



**PROJECT MEETING – EXECUTIVE STEERING COMMITTEE**

**Project:** San Bernardino Valley College – Programming/Schematic Design Mtg

**HGA Commission Number:** 2868-001-00

**Architect:** HGA Architects

**Meeting Date:** Thursday, January 11, 2007

**Time:** 8:00- 9:30 AM

**Issue Date:** January 11, 2007

**Place:** San Bernardino Community College – ADSS 207

**Present:**

**Prepared By:** James Matson

**Distribution:** Bruce Prescher at Kitchell

**NOTE:**

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<u>ITEM:</u>	<u>SUBJECT:</u>	<u>ACTION</u> <u>BY:</u>	<u>DUE</u> <u>DATE:</u>
1.0	<b>Project Status</b>		
1.1	Meeting minutes of previous meeting were reviewed.		
1.2	Schedule: we are currently in Schematic Design phase.		
	- There are two design phases, schematic and design development.		
	- Determining program, circulation and adjacencies and plan layouts.		
	- Making good progress with user groups.		
	- Design of the building exterior elevations, massing etc is starting.		
	- Will also prepare wall sections.		
	- Mid February for the end of Programming/Schematic Design.		

- 1.3 President would like to hold a Campus Wide Meeting to view the exterior elevations – 1-1 ½ hr meeting.
- Show the progress of what has been done and where we are going so the campus is exposed to the progress of the design process and a summary of the design progress to date.
  - Steinberg had meetings every 4 months to update the campus and this is well valued.
  - List the participants from all design committees at the meeting.
  - Meetings every other Wednesday at 3 PM so Jan 31<sup>st</sup> is available but too soon. Second or 4<sup>th</sup> Wed. of Feb is better. Decided on Feb. 14<sup>th</sup>.
  - Exterior Elevation committee design work needs to be shared with the campus to maintain trust so they know what is happening and why.
  - Explain how design blends traditional with modern.
  - Meeting needs to happen before the projects are submitted to state for funding.
  - Exterior Elevation/Master Plan committee should meet before Campus Wide Meeting.
  - President would like the elevations to be shared with the campus by dispersing through communication prior to the meeting after Exterior Elev/Master Plan committee reviews the design.
  - Design team needs two sessions of meetings and feedback from Exec. Steering Comm. before campus wide meeting.
  - President will also submit campus wide status report of progress of design.
- 1.4 State submittal for funding is March 15<sup>th</sup>. Package will be ready by March 1<sup>st</sup>. Encumbering funds deadline is June 30, 2008.
- 1.5 Friday meeting this week with Executive Steering Committee to review elevations.
- 1.6 District Computing is located in Science Bldg.
- 1.7 Food service similar to Info Joes is located at Science Bldg. Vending will be provided at each building and built into each facility.
- 1.8 KVCR and RTVF have resolved the space issues with program areas for each department.

## **2.0 Program**

- 2.1 Space programs should be finalized after this weeks user group meetings.
- 2.2 Acoustic consultant is coming to user group meetings and will establish standards for classrooms and all spaces.
- 2.3 Mailrooms are incorporated into workrooms and are important
- 2.4 Social Science and Human Development Dept., not Consumer Science.

## **3.0 North Hall**

- 3.1 Dean of Humanities is missing from program. Bob Ripey is interim dean. Margie Price is moving to Arts Bldg. Visual, Performing Arts and Media Division Office space on the program is still needed, so label as TBD.

- 3.2 Science has a dean and associate dean.
- 3.3 FPP coding shows that the program has more faculty offices and less lab space than FPP. Therefore, adjunct offices will be grouped together with one large room per floor for 11 adjuncts. These rooms are the size of a 35 seat student classroom. This allows for future flexibility of use since the space is suitable for future classroom space but is utilized as adjunct space now.

#### **4.0 Media Communications**

- 4.1 ASF Square footage will be maximized as plans are refined.
- 4.2 KVCR and RTVF are satisfied with the overall area and number of rooms per department.
- 4.3 Set storage is part of the new building and is bigger than the storage container they are using now.

#### **5.0 Science Building**

- 5.1 Food Service room needs to meet health dept. requirements.
- 5.2 Associate dean is included in program.
- 5.3 District Computing (DCS) space is included but will be moved by Executive Steering Comm. to another building.
  - Director or dean of Institutional Technology will be hired so will need Dean's office.
  - Network Specialists are scattered and report to deans. Would like to centralize this group.
  - Manger's office, clerical, 5 network specialists – talk to Rick for space needs.
  - Label it Campus Technology space.

#### **6.0 M&O**

- 6.1 Program space totals over 13,000 sf and existing space is 12,000+ sq ft.
- 6.2 Some of the M&O equip cannot be driven across the Grant Street such as the boom lift, etc. so will need some space on main campus to store these items.
- 6.3 If there is any extra sf in any building, use it for storage.
- 6.4 320 sf for each existing cargo container. May need to move storage containers to M&O area.
- 6.5 Quick Print areas for faculty and students on campus – one at each end of campus. Could be 200 sf each. Executive Comm will decide where to locate.
- 6.6 Print shop should be called Plan Room.
- 6.7 If M&O bldgs are not permitted thru DSA, then no student or faculty access is allowed.
- 6.8 Meeting will be continued at 4 PM Friday to review elevation studies.

Exec.  
Steering  
Comm.