



PROJECT MEETING – EXECUTIVE STEERING COMMITTEE

Project: San Bernardino Valley College

HGA Commission Number: 2868-001-00

Architect: HGA Architects

Meeting Date: Thursday, November 30, 2006

Time: 8:00- 9:30 AM

Issue Date: November 30, 2006

Place: San Bernardino Valley College – ADSS 207

Present:	David Salazar	SBCCD Executive Director FP & A
	Michael Perez	SBVC VP Administrative Services
	Kay Ragan	SBVC Student Services
	Linda Stevens	SBVC VP Instruction
	Greg Fife	SBVC M&O
	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: Bruce Prescher at Kitchell.

NOTE:

<u>ITEM:</u>	<u>SUBJECT:</u>	<u>ACTION</u>	<u>DUE</u>
		<u>BY:</u>	<u>DATE:</u>
1.0	Introductions		
1.1	Steering Committee and Design Team introductions and roles.		
1.2	Organization chart and lines of communication. All information should be transmitted through Kitchell so that it is disseminated properly. Lines of communication are not intended to be exclusive. College will establish their internal communication lines as well.		

- 1.3 Executive Steering Committee role – steering of the process and establishing the decision making process for College. Clearing house for key decisions, aesthetic decisions, tie breakers, final say from campus. Ultimate decision maker is the District. User group decisions should be based on master plan and if they veer from master plan, notify the Executive Steering Committee. User Groups are composed of faculty and deans so Executive Steering Committee can diffuse disagreements between deans and faculty. User groups may get more personal as process proceeds.
- 1.4 Exterior design presentations for elevations, massing, and site issues will be reviewed with Exec. Steering Committee at each meeting and Exterior Elevation/Master Plan Comm. Will review exterior design at key project milestones.
- 1.5 Project Goal – to develop a well thought out and cost effective design within the project’s critical time constraints.

2.0 Detailed Programming

- 2.1 Introductory Remarks – design team will help make your dreams come true within budget. Goals and vision of campus will be incorporated in process. We want to work with you and form partnership and develop an interactive process. College Mission statement is being revised and will be forwarded.
- 2.2 Important to build on what has been done before and that we have listened and will listen to master plan and user group input. Also important to communicate with users as to decisions being made. These are replacement buildings, not new buildings – emphasize to users. Provide options to issues and problems.
- 2.3 Schedule- Preliminary Plans due March 15, 2006; DSA submission in Fall 2007; encumber funds June 30, 2008.
- 2.5 Budget – cost estimates by team – architect, Kitchell and construction manager.
- 2.6 Police chief Glen Cook may delegate to another person to attend all meetings. Infrastructure involved in all groups, M&O as well. M&O would like to keep departments all in one building due to keying and not mix departments in different buildings.
- 2.7 Architecture department is part of Math/Science department so should it be part of Chemistry/Physical Sciences Bldg or North Hall? Don’t want to lose planetarium – perhaps in multipurpose space.
- 2.8 Program – verify number of faculty for offices, number of classrooms, number of students per class etc. Linda Stevens is preparing faculty list.
- 2.9 Campus standards – College will verify latest standards and distribute – part of master plan also.
- 2.10 Programming issues – how teachers teach and how students learn, trends?

Linda Stevens

Linda Stevens

- 2.11 GPA plans - we need to reconcile area differences between different sets of numbers. FPP from Maas Co. dated Nov. 22nd are the latest and correct numbers for program areas. GPA plans had limited input from the user groups. Steinberg master plan was done after the GPA plans and independent of them.
- 2.12 Offices are grouped together in pods in other buildings on campus.
- 2.13 Can recommend other campus buildings to tour if time permits.

3.0 Site Analysis

- 3.1 Site analysis – Building upon master plan information. Weather analysis – wind, sun, rain, etc. Solar orientation of buildings is important. Circulation axes around and through the Glade. Courtyards with primary building entries. Entry points to campus and their connection to circulation.
- 3.2 Green space on campus is very important. The Glade and campus edges are landscape areas.
- 3.3 Master plan Horizons or stages of development are important as conditions around each building site will change significantly.
- 3.4 Utility lines and connections will affect site development.
- 3.5 Architectural language: Commonality in language between older existing buildings and newer buildings such as punched windows, colors, colonnades and good reinterpretation of older architecture with new. Desire to unify campus but it is not obvious to many people now that the old and new are unified. Forecourts, bowls, landscaping. New buildings will be a change in scale on campus from some of existing buildings. .
- 3.6 KVCR site location is a District decision and not campus decision.

4.0 Next Steps

- 4.1 Deliverables: Kitchell
 - Kitchell will distribute package of info from meeting today to Pres. Whittaker.
 - College faculty office draft audit will be distributed.
 - Standards for maintenance, etc.
 - Linda Stevens will follow up on master plan and distribution to each department. Linda Stevens
 - Follow up meeting with Exec. Steering Committee on Friday at 4 PM.