



PROJECT MEETING – All User Groups

Project: San Bernardino Valley College Kick-off Meeting

HGA Commission Number: 2868-(001-004)-00

Architect: HGA Architects

Meeting Date: Thursday, November 30, 2006

Time: 9:30 PM- 11:00 PM

Issue Date: November 30, 2006

Place: San Bernardino Valley College - ADSS 207

Present:	Michael Perez	SBVC	Vice-President Adm. Services
	David Salazar	SBCCD	Executive Director FP & A
	Dr. Janice Noble	SBVC	Dean of Social Sciences
	Anselmo T Escobedo	SBVC	IT Consultant, Network Administrator
	Greg Fife	SBVC	Maintenance and Grounds Supervisor
	Dr. Gloria Fisher	SBVC	Dean of Administration of Justice
	Troy Sheffield	SBVC	Dean, Research, Planning and Dev.
	Marjorie Price	SBVC	Dean of Humanities
	Rebecca Warren-Marlatt	SBVC	Director, DSPS
	Diane Dusick	SBVC	Radio, TV & Film Department
	Matti Scully	SBVC	Music
	Pierre Galvez		District Police
	Tom Guptill		KVCR
	Bob Teters		Kitchell/BRJ
	Bruce Prescher		Kitchell/BRJ
	Michael Ross		HGA Architects
	Fred Sherman		HGA Architects
	James Matson		HGA Architects
	Stan Chiu		HGA Architects
	Tet Ogami		HGA Architects

Prepared By: James Matson

Distribution: Bob Teters, Kitchell

NOTE:

<u>ITEM:</u>	<u>SUBJECT:</u>	<u>ACTION</u>	<u>DUE</u>
		<u>BY:</u>	<u>DATE:</u>
1.0	Introductions – Design team and Committee.		

- 1.1 Organization Chart and lines of Communication – Kitchell is main point of contact. College point person and organization chart is being developed but the College. College should copy comments and discussion to Kitchell.
- 1.2 Program Goal – develop well thought out cost effective design within the project’s critical time constraints.
- 1.3 User Group Purpose, role and involvement during design were discussed.
- 1.4 Detailed Programming phase- develop dialog with users, and help bring their dreams to reality. These are replacement buildings approx. same size in assignable square footage (ASF) as existing buildings but with new technology and teaching environments. Gross sq. footage can be utilized more efficiently within the new buildings. The size of each building is set by the FPPs. If future funds for KVCR, for example, become available, the building could be expanded in the future. New spaces can be discussed with the users such as a multipurpose space for music recital.
- 1.5 Schedule – there are four meetings to establish detailed programming and design information for Preliminary Plans Phase. Then more detailed programming to establish specific criteria, finishes, casework, etc in order to prepare for working drawings, submit to DSA and encumber the funds with Chancellor’s office.
- 1.6 Programming – design team will work with you to establish teaching methods, program needs, etc.
- 1.7 Design process will occur side by side with programming – room layouts, floor plans, adjacencies, stacking diagrams for each building.
- 1.8 Decisions need to be made in timely manner.
- 1.9 Each user representative should have a second person as backup to attend meetings and contribute so everyone is represented.
- 1.10 Users are the most important part of process – design team is here to facilitate the process to translate user groups’ goals and needs into real buildings.

2.0 Goals and Vision for Projects:

- 2.1 Diane – RTVF – Department is scattered in variety of spaces and locations – would like to consolidate program together. Classes are stacked so multiple classes happen simultaneously. Hopeful that design team listens to users and does not just dictate aesthetic design that does not function as happened in the past. Users need to rely on architect’s expertise to translate needs into real building. 2 faculty offices, 2 recording stations.
- 2.2 Margie - need to identify crossovers or spaces that can be shared by different programs.

- 2.3 Rebecca - all bldgs need to be completely accessible to disabled persons including the exterior areas. Greg - Automatic doors should be incorporated.
- 2.4 Janice – faculty offices should be close enough to classrooms to move books, equip etc. Now they are located across campus. Users are not sure which spaces and programs are in which building. Steinberg did a PowerPoint presentation that showed relocation of each department and adjacencies.
- 2.5 Michael – concern with safety – perception off campus that campus is not safe but that conflicts with the reality. Visibility in and out of buildings is important, landscaping that does not obstruct views. Nighttime safety and distance to parking is an issue. Toilet room should not be at end of dark hallway.
- 2.6 Janice - wireless connections being considered on campus? Outside library is wireless now.
- 2.7 Matie - only full time music faculty. Need for recital space that could be multipurpose. Could be classroom, concerts, high ceiling, loading dock adjacent, outside entrance, signage for concerts announcements, strong exterior presence. There are no large indoor spaces for gatherings and functions on campus. Currently use 75-100 seat room at library and 5-600 seats at auditorium. Would like 200 seat hall with stage area. Teach opera. Lighting for concerts. Offices for 4-5 full time faculty. Practice rooms, offices with pianos for practice and teaching. Incorporate technology for future uses.
- 2.8 Rebecca – lot of work went into master plan, and need to use that as a basis. A review of master plan with users would be helpful to refresh memories.
- 2.9 Tom – KVCR – need broadcast facility. Electrical power is critical and can affect disabled person’s implants. 24/7/365 use. Roof access for satellite dishes, microwave dishes.
- 2.10 Diane – accessible technology so it can change and adapt – cable tray is ideal.
- 2.11 Anselmo – hard wired technology is best for large capacity uses. Wifi everywhere does not make sense from cost standpoint and security issue.
- 2.12 Margie – need to reach all students -those with and without technology.
- 2.13 60-80% of student enrollment on line now.
- 2.14 Troy – need to create new information at each meeting. Summarize previously established info at start of meetings or with handouts before meetings but then proceed to new topics. Everyone should read master plan to bring everyone up to same level of information. Master plan is design team’s basis for proceeding. Kitchell will make master plan available in disks. Should also be on website and in library.
- 2.15 Dr. Fisher – specific ideas for her spaces will be presented at individual user meeting.

3.0 Site Analysis

- 3.1 Review of master plan site analysis. Site orientation, wind, views, solar angles, etc. Landscaping, circulation axes.
- 3.2 Site location for Media/Communications building will be reviewed at District level. User group discussions will focus on interior spaces and layouts.