11:00 AM

## Goals of Meeting:

- Confirm Lines of Communication
- Communicate Purpose and Role of User Groups
- Establish Programming and Design Analysis Requirements

- 1.0 Introductions/Roles & Responsibilities: K/BRJ 10 min.
- 1.1 Owner/User Group(s) - San Bernardino Valley College;  
(See Attached User Group Participants)
  - 1.2 Program Manager - Kitchell/BRJ;  
Bob Teters, Bruce Prescher
  - 1.3 Architects - Hammel, Green, Abrahamson, Inc. (HGA);  
Michael Ross, Fred Sherman, James Matson, Stanley Chiu, Tet Ogami
- 2.0 Organizational Overview: K/BRJ 10 min.
- 2.1 Organization Chart Distribution
  - 2.2 Lines of Communication
- 3.0 Program Goals: K/BRJ 10 min.
- To develop a well thought out cost effective design within the project's critical time restrains
- 4.0 Communicate User Groups Purpose, Role, & Involvement During Design: K/BRJ 15 min
- 4.1 North Hall Replacement, Media/Communications, and Science User Groups
  - 4.2 Infrastructure, DSPS, Institutional Technology  
& Maintenance/Operations User Group
  - 4.3 Executive Steering Group
  - 4.4 Exterior Elevation - Master Planning User Group

5.0 Detailed Programming: HGA	45 min.
5.1 Introductory Remarks	
5.2 Programming Process	
5.2.1 Schedule	
5.2.2 Program Overview	
5.2.3 Design Process	
 Summary/Deliverables and Critical Dates	 5 min.