OLD BUSINESS

9.1 Approval of the December 8, 2004 Minutes. Minutes approved as presented.

NEW BUSINESS

9.2 Board Regulations. Carol Horton distributed the Board Regulations that apply to the Physical Resources Committee. The individual regulations were sent to the departments that they relate to for review. Obvious changes have been made to the copies such as, titles and department names. The committee should review and make any changes or comments and return them to Judy Rojas.

9.3 Parking Meters. Mrs. Horton reported that we have had success with the existing parking meters. As discussed at a previous meeting Tony Giannone will now install additional meters at various locations on campus. Mr. Giannone has discussed the placement of the meters with the individual departments that they will affect. Jim Pierce noted that a prior meeting we discussed changing the time limit to 30 minutes for the meters. Mr. Giannone stated that the meters will stay at 15 minutes and if someone needs to park for a longer period of time they will need to purchase a $1.00 parking permit. Placement of the parking meters at the discretion of Mr. Giannone was approved by the committee. Jim Pierce asked for some additional mechanics of the meters be ordered in case one needs to be repaired.

9.4 Campus Maps. Mrs. Horton stated that Tom Hippie should order the monuments that will hold a replaceable 3D map. Mrs. Horton asked for a subcommittee to determine the number and the placement of the maps on campus. Mrs. Horton suggested that the committee be comprised of faculty, students, facilities, purchasing, security and communications. Tom Hippie mentioned that the map monument could be built that would be very similar to the style that the committee had reviewed. Mrs. Horton requested that once the committee has reached a placement decision, that they should call a meeting of this committee to approve the plan.

9.5 AT/AN Renovations. Mike Harrington reviewed the proposals for the AT and AN renovations. The proposal is to split two large classrooms, one in AT and one in AN in half using a permanent wall for sound purposes or an accordion wall that is sound proof. Mrs. Horton stated that this decision for the reorganization of classrooms is an instruction decision to accommodate smaller classes. The accordion wall may be cost prohibitive. The annex is currently being used by Life Long Learning and they will have to find another large location if the Annex is not available with the installation of a permanent wall. Jim Pierce noted that there would have to be major structural changes to install an
accordion wall in the Annex. Mike Harrington’s recommendation is that we install 2 permanent insulated sound walls. Mrs. Horton asked that construction be completed for the Spring Semester classes. Also Mrs. Horton noted that communication on room numbering must take place between MIS and Facilities. The committee approved the two projects.

9.6 **CDC Renovations.** – On agenda in error. No items to discuss

9.7 **Review Long-Term Functions and Responsibilities.** Carol Horton distributed the Long Term Functions and Responsibilities. The committee reviewed the document and only made changes to the date and the committee membership and titles. When the committee membership is finalized the document will be submitted to The Steering Committee for approval. The Long-Term Functions and Responsibilities were approved.

9.8 **Math Building Parking Requests.** A memo dated May 16, 2005 was received from the Math faculty regarding the parking lots adjacent to the old and new Math buildings. In response to the memo, Mrs. Horton stated that the first priority in opening up the new parking lot currently used for construction is patron parking for the cosmetology salon and handicap parking. The row of parking spaces directly to the east of the Math/Science building will be designated for patrons and handicap only. Hopefully this will answer the concerns of the faculty stated in the May 16th memo. The remainder of the cosmetology lot will remain a student lot as it was prior to construction. There are several students in the cosmetology program that meet at night and carry a lot of equipment to class. They need to be close to their classes. Jim Pierce provided a rendering of the construction area and walking paths to the parking lots that will be available for staff parking. The staff lots available are the administration, and the east and west library parking lots. Jim Pierce also noted that the first four items on the memo have to do with sound. The new building has double pained insulated glass that will cut down noise level considerably. A memo will be sent to Terry Damron and Dave Ryba in response to the May 16th memo including the map with the paths of travel. The layout of the cosmetology parking and the staff parking lots during the CFI construction process were approved by the committee.

9.9 **Human Resources Renovation.** Mike Harrington reported that he had a meeting with Human Resources to discuss their lack of space. The plan discussed is to 1.) move the mail room down to the purchasing area. Tom Hippie noted that a place has to be built to house the mail room in the purchasing area. 2.) The adjunct faculty area on the 1st floor of the Administration Building will move up to the old mail room. 3.) The Human Resources Department will move into the old adjunct faculty offices. 4.) The switchboard will move downstairs into the evening office area. Dave Schneider mentioned that he has received a request to install the switchboard downstairs but also to leave the existing switchboard in its existing location. Mrs. Horton stated that there should not be 2 switchboards because we need room for the adjunct faculty. Mrs. Horton asked that Dave Schneider stop the order for the 2nd switchboard until it can be discussed. A copier will be installed by the adjunct faculty offices. Peggy Olson stated that she heard that the evening office employee would help out on the switchboard and was then told that she was going to run the switchboard which is not what she was hired to do. Dawn Dineley was told that she would be moving to the Warehouse to do mail, but her main duty as hired was the switchboard. Clarification is needed. Mrs. Olson also noted that the logistics of the mail delivery needs to be worked out. Mrs. Horton assured the committee that mail has been delivered and sorted previously from the Warehouse and the individual departments mail requirements will be addressed prior to any change. Mrs.
Horton stated that this item needs to be put on hold and addressed in more detail outside of this committee.

9.10 Other.

Mike Harrington gave an update on the ongoing projects on campus.

The Vocational Technology Building is well into the space planning process and will be under construction in approximately two years.

The Fine Arts Building is in the very preliminary stages of planning.

The Math/Science Building move is being planned and is very complicated. The instructors will be caught in some stage where they will be teaching in the new classroom and their offices will be in the old building. The first classes will be held in the new building starting October 24, 2005.

The CDC play yard project is very near completion.

The Waste Management Center has gone out to bid. We have a contract in place and have had preliminary construction meetings with the contractor. The Center will be built in the area of the Facilities Department.

The Stadium will be open for games in approximately three weeks. This is an optimistic date given by the contractor. Carol Horton will walk the project in 3 or 4 weeks to determine if it can be opened for activities. Mike Harrington stated that the project is ahead of schedule. The lighting testing is not complete at this time.

Carol received notice from DSA that all three areas of the Center for Innovation are out of DSA and are now with the Architect. tBP will turn them around as quickly as possible. If the Math/Science Building move goes on schedule, then the demo of the old math will happen over Christmas break.

Mike also noted that slurry sealing will take place in several parking lots over Christmas break.

The Central Plant is in the planning process which will be located in the parking lot just east of the MIS Building. A thermal energy storage tank will be incorporated into the project. A thermal energy storage tank will allow us to chill water at night when the electrical rates are low and then the next day that chilled water can be pumped throughout the campus and air condition the campus without running a single chiller. This can happen even in the summer. The tank will be built within the grouping of pine trees so it will not be obtrusive. Mike Harrington noted that current Central Plant will run out of capacity as the Master Plan is built out.

Peggy Olson commended Security and Facilities for the smooth evacuation of the campus during the recent power outage. Carol Horton agreed and stated that everything was handled perfectly during this situation. The campus was evacuated within an hour. We cancelled classes based on the information received from Edison. Emergency lighting worked, emergency generators worked and the students were moved efficiently. Mike
Harrington suggested that both Carol Horton and Dr. Viera get two radios so that they can hear the communication from both Facilities and Security simultaneously. Jim Pierce noted that he appreciated to almost immediately hear upper management on the radio making decisions during the outage. John Fincher stated that there was some confusion on canceling classes. Carol Horton responded that classes were cancelled which means students are to be dismissed but faculty and staff must stay in all emergencies. This information is included in our disaster preparedness plan and flip charts. Mrs. Horton directed Mr. Fincher to inform the Academic Senate that they need to review the emergency flip charts periodically. Jim Pierce indicated that some instructors felt that the evacuation was a recommendation rather than mandatory. The purpose of emergency lighting is to provide enough light for evacuation, not for the continuation of classes. Mrs. Horton will pass this information on to the Instruction Department. The Deans and Instructors must follow the instructions from Security and Facilities which are for their own safety.

Mike Harrington requested that the row of parking along the Facilities fence be marked as staff parking. The committee approved the request.

The meeting was adjourned at 10:20am.