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

PHYSICAL RESOURCES COMMITTEE MINUTES- March 24, 2004

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

OLD BUSINESS

3.1 Approval of the January 29, 2004 Minutes. Minutes approved as presented

NEW BUSINESS

3.2 DMA 2000 Plan (Local Hazardous Mitigation Requirements) Jim Cope presented a new federal regulation called the Disaster Mitigation Act of 2000. The act creates a requirement for state and local planning for pre disaster mitigation. The act mandates that we create a plan that would identify hazards that might cause further danger or injury in the case of a disaster and how we would mitigate them. FEMA would provide funds if the disaster occurs. The planning stages require a lot of input from all groups on campus and possible outside groups, such as neighboring cities. Our plans may have to be approved by overlapping local jurisdictions as well as us approving local group plans. The first cycle plan is due November 2004. If we miss that deadline we can participate in the 2nd cycle in November of 2005. Jim reported that we are a little ahead of other community colleges in the area in planning. ASCIP has been looking for consultants to assist us with the plan. Jim suggests that we create a subcommittee of this committee to work with the consultants and assist in the plan creation. There are very lengthy guidelines that have been provided to create the plan but not a fill in the blanks design template. If we get approval on our plan we become eligible to apply for mitigation funds. If we do not submit a plan and we have damage to a building that could have and should have been mitigated we may not qualify for FEMA funds to repair or replace the building. The committee agreed to support the plan creation either by subcommittee or whatever Jim and the pending consultants feel the need would be.

3.3 Guest Parking in Automotive Area- Mike Harrington reported that Dr. Kim Holland has requested 2 visitor parking spaces be designated in the Automotive Area. Currently there are 2 or 3 spaces that are not designated in any manner that students and faculty use to park vehicles that they are working on. These spots are used for indefinite periods of time. Because there are no guest spots available the tool vendors that come in park in the fire lanes, which has caused a hazard in the automotive area. Security is unable to site the autos there because the spots are not marked. Mike Harrington and Tony Giannone will work with the Kim Holland to designate 2 spaces as 15 minute visitor only and to identify the owners of the parked vehicles to get them moved elsewhere.

3.4 Tennis Court Lights – John Fincher received comments from a faculty member regarding the tennis court lights being on when it was raining. Carol Horton explained that facilities will turn the lights out if they are able to and are aware that they are on. They are on a timer and turning them off causes a problem with remembering to get them back on their
normal schedule. The college would save a substantial amount if faculty would turn lights out as they left a classroom. Many departments such as facilities, security and MIS enter empty classrooms mid day and find the lights on.

3.5 Senior Citizen Parking for Fitness Center and Aquatics Center - John Fincher reported that there is some concern that the senior citizens working out at the Fitness Center and Aquatics Center are occupying student parking spaces. Carol stated that if they are students and have a permit they are free to park in any student lot. There was a discussion as to the type of permits that were issued. Tony Giannone stated that the cars in question had “Fitness Center” permits on them that are issued by the Fitness Center for a $5.00 fee for seniors. Carol questioned why the Fitness Center is issuing a parking permit. Tom will get Mike Hurtado or Wanda Cunnyngham to come to the next meeting to explain to whom these passes are issued and why.

3.6 Nursing Equipment Storage Room in TC229 – Mike Harrington submitted an Application for Approval of Facilities Building Project to add an 8 x 10 storage room in TC229 to secure an very valuable dummy. The application was unanimously approved by the committee.

3.7 Committee Review of Master Plan - Carol Horton reported that since Measure G has passed, we now need to review the Facilities Master Plan. We need to take a closer look at secondary effects and phasing. We still need to conduct classes and continue business operations while construction is in process. The architect will assist us in the planning so that we will not disrupt services and classes. This committee is charged with being involved again with the Master Plan. We will try to get the same people that were on the committee previously and add an appropriate amount of faculty, classified and students to the committee. This process will probably start in late April or May and will need to go to Steering and the Board of Trustees in late August.

Carol also informed the committee that the architect will be here next week to review the final project proposals for the Voch Tech Building and the Student Services Building. An invitation will go out to Vice Presidents, Area Deans and Managers. We will ask them to invite faculty and classified staff that will be involved in these buildings. This meeting will review building space and conceptual planning.

3.8 Long-Term Functions and Responsibilities – Carol Horton passed out the Long-Term Functions and Responsibilities for 2004-2005 for review. These have not effectively changed in the last few years. We need to change some titles in the committee membership. We also will add one more function to review and make recommendations for the Facilities Master Plan and Bond Construction Programs. These changes will be made and included with the minutes for this meeting.

3.9 Other – Mike Harrington reported that there are several projects taking place over the spring break. There are parking lots being repaved and there will be no heating or air conditioning in a few buildings on campus due to work on the heating and cooling lines. Two memos went out regarding these items. Copies of these memos will be given to John Fincher so that they can be distributed at the Academic Senate Meeting. The Math/Science construction will continue during spring break also.

The meeting was adjourned at 10:15am.