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

PHYSICAL RESOURCES COMMITTEE MINUTES- December 8, 2004

Present: Jim Cope, John Fincher, Tony Giannone, Mike Harrington, Carol R. Horton (chair), Ara Claro (Student Representative), Jim Pierce, Judy Rojas (recording secretary), Arnold Rollin, Dave Schneider and Jim Williams. Guests: Chris McNerney Absent: Marilyn Eng, Adrianna Glenn, Tom Gerfen, Vince Mercurio and Peggy Olson

OLD BUSINESS

12.1 Approval of the October 6, 2004 Minutes. Minutes approved as presented

NEW BUSINESS

12.2 LB Office Upgrades – Mike Harrington reported that he has received an application from Mike Hurtado and Sam Lee to upgrade 23 offices in the LB Building. The structural impact is minimal and the scope of work includes new office door windows, room signage, mini blinds, tack boards and paper trays. The estimated project cost is $6500.00. The committee unanimously approved the project.

12.3 Campus Maps/Signage – John Fincher provided photos of the campus maps from San Francisco State. Carol likes the concept of the maps but would like them smaller, three dimensional and in several locations on campus. Jim Pierce found a material called Fibrelite that would be durable and weather resistant that could be easily changed with campus growth. As the master plan implementation continues we can revisit this item and determine the location and number of maps that would be optimal. The architect may have some opinions also in this area. We will continue to bring this item to the committee.

12.4 Event Contracts - Carol introduced Chris McNerney who is the Facilities Rental Coordinator. She reported that he has run into some bottlenecks in the process of renting the facilities. Chris stated that he would like to have Citrus sponsored events filtered through him so that double booking of venues would be avoided and that there would be better communication of events throughout campus. He asks that whoever is using a campus venue for a Citrus sponsored event complete a rental contract with the information regarding the event and submit it to him. This would make Chris’ position a centralized location for all facilities usage to be coordinated through. The Haugh Performing Arts Center normally handles their own rentals but Chris asked that he is in the least informed of the activity because the renters often ask him for additional services, such as tables etc.. This information would also help in scheduling additional staff that are requested for these events, such as custodians and grounds keepers. Chris will communicate information about activities to staff so everyone is better informed. Jim Williams will communicate this information to his staff. The Campus Center has an established procedure with Facilities on event set ups that is working very well. They will now copy Chris for his information. Mike Harrington mentioned that the goal of the Facilities Rentals Coordinator is to have a central venue calendar. The Yahoo calendar that has been established is not going to be used for this project. According to Dave
Schneider, Outlook should be available in January or February sometime and the central calendar can be established at that time.

12.5 **Installation of Automatic Door AT103** - Jim Pierce reported that he had not investigated the door at AT103. It will be discussed at the next meeting.

12.6 **Shade Shelter Update** - It was decided to install tables with umbrellas in the Cafeteria patio and the area between Tech B and Tech C.

12.7 **Miscellaneous Parking Issues** - Tony Giannone had several parking issues.
- Paint crosswalk between Life Long Learning Center and Art Center for safety reasons. Committee agreed and Tony will work with Randy Cable on specifics.
- Paint crosswalk between CDC and Life Long Learning Center for safety reasons. Committee agreed and Tony will work with Randy Cable on specifics.
- Kim Holland asked that during the first few weeks of the semester that there be more parking spots reserved for staff parking in the Tech O lot after 4:30. This cannot be changed because we have too many cosmetology students that have been moved out of their lot because of the Math/Science construction. Those students have a lot of equipment to carry to and from class and have odd hours. Carol Horton reported that she has had a complaint from another faculty member regarding parking in the first few weeks of the semester. The committee agreed that parking should be on a first come first serve basis and that no changes will be made to the existing configuration. There is often staff parking available in the Admin lot and the Library lot. Saving spaces for staff who have specific hours is not realistic. This would vary from semester to semester. Tony clarified that during the first two weeks of the semester that it has been the practice of security to not write tickets for students that park without a permit in a student lot. Students will be ticketed if they park in a staff parking spot or other area noted with signage such as the Golf Driving Range. Tickets are given to staff that park without permits in all cases. John Fincher will be sure that Academic Senate understands the parking citation practices and Ara Claro will report to students.
- Math Building lot is causing traffic issue on Foothill Blvd. Students are double parking and waiting for spaces. They are creating lines that are overflowing out on to Foothill Blvd. Security staff daily has to go to that lot and move the traffic along. Carol stated that we have one more semester to deal with this issue due to the construction. At the completion of the Math/Science construction we will count parking spaces again and reevaluate. During all of the upcoming construction projects we will have problems with different lots on campus similar to this.
- Steve Gomez via Jodie Wise requested 4 staff parking spaces at the baseball field for coaches. The committee felt that this was not necessary since there is a parking lot around the corner from the field.
- Tony Giannone suggested that all 15 minute parking be changed to metered parking with ½ hour time limits. He feels that 15 minutes is a little too short for students to conduct business on campus and that 30 minutes is a little more reasonable. Security is very happy with the existing meters in the Admin Lot which have been installed for 1 year. The committee agreed with the exception of the drop off spaces for the Child Development Center and the Box Office. Arnold Rollin, Facilities and CDC will
coordinate what spaces will be involved in the change and Mike Harrington can order meters. Arnold can report progress at the next meeting.

- Tony brought to the committees’ attention that there are many cars driving on the service road which is north of the tennis courts. Years ago there was a gate there. The committee discussed options to discourage drivers including speed bumps, additional signage and pedestrian striping to help the situation. This is a very dangerous area for students using Adapted P.E. and also at the corner around Hayden Hall and Tech O. Tony and Facilities will work on striping and signage that will help the situation.

12.8 Emergency Elevator Service - Mike Harrington issued a memo regarding emergency elevator service that states that our Security Department will call our elevator service in case someone is stuck in the elevator due to a power outage. The expertise of the elevator company is needed because it can be very dangerous to try to remove someone from an elevator. The response time will be approximately 20 minutes.

12.9 Other - John Fincher asked about the status of the Center for Innovation. Carol Horton reported that we are currently working with the architect. She does not know if it has been resubmitted to DSA yet. TBP is redoing the site plan and per Bob Bradshaw, we should be ready to go to bid by early summer so that we can be under construction by fall 2005. Mike Harrington reported that the project still needs to go through a major review process.

The meeting was adjourned at 10:40am.