OLD BUSINESS

9.1 Approval of the May 14, 2003 Minutes. Minutes approved as presented

NEW BUSINESS

9.2 Clarion Distribution Bins – Carol Horton stated that we have discussed the issue of the replacement of the Clarion distribution bins in past meetings. The Clarion staff had previously picked out some bins that the committee voted as a whole not to accept. Mike Harrington and the Facilities Department have designed a bin that is much smaller and less obtrusive than the large kiosk type that were recommended by the Clarion Staff. Mike Harrington reported that Facilities can make them easily and inexpensively. They can be bolted to the floor, block wall or building for security purposes. They are also not attractive for skateboarder use. A simple weight will hold the papers down. The locations will be under eaves or corridors that will be protected from the weather. They can be made in any color and will be powder coated. They are also accessible for students in wheel chairs. Meg O’Neil, the Clarion advisor has approved this design. The committee agreed on the use of the design. Mike Harrington will show the committee a final design and color at the next meeting.

9.3 Campus Signage Standards- Tom Hippie reported on the campus standards for signage for departments. A handout was distributed with the specifications. Any sign can be ordered by a department if it is within these guidelines. If it is outside of the guidelines, the request for signage must be approved by the Physical Resources Committee. Carol Horton stated that what we are trying to do is eliminate multiple sign styles that have accumulated on campus over the years. A standard has already been approved but we did not have a standard for requesting the signs. This will eliminate different types of signs over a period of time. We are not doing a mass replacement of signage. We want to keep program designation on the outside of buildings to a very minimum. Any signs ordered will be ADA compliant. A discussion was held regarding signs for faculty offices that can be changed or have multiple faculty members on them. Vince Mercurio stated that we have a brail typewriter on campus that can make the name sections of the signs. Tom Hippie will add the faculty office specifications to the sign standard.

9.4 Campus Bench/Trash Receptacle Replacement – Carol Horton stated that the benches and trash receptacles on campus need to be replaced. The benches are in disrepair and the stone receptacles that we put in leak and the liners are not easily replaced. Tom Hippie and Mike Harrington have researched these items and presented some alternatives. Tom Hippie stated that when the standards were established several years ago, there was a bench style identified. This style of bench is currently being used at Tech B in the Cosmo lunch area. Tom Hippie recommends that the replacement benches have four legs and are bolted in the concrete, not
imbedded and have arms. Arms will discourage skate boarders. Trash cans should have a standard liner, which can be easily replaced. The liners for the current stone receptacles are not standard and are quite expensive. Carol Horton expressed the need for gathering areas with benches and trash cans and that possible concrete pads can be poured in different locations. If any of the committee members or students have ideas for good locations for gathering areas, please email Tom Hippie. Sharon Martin asked about picnic tables on campus and if those will be replaced. Mike Harrington reported that currently there are tables in the Cosmo lunch area, Recording Arts patio area and north of the Campus Center. The areas that have them have a specific need for them. Carol Horton stated that the location of additional tables can be looked at with the master plan. The committee agreed with the style of the benches and trash containers. At the next meeting Tom Hippie and Mike Harrington will return with the exact style, color and location for the committee approval.

9.5 Parking Meters – Four meters were approved for the lot north of the Administration Building. Mike Harrington reported on the type of meter that he wants to install. The city of Huntington Beach is currently using this style and they are very happy with the reliability and the durability. They are about $400.00 to purchase and $80-$100 to install. If they are successful in the Administration lot there may be other locations on campus where they can be installed. The spots are for just a quick 15 minute stop and would alleviate the need for purchasing a visitor permit.

9.6 Tribute/Memorial Program – Mike Fehrs pointed out that there is a need to update the policy on naming opportunities. We offer naming opportunities for large sums of money, such as buildings and moderately large sums for interior space such as the library rooms and on the low end we have the buy a brick program. He would like to develop a comprehensive program to set up a tangible memorial or tribute to deceased faculty or staff member. Some people prefer scholarships and others prefer something more visible. Mike Fehrs would like to set up a standard for dollar amounts and items that are options so that we are not making random decisions. He would like to make the tributes something that are useful to the campus, such as benches, memorial rose garden and that fit into our master plan and enhance the campus. He would like to set up an ad hoc committee of the Foundation to look at the options. Carol stated that any changes would be recommended from the ad hoc committee to this committee, to the steering committee and finally to the Board of Trustees.

9.7 Math-Science Building/Capital Projects Update – Carol Horton reported that we are waiting for the Department of Finance to inform the Chancellors Office who will then inform us that we may issue our notice to proceed to Perera Construction and Design, the contractor that got the bid. The first thing that the contractor will address will be the parking situation during construction. Before construction starts we will bring the specific parking issues back to this committee for review. Security may be able to report on switching some staff parking around in the main lot to accommodate the changes to student parking. The Chancellor’s office requested a final project proposal for the Voc Tech Building. The project may change from a growth to a modernization project. The Chancellor’s office is trying to be very accommodating to us on the Voc Tech Building.

9.8 Scheduled Maintenance Projects / Cold Water Loop Completion -Mike Harrington distributed a Facilities Update list of items that were completed over the summer, equipment that was installed and construction and project planning. One of the most notable was the preventive maintenance on the high voltage sub stations. Carol added that preventive maintenance is very important to the campus and she appreciates Mike Harrington and Jim Pierce addressing these issues that need to be taken care of before we have a problem. The
Administration Building elevator is one of the items that will be addressed this year that is in great need of refurbishing. It is not wheelchair accessible. Mike Harrington reported that the cold water loop project official completion date is October 17, 2003. The complete replacement of the EMS fiber backbone is in the planning stages. Many people on campus have had experience with the HVAC communication problems. This project will remedy these problems. The Administration Building roof will be replaced in December.

9.9 District General Obligation Bond - Dr. Michael Viera reported to the committee that we are considering going out for a general obligation bond for facilities in March of 2004. We are very fortunate that we have had the history and the legacy of Dr. Zellers who has provided a good resource in terms of the facilities coalition in Sacramento to get the campus to where it is now, including the new math-science building. The state is now looking to local districts to provide matches. There are some buildings and program needs that the state will not help us with, hence the bond issue. Specifically, our educational and facilities master plan calls for a student services center for everything from admissions and records to financial aid to transfer center in a single building located where the current art center is. This project means a new expanded art facility and possibly a vocational tech building, center for innovation as well as remodels for efficiency for many classrooms that are out of date and secondary effects. A new entryway for the campus, which was designed into the master plan, also needs to be implemented. Also in the next two to three years we have a need for an integrated technology system that combines all of our software needs into a single system. All of these items total up to approximately $121,000,000. We can put aside money for scheduled maintenance with a local match, but we will not be able to put aside $121,000,000 in the foreseeable future, so we will pursue the general obligation bond in March. Over the summer a telephone survey of 600 residents was conducted in the 5 cities that incorporate the district and the results were very positive. The support for the bond based on the survey was at a 68% level. Consultants have been hired to do the research and conduct a bond campaign. The last bond was in the 1960’s. We need the support of the faculty, staff and students to assist in manning the phone banks and get out in the community to educate them about the needs here at Citrus College. Carol Horton will update the committee every month as to the status of the bond. Carol Horton reported that the Board of Trustees has approved the consultants; investment banker, the bond council and political consultant. This committee needs to be available to support the bond campaign.

9.10 Other – Carol Horton reported that accreditation is scheduled for November 4 through 6. This committee has the responsibility to know Standard 8. It is available on the intra-net and in Pam McGuern’s office. The team may ask that this committee meet as a group and we must be prepared. Any questions can be referred to Carol Horton. The facility master plan is a major part of the self study.

Tony Giannone mentioned the problem that they are trying to correct in the north Administration Parking Lot. Security has set up temporary signs and will get permanent signs to correct the flow of traffic.

Carol Horton reported that the Glendora Historical Society is concerned about the Planetarium again. The plans for the Math/Science Building include replacement of the Planetarium. If we do not replace it we will not get the complete funding for the Math/Science Building and will cause us future funding problems with the Department of Finance.

The meeting was adjourned at 10:30am.