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

PHYSICAL RESOURCES COMMITTEE MINUTES- May 14, 2003

Present: Jim Cope, John Fincher, Mike Harrington, Carol R. Horton (chair), Sharon Martin, Peggy Olson, Jim Pierce and Judy Rojas, (recording secretary). Absent: Thom Armstrong, Marilyn Eng, John Jasbinsek, Bill McCusker, Vince Mercurio, Arnold Rollin and the student representative.

OLD BUSINESS

5.1 Approval of the March 26 and April 30, 2003 Minutes. Minutes approved as presented

NEW BUSINESS

5.2 Clarion Distribution Bins – Mrs. Horton stated that the information regarding the proposed Clarion bins was discussed at the March 26, 2003 meeting and was not approved. Meg O’Neil, however, misunderstood the procedure and signed a contract with Ad Camp to install 4 new bins on campus. Since Ms. O’Neil is not authorized to approve contracts on behalf of Citrus College the contract is not valid. Ms. O’Neil asked that the committee re-consider the Ad Camp proposal. She informed the committee that the upkeep of the current bins has been very difficult for her and her staff. The bins have been broken, thrown in bushes and painted with graffiti. At the end of each semester the Clarion staff repairs and repaints the bins that are salvageable and re-installs them. The papers are not secure in the bins and are blown around campus during bad weather. She was referred to Ad Camp by other California campus contacts who are using them. She met with the president of Ad Camp and he toured the Citrus campus with her. Ms. O’Neil met with some people on campus regarding the bins and received positive feedback. She did not understand that this issue had to be approved by the Physical Resources Committee and proceeded to sign a contract. The vendor is concerned because he has already invested funds in building the bins and selling the advertisement for the bins. The committee again discussed the bins, and the same concerns mentioned at the March 26 meeting regarding the size and placement were raised by Mr. Cope, Mrs. Horton and Mr. Harrington. The committee does not feel that the bins would be an asset to the campus. Mrs. Horton understands the problem that the Clarion has with the current bins but we need to investigate a better solution. Mr. Harrington volunteered to assist in finding or fabricating racks that can be bolted down and would be weather resistant. Mr. Cope made a motion to reject the bin proposal of Ad Camp. The motion was approved. Mrs. Horton will notify Ad Camp.
5.3 Building Signage Consistency. Mr. Harrington reported on the building identification signage and the effort to be consistent in this area. Building identification is in maroon aluminum raised letters only. Any program signs need to be made in a different color and font. Mrs. Horton reported that TBP developed a district standard for color and signage several years ago that we should adhere to. Program signs should also be kept to a minimum. A motion was made to be consistent with our building signs in maroon aluminum raised letters and program signs in different color and font. The motion was approved.

5.4 Faculty Parking Signage Consistency. Mr. Harrington reported on the parking situation in the old and new library parking lots. Security reported this problem to him because many students are being ticketed and disputing the tickets. Students enter the new library lot where the stalls are painted with the staff indicator. They transition into the old lot and then there are no markings on the stalls but there is a sign as they enter on Foothill. They are not seeing the signs and assuming that these are all open and unrestricted stalls. The committee agreed that the stalls should be painted and that signage posted with the time restrictions should be installed. A motion to this effect was made by Mr. Pierce and was approved.

5.5 Color Change – PAC Exterior. Mr. Harrington stated that the Performing Arts Center is in need of painting. The staff painters suggested color changes that were shown on some sample photos. The committee reviewed the color change and approved them. The cost of using our in-house painters and some on-call help will be 1/3 of the cost of a contractor. Mrs. Horton would like to show the samples to the Dean and Associate Dean, Mr. Fincher will show the colors to faculty and Mr. Harrington will show the colors to Greg Hinrichsen. Everyone will get back to Mr. Harrington with the feedback.

5.6 Other- Mrs. Horton reported on the status of the Math/Science Building. She has not heard from the Department of Finance or General Services in the last two weeks. The projects included in the Economic Stimulus Package Funds have not begun. With Lease Purchase Bonds there is a lot of paperwork and bureaucracy, which is slow and cumbersome.

Mrs. Horton also reported on the Bond Issue. Mrs. Horton and Mr. Fincher will be representing the Physical Resources Committee on the Board bond subcommittee. The Board has taken only informal action at this point. They have approved a financial consultant, bond council and a polling firm for an initial community survey. The bond subcommittee will meet with the polling consultants. They will conduct a 15 minute survey with 600 people in the community. Mrs. Horton expects that this committee’s members would help with the bond campaign in any way that they can. Once the Board passes the resolution to go forward with the bond it can no longer be discussed in this committee.

Mrs. Olson asked about the parking meters for the administration parking lot. Mr. Harrington is working on that project. He is investigating suppliers.
Mr. Harrington reported on the summer building closure list. He has received very few calls from campus. Three managers and their secretaries have relocated and everyone is being very cooperative.

The next meeting will be scheduled after the summer session.

Meeting adjourned at 10:15am.