



Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

SBCCD - Valley College
 701 South Mount Vernon
 San Bernardino, CA 92410

Project # 3347VC
 Tel: N/A Fax: N/A

Kitchell / BRJ

Executive Steering Committee Meeting 1

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/30/2006	08:00 AM	09:30 AM	12/14/2006	08:00 AM	Bruce Prescher	Kitchell / BRJ

Purpose	Location	Next Location	General Notes
Executive Committee design kick-off meeting	San Bernardino Valley College 701 S. Mount Vernon Ave. San Bernardino, CA. 92410 Rm: ADSS 207	San Bernardino Valley College 701 S. Mount Vernon Ave. San Bernardino, CA. 92410 Rm: ADSS207	Item Distributed: 1. Agenda 2. User Group Sign In Sheet 3. Program organizational chart 4. HGA's Detailed/Design Process Notes

Attended By	Non-Attendees
San Bernardino Community College District - David Salazar San Bernardino Valley College - Kay Ragan San Bernardino Valley College - Linda Stevens San Bernardino Valley College - Michael Perez San Bernardino Valley College - Gloria Fisher San Bernardino Valley College - Greg Fife HGA, Inc. - Michael Ross HGA, Inc. - James Matson HGA, Inc. - Fred Sherman HGA, Inc. - Stan Chiu HGA, Inc. - Tet Ogami Kitchell / BRJ - Bob Teters Kitchell / BRJ - Bruce Prescher	

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
New Business						
001-001	11/30/06 - Bob Teters from Kitchell/BRJ, K/BRJ, introduce and welcomed the Executive Steering Group and ask everyone in attendance to introduce themselves, state their position (attendees are noted on the sign-in sheet).	Info				No
001-002	11/30/06 - The program organizational chart (attached) was distributed and Bob-K/BRJ, explained the solid lines represented decision making and communication routes, as the dashed lines represented communication routes. This will serve as a framework as further organizational charts are developed within the organizations themselves. All communication, outside of the User Group meetings routes through the Program Management, K/BRJ. All User Group members requiring assistance or explanations to programming and design issues were encouraged to contact Bruce Prescher,	Info				No

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
	(909) 724-4119 x-105 or Bob Teters, (909) 724-4119 x-104. Their inquiries will be tracked to assure closure of an issue.					
001-003	11/30/06 - Per the agenda, Bob-K/BRJ defined the role of the individual user groups involved in the programming/design process. The Executive Committee is tasked with the role of decision making, and keeping the program and design groups headed in a correct Valley College cultural and design direction. Mike Perez, VP-Admin.Svcs, noted to keep the design tracking to the Master Plan and Linda Stevens, VP-Instruction, reaffirmed Michael's sentiment for the design team to follow the Master Plan.	Info				No
001-004	11/30/06 - Kitchell/BRJ introduced a project goal to encapsulate the mind-set required to produce a successful project. The goal reads, "To develop a well thought out and cost effective design within the project's critical time restraints". Linda Stevens noted a new mission statement is developed for Valley College and she would provide a copy of that document for distribution.	Linda Stevens		12/14/2006 (Original: 12/14/2006)		No
001-005	11/30/06 - The meeting was turned over to HGA to explain, outline the coming design sessions and to start the process by their interaction with the Steering Committee (HGA's hand-outs are attached). HGA's notes pertaining to the detailed programming and site analysis taken during the meeting are attached, also, for attendees reference. Maintenance noted the operational difficulties that entail if department functions are split. The Executive Steering Committee re-affirmed the Maas ASF calculations are the standards HGA are to adhere to.	Info				No
001-005.A	11/30/06 - HGA requested Maintenance to provide operation and equipment standards for standards to be incorporated into the new buildings' specification.	Greg Fife		12/15/2006 (Original: 12/15/2006)		No
001-005.B	11/30/06 - It was noted that Linda Stevens was preparing a current faculty audit.	Linda Stevens		12/20/2006 (Original: 12/20/2006)		No
001-006	Deliverables and critical schedule dates were reviewed for everyone's information. * Kitchell will provide an information packet for President Whittaker * Valley College faculty audit will be done and delivered by SBVC * Maintenance equipment and operation standards. * Provide new SBVC mission statement to Kitchell/BRJ for distribution to design team. *	Bruce Prescher		12/15/2006 (Original: 12/15/2006)		No

Cc:	Company Name	Contact Name	Copies	Notes
	San Bernardino Valley College	Denise Whittaker	1	
	Kitchell CEM	Don Puddy	1	
	Kitchell / BRJ	Mark Edwards	1	

Unless Bruce Prescher or Bob Teters (Kitchell/BRJ @ 909-724-4119) is contacted by 12/20/06 concerning any errors, omissions, mistakes,



Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business'
and 'New Business'

or inconsistencies, these meeting notes will constitute the correct record by all attendees.