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

PHYSICAL RESOURCES COMMITTEE MINUTES- January 18, 2006

Present: Bob Bradshaw, John Fincher, Mike Harrington, Carol R. Horton (chair), Irene Malmgren, Jim Pierce, Jamie Richmond, Judy Rojas (recording secretary), and Linda Welz. Guests: Tom Hippie and Leigh Buchwald Absent: College Nurse, Jeff Eichler, Tom Gerfen, Tony Giannone, Vince Mercurio, Peggy Olson, Arnold Rollin, J. Paul Swatzel and (Student Representative)

OLD BUSINESS

1.1 Approval of the September 21, 2005 Minutes. Minutes approved as presented.

NEW BUSINESS

1.2 Board Regulations – Status/Review. Mrs. Horton reported that the only two Board regulations that we have gotten back from this group with changes are the Purchasing and Disposal of Surplus Property Regulations. The Foundation has taken an interest in the naming opportunities regulation and they are reviewing it in a separate committee. Mrs. Horton explained that the changes were in titles, terminology and some of the code numbers. We will wait for all the regulations to be approved by this group and then we will send them to the constituent groups.

1.3 Building Designation. During the Campus Map approval process it was noted that the Foundation Building had been changed to ADV. This needs to remain FP since that is the designation given to the building for campus inventory at the Chancellor’s Office. Jim Pierce will notify Publications that the designation must go back to FP.

1.4 Renaming of AT Building. Mike Harrington requested that the AT Building designation be changed to something more generic since this building will change use several times over the coming years. Mike Harrington suggested that it be called the Multi Purpose Building. Several suggestions were made and it was decided to call it “P1” for Portable 1. This will allow for other portable buildings to be added if needed.

1.5 IS Building Designation. Linda Welz informed the committee that the letters at the back of the IS Building say “DP” and are hanging on rusty nails. DP is a very old term. On the other side of the building is a sign that says “Dan Angel Computer Center” and the rooms are posted as “IS”. She would like the letters in the back repaired and make them consistent as “IS”. Mike Harrington and the committee agreed. Linda should submit a work order to make the repairs and Mike Harrington will order a campus standard sign that says “Information Services” and post it wherever Linda would like in conjunction with her remodel project and her ideas of moving the main door to the west side of the building. Carol Horton also noted that Tech C needs to have new signs ordered.

1.6 Campus Maps Update – Tom Hippie provided pictures of some signs that are constructed by a company in Corona that we have used for other campus projects. The map itself can be changed and inset into the cement monument as needed. Carol Horton asked Tom Hippie if a committee has met to discuss the count and location of the maps. A separate
committee has not met at this time. Tom noted that the pricing of the signs will depend on
the number that we order. Mike Harrington noted that the height will be wheel chair
accessible. Tom explained the installation process of the monuments using rebar for
support. Carol Horton appointed Tom Hippie as the chairman of a subcommittee to
discuss the location and number of monuments to be ordered. She asked that Arnold
Rollin, Student Representatives, Security and Instruction Representatives be involved in
the committee. Irene Malmgren asked that Mike Hurtado be added to the subcommittee.
Carol Horton would like to get the monuments ordered and installed by fall of 2006.

1.7  **Merging of Learning Center and Lifelong Learning Center Labs.** Mike Harrington
explained that he received a request from Wanda Cunnyngham with a sample floor plan
of LL102 and LL103 on the north side of the building. In the evening the computer labs
are both occupied by students but there is only one teacher supervising the activity in
both labs. Wanda would like to put a new door so that the teacher can move freely
between the two rooms. Leigh Buchwald recommended that that room not be open for
students to walk in as this is an old office and there is computer and telephone equipment
in it. Possibly a wall could be built to protect the equipment and a hallway opened
between the two rooms. Carol Horton suggested that Mike Harrington work with Wanda
Cunnyngham and work out the best solution for easy access for the teacher.

1.8  **Single Message Board for Student Grades.** Mike Harrington received a request from the
custodial staff. They reported to Mike that at the end of each semester, instructors post
the student grades by taping them to the door. The tape pulls the paint off the door or
there is tape on tape and the doors begin to look bad. The suggestion was made by the
custodians to make a centralized area for instructors to post their class grades. Irene
Malmgren pointed out that a lot of other information would get added to them. John
Fincher added that for privacy concerns the teachers should not be posting the grades on
the doors. They should be adding them to “Blackboard” and the students can check their
grades online and eventually they will be online with the new computer system. Carol
asked that the issue be raised with the Academic Senate and ask them to not put tape on
painted doors. There is also an issue of notices of cancelled classes or location changes
that are posted on the classroom doors. Mike will work with Irene to install something on
the doors for posting.

1.9  **MIS Office Remodel.** Mike Harrington provided a before and after floor plan for the IS
Building. Linda Welz explained the renovations and reorganization that will take place. A
new storage unit has been delivered on the south side of the building. She would like the
main entrance of the building to be the west entrance. A discussion was held on the
impact of the remodel and entrance into IS103 on IS109. Irene Malmgren asked for the
time frame of construction so that classes can be scheduled accordingly. Construction
will take place in the summer 2006 and Leigh Buchwald noted that that room is usually
vacant during the summer and is used for storage. The class size consideration would be
for the fall 2006 semester.

1.10  **Parking for renters at the Recording Arts Facility.** Tony Giannone was not present to
discuss this issue. Carol Horton mentioned that the new meters went up in the main lot
and there were some issues right away with the CDC parents. They were issued permits
to put on their dash board for pick up and drop off only and they are allowed to park in
the metered areas only. Carol thought that the issue regarding the Recording Arts patrons
was not the Administration Lot but rather cars parking in the loading zone. We are not
setting aside spaces just for Recording Arts only and after unloading they must find other
areas to park. John Fincher thought that the issue might be that custodians park in the
Recording Arts patio area in the evening. Carol Horton noted that if they are not in a
Citrus College district vehicle they should not be parking there. No personal vehicles
should be parked on campus.

1.11 Project Updates. Mike Harrington provided the committee with a memo detailing the
projects that were completed over the winter break and the update of the capital projects
and reviewed it. Irene Malmgren asked what mechanical items were holding up the
completion of the Math/Science Building. Bob Bradshaw stated there are some fan
motors for ventilation in the Reprographics Building that are not functioning properly. He
also reported that the demo of the old Math Building will be delayed approximately 10
more days because of some additional asbestos that was found in the ceiling tiles and
black boards.

The Center for Innovations is out to bid and the job walk is scheduled for January 25th.
The acceptance of the bid should go to the Board of Trustees at the March 7th meeting.
The building construction is estimated at about $9.5 million based on the new index
provided by the Chancellor’s Office. Construction should be complete late summer of
2007.

The Central Plant plans are in DSA. The construction cost is about $6.5 million but does
not seem to get the press that the other buildings do because no one is moving into it.
Construction should be complete by spring 2007.

Carol Horton noted that everyone should get out and see the new stadium improvements.

Carol added that within a year and a half we will be starting on all the construction
projects except the Student Services Building.

Mike Harrington has put out 2 memos regarding HVAC replacements to the Management
Team. Every spring for the next 3 or 4 years we will have major HVAC shut downs
around campus due to upgrades. The work needs to be done during the time of year when
the weather is moderate to minimize discomfort. Mike Harrington also noted that they
also pick the month of April due to the Spring break which allows them to not have
students on campus with large equipment. Mike will need to rearrange is spring schedule
with the new condensed calendar.

1.12 Bulletin Board for Math Building. Dave Ryba had made a request through John Fincher
that bulletin boards be placed on the west wall of the Math/Science Building for student
posting. Carol Horton suggested that this item go to ASCC because they have control of
the outside bulletin boards and the rules and clean up of the boards. If the students are
interested, possibly they can purchase it and Facilities can install it.

1.13 Other. None at this time.

The meeting was adjourned at 10:30am.