

SBCCD - Grouped by Topic for 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 3

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
1/11/2007	08:00 AM	09:30 AM	1/25/2007	08:00 AM	Bruce Prescher	Kitchell / BRJ

Purpose	Location	Next Location	General Notes
Design & Coordination Update Meeting	San Bernardino Valley College 701 S. Mount Vernon Ave. San Bernardino, CA. 92410 Rm: ADSS207	San Bernardino Valley College 701 S. Mount Vernon Ave. San Bernardino, CA. 92410 Rm: ADSS207	Item Distributed: 1. User Group Sign In Sheet 2. HGA notes for 01/11/06 meeting

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

Item	Meeting	Item Description	Resp	Due Date	Compl'd	Cls'd
0.0		PROJECT GOAL: To develop a well thought out, cost effective design within the project's critical time restraints				

### Old Business

- No

Item	Meeting	Item Description	Resp	Due Date	Compl'd	Cls'd
1.0		CORRECTION TO NOTES				

### Old Business

000-000 No

1/11/07 - No correction to the 01/11/06 Executive Steering Committee meeting notes were mentioned.

12/14/06 - No correction to the 12/14/06 Executive Steering Committee meeting notes were mentioned.

Item	Meeting	Item Description	Resp	Due Date	Compl'd	Cls'd
2.0		ANNOUNCEMENTS				

### New Business

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
003-001	1/11/07 - Kitchell/BRJ will be permanently residing on site at Valley College. The Kitchell/BRJ Site Office is located in the current contractor's laydown area (North of the gymnasiums). Bruce Prescher's direct telephone line is (909) 693-3142. All other contact info remains the same (cell number; (909) 241-7779; email; bprescher@kitchell.com).				Yes

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
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**3.0 DESIGN****Old Business****M & O Standards**

001-005.A	1/11/07 - Greg Fife, SBVC-Maint., provided Bruce P., Kitchell/BRJ, mechanical and grounds standards for HGA's reference and use.  12/14/06 - Maintenance provided Bruce P., Kitchell/BRJ, w/ standards for hardware, finishes, electrical disciplines. Mech/Plb'g are still due. 11/30/06 - HGA requested Maintenance to provide operation and equipment standards for standards to be incorporated into the new buildings' specification.	Greg Fife	1/11/2007	1/9/2007	Yes
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**Construction Laydown Area**

002-002	1/11/07 - This item should be deferred until the janitorial branch of maintenance is located and accounted for by area appropriation.  12/14/06 - President Whittaker asked Kitchell/BRJ to review the current Programming / Construction Site Offices and associated laydown areas as to whether any part of the current area could revert back to the Phys.Ed. Department.	Bruce Prescher (Kitchell)	2/15/2007		No
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**District Computing**

002-004	1/11/07 - District will continue to discuss the options for locating the District's IT area. -Currently District Computing is located in the Science building per architectural schematics.  12/14/06 - District computer areas must be identified in all the buildings. The Steering Committee will discuss locations and HGA will define the space. HGA needs to coordinate w/ Terry Reed (384-4355) or Tom Collins (384-4361) for equipment/area needs.	Denise Whittaker (San) / Steering Committee; ; James Matson (HGA);	12/12/2007		No
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**Science Building**

002-006	1/11/07 - Vending at each building and a Info Joe's is located in the Science building. Discussion associated with locating a Director or Dean of Institutional Technology and an associate dean were reviewed in the program.  (Please see attached HGA notes 1.6, 1.7, 5.1 thru 5.3)  12/14/06 - Stan Chiu presented the Science Building siting and massing study. The "Info Joe's" type setting was discusses with the presentation as possible areas in the building the concept could be incorporated into. Floor plans and department associations were suggested and outlined.	Info			Yes
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**North Hall Replacement Bldg.**

002-007	1/11/07 - HGA addressed the 2,000 s.f. overage with Maas Co. A solution was reviewed with Maas' approval, to provide more classrooms with more flexibility to other uses as the College deems necessary.  (Please also see attached HGA notes 1.6, 1.7, 3.1 thru 3.3)  12/14/06 - Tet Ogami presented the North Hall Replacement Building siting and massing study.	James Matson (HGA)			Yes
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Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
	Building orientation and developing a courtyard area was discuss along w/ the entrance off the courtyard. Department associations were presented and discussed.				
<b>Media/Communication Bldg.</b>					
002-008		James Matson (HGA)			No
	1/11/07 - ASF concerns have been solved and Media/Communications are satisfied in general pending siting of the building. Bruce P.,K/BRJ and James M., HGA, are coordinating with Western Technical Services to provide a signal path to Box Spring Canyon and Blue Mountain to assist in the Media building siting.				
	(Please see attached HGA notes 4.1 thru 4.3)				
	12/14/06 - It was noted earlier in the meeting that RTVF was 2,000 s.f. over their existing ASF and KVCR was 2,000 s.f. under. Also two studios were shown in the presentation alternative. Fred Sherman presented the Media/Communications Building noting site plan alternatives and reviewed w/ the Steering Committee for their input. Future expansion was addressed in each alternative shown. Steering Committee challenged HGA to design with the Master Plan's Horizon III site geometry in mind.				
	It was also noted that further conversations with KVCR for programming, siting and building mass studies would continue in the next time slot (9:30 am - 11:00 am 12/14/06).				
<b>Lines of Communications</b>					
002-010		Bruce Prescher (Kitchell)	1/9/2007		No
	1/11/07 - No action on this item was done this period.				
	12/14/06 - A discussion developed concerning lines of communication and how to get information about the design to the departments. Bruce P., Kitchell/BRJ, will get with Mike Perez to review that process and personnel.				
<b>New Business</b>					
<b>Introduction</b>					
000-001		Info			No
	1/11/07 - Bruce P.,Kitchell/BRJ, started by welcoming everyone and explaining the modifications to the Meeting Minutes layout. HGA started by reviewing the December progress from the room programming to the design status of each building.				
<b>Open Campus Meeting</b>					
003-003		Bruce Prescher (Kitchell); Michael Perez (San)	1/25/2007		Yes
	1/11/07 - President Whittaker suggested that an open campus meeting be established for the review of the overall progress and the current design status. This would be an 'exposure' meeting not a decision-making meeting. The second Wednesday in February (2/14/07) @ 3:00 pm was earmarked as the time to hold that meeting.				
	(Please see attached HGA notes 1.3)				
	ACTION: *USER GROUP LIST MUST BE UPDATED AND VERIFIED FOR ACCURACY-Bruce P. K/BRJ				
	*THE DECISION PROCESS SHOULD BE DELINEATED. See item number 002-010 concerning this -Bruce P.,K/BRJ and Michael Perez, SBVC				
<b>Mailroom(s)</b>					
003-004					No
	1/11/07 - Michael Perez brought up the subject of a mailroom on the north end of the campus. Architects noted that mailrooms have been incorporated into the workrooms per department.				
	(Please see attached HGA notes 2.3)				
<b>Quick Print Area Required</b>					
003-005		Info			No
	1/11/07 - A discussion started with Michael Perez noting the need for a 'quick printing type area'. Possible location for this was the maintenance building for janitorial if the janitorial was relocated to the campus north of Grant St.				

**Maintenance & Operations**

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
003-006	1/11/07 - Through design discussions covering M & O's proposed site south of Grant St., operational aspects and equipment mobilization across a public street was brought up and discussed. In trying to solve some of the operational logistics, the design team was tasked with looking at alternate sites to locate janitorial operation, bulk storage and large M & O equipment storage. Sites to investigate were the previous Child Development building contractor's laydown area and the present Kitchell/BRJ-Bernards contractor laydown area.  (Please see attached HGA notes 6.1 thru 6.7)  ACTION: HGA IS TO PROVIDE ALTERNATE SITING OPTIONS FOR JANITORIAL & LARGE EQUIPMENT STORAGE	James Matson (HGA)	1/25/2007		No

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
<b>4.0 BUDGET</b>					
Old Business					
002-011	1/11/07 - No budget issues were discussed this period.  12/14/06 - No budget issue was discussed.	Info			No

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
<b>5.0 SCHEDULE</b>					
Old Business					
002-012	1/11/07 - No Schedule issues were discussed this period.  12/14/06 - No schedule issue was discussed.				No

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
<b>6.0 NEW ITEMS FOR DISCUSSION / INFORMATION</b>					
Old Business					
Deliverables					
002-013	1/11/07 - This is on hold pending janitorial and equipment siting on Valley College campus (north of Grant St.).  12/14/06 - Kitchell/BRJ to review the current laydown areas to determine if P.E. dept. can get area back. K/BRJ will review with Bill Winslow, Bill Rankins and Mike Perez.	Bruce Prescher (Kitchell)	2/15/2007		No
002-014	12/14/06 - Executive Committee to decide where the District Computing will reside.  12/11/06 - HGA will program the needs and develop room associations based on location	Executive Committee; ; James Matson (HGA)	1/25/2007		No

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
<b>7.0 NEXT MEETING</b>					
New Business					
Design Presentation					
003-007		James Matson (HGA)	1/25/2007		Yes

Item	Meeting Item Description	Resp	Due Date	Compl'd	Cls'd
	1/11/07 - HGA's topics for the next week will incorporate; *M & O Janitorial & Equipment siting *Confirm Space Criteria *Confirm Equipment and Casework Needs *Review Floor Plans and Adjacencies *Review Elevations				

Cc:	Company Name	Contact Name	Copies	Notes
	Kitchell / BRJ	Mark Edwards	1	

Unless Bruce Prescher or Bob Teters (Kitchell/BRJ @ 909-724-4119) is contacted by 02/09/07 concerning any errors, omissions, mistakes, or inconsistencies, these meeting notes will constitute the correct record by all attendees.