CITRUS COMMUNITY COLLEGE DISTRICT
Office of the Vice President of Finance and Administrative Services

PHYSICAL RESOURCES COMMITTEE MINUTES- September 4, 2002


OLD BUSINESS

9.1 Approval of the minutes of February 19, 2002. Minutes approved as presented.

NEW BUSINESS

9.2 Parking Signage – Jeanne Hamilton. Dr. Hamilton distributed a handout for parking recommendations. Randy Cable, Renee Hall, Arnold Rollin, and Jeanne Hamilton visited three campuses in Orange County to look at their signage. Digital pictures were taken at the various campuses and are included in the handout. Summaries of the top choices where also included. Dr. Hamilton indicated that one of the problems at Citrus is the parking lots are not clearly identified. Discussion was held on placing signs at the entrance of all parking lots that indicate a number (or letter), whether it is staff or student parking and what buildings are nearby. Currently the rules and regulations are posted at the street entrances to all lots. Signs should be about three feet high and 4 feet wide with identification in big letters. It was noted that it would be difficult to properly identify the main parking lot. The Committee felt that numbers would be easier to recall than letters. Visitor spaces were discussed with regard to how many we have, what are they designated for, and placement options. Any committee suggestions for improvement on the current situation would be appreciated. It was proposed that three visitor spaces be added to the newly planned lot north of the library. Carol Horton proposed that 3 fifteen minutes spaces also be added to the new lot. The pros and cons of parking meters were discussed. Carol Horton mentioned that when the Math/Science building is being constructed 135 spaces will be lost in the cosmetology lot most of them patron parking. A temporary lot will be placed in front of the current Math building, we will lose 7 trees but they will be replaced with new trees near the front sidewalk. Monument signage will need to be discussed with tBP Architecture for a professional plan.

9.3 Staff Parking – Jeanne Hamilton. See above

9.4 Proposed Parking Lots – Carol Horton. See above

9.5 Campus projects- Mike Harrington. Copies of the memo Mike Harrington sent to Carol Horton were distributed. The memo details completed projects, and ongoing projects that occurred this last summer. It was mentioned that many projects are completed during the summer months. Mike Harrington also distributed a “Facilities Update” to the
committee, and detailed the various projects. Discussion was held on calling the assessment and testing center the “AT building”.

9.6 **Capital projects – Carol Horton.** Mrs. Horton reported that the library is coming in under budget. The project has taken a couple of months longer than anticipated. The timeline has not been affected; the library will be occupied by the Fall semester. The District’s electric bill has gone up $40,000 since the library has been open, based on figures from previous July 2001. Bill McCusker mentioned that the new library modular furniture does not always accommodate wiring and infrastructure issues. Mr. McCusker would like to see a procedure where more in-depth studies are done to determine if the computers and wiring will be compatible with the furniture before any modules are ordered.

9.7 **Other – Carol Horton.** Mrs. Horton announced that she would like this committee to act as the accreditation self study committee responsible for standard eight. Mrs. Horton mentioned she would appreciate the committee’s participation and asked that the committee member volunteer their time. Mike Kwiatkowski distributed sign up sheets, and asked that they be returned to him as soon as possible. Accreditation meetings will be within the confines of the regular physical resources committee meetings. Mike Kwiatkowski mentioned that any information regarding the self-study is available on the intranet.

Dr. Hamilton thanked Mike Harrington and his staff for the excellent job that was done on the EDC remodel. She commented that Mike’s staff was very gracious and responsive.

Carol Horton asked Marilyn Eng to share with her constituents the parking information and the various projects that facilities completed this past summer.

The Library dedication is scheduled for Tuesday, October 29, 2002 @ 3:00 p.m.

Meeting adjourned @ 10:10 a.m.