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

PHYSICAL RESOURCES COMMITTEE MINUTES- January 29, 2004

Present: Jim Cope, John Fincher, Tony Giannone, Adrianna Glenn, Mike Harrington, Carol R. Horton (chair), Ruben Hoyos (Student Representative), Sharon Martin, Vince Mercurio, Peggy Olson, Jim Pierce, Judy Rojas (recording secretary), Arnold Rollin and Dave Schneider. Absent: Thom Armstrong, Marilyn Eng, Tom Gerfen, Greg Mooney (Student Representative), and Robin Carter.

OLD BUSINESS

1.1 Approval of the December 4, 2003 Minutes. Minutes approved as presented.

NEW BUSINESS

1.2 Remodel of Small Offices in the Life Long Learning Building – Mike Harrington presented the Application for Approval of Facilities Building Projects for the remodel of two offices in the Life Long Learning Building. The remodel is due to the management reorganization. The committee approved the application.

1.3 CDC Play Yard Remodel – Mike Harrington reported that the new wall is about 99% complete. The preliminary design for the remodel of the play yard is complete. A committee including Mike Harrington, a landscape architect and CDC staff worked over several weeks to complete this plan. The landscape architect has been hired as a consultant to work on this project. The funding has been provided by a grant but the allocation of the grant money for interior work is pending. John Fincher recommended that the wall be extended to the east play yard. The committee agreed that this was a good idea. Mike Harrington stated that this already was part of the long-term plan for CDC.

1.4 Math/Science Building Update – The parking lot is three weeks behind schedule but should be complete on February 9. The contractor is ahead of schedule on the building construction. The practice football field can be closed for temporary parking on Friday, January 30. Tony Giannone reported that it was closed one day this week and the students were able to find parking elsewhere. Carol is meeting with the Math Department this week to discuss the progress.

1.5 Administration Building – 1st Floor Remodel – The 1st floor west side of the Administration Building will be going through a remodel. The space is not utilized efficiently. The Human Resources offices are very crowded and the adjunct faculty has very little space for their offices. The faculty mailboxes and the mailroom will be moving down stairs and possibly the adjunct faculty offices will move upstairs. Dr. Viera would also like the entry of the building to be improved. Gary Moon from TBP Architecture will be working with us on designing the space. The resources for this will come out of the bond money. John Fincher asked why we are remodeling the Administration Building when he understood that the first building to be constructed with the Bond Funds would be the Center for Innovation which would house a new mail room and faculty offices. Carol Horton stated that the schedule and specific timing for the construction projects has not been determined. We often spend the same money again on the same building to accommodate employees and students being displaced by
construction. There could be several changes as the master plan is played out. We may also get state funds for the Vocational Tech Building, which would change the time frames and order of construction. The workload of Facilities and other departments involved in the construction process also need to be considered when determining the construction schedule.

1.6 Bond Update- Carol Horton reported that we are getting more and more volunteers to man the phone banks. Students are being hired to work the day hours. We need a few more volunteers on Sundays. There are 4 weeks left before the election. At this phase of the phone banking process we are trying to identify 28,000 voters that will vote yes on the bond and the next phase will be to make sure that the yes voters get to the polls on March 2nd or submit an absentee ballot. Good, clean statistical data from the completed calls is pending. From that data the political consultant will make adjustments in the political strategy for the campaign.

Carol Horton also stated that the statewide bond issues on the March 2nd ballot are also critical to Citrus. Bond Measure #55 will help fund the Voc Tech Building. If it does not pass we will not get state money for that construction. Bond Measure #57 is a $15 billion bond that is also very important to us. The polls are not yet conclusive regarding its success.

Carol Horton also expressed her thanks to everyone who has volunteered time and money to the Measure G Bond campaign. It has been a combined effort and we will reap the benefits of a successful campaign for years to come.

1.7 Other – Mike Harrington submitted a list of winter break projects and their status for the committee review.

John Fincher asked if we have installed all of the classrooms with the smart podiums. Dave Schneider responded that 7 additional classrooms are complete. There are none on the immediate schedule, but as funding becomes available they will be completed. It is an open-ended project. Carol indicated that requests for smart podiums need to come from faculty to the area deans, because the money will come from Instructional funds.

Mike Harrington stated that the parking meters have been installed. Tony Giannone and the Security Department have been monitoring the usage and emptying them. He would like to install more meters in the main lot for the 15- minute spaces. Mike would like to wait to test out the durability and functionality of the meters in the Admin lot before we purchase additional ones.

Carol Horton reported that the benches and trash bins have been ordered.

Carol Horton reported that six GEM carts have been ordered; three for Security and three to be kept in the Facilities Yard.

Discussion was held on the temporary parking situation during construction. There have been a few complaints by students. Security and ASCC have been fielding the calls and have been explaining the situation.

The meeting adjourned at 9:50am.