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

PHYSICAL RESOURCES COMMITTEE MINUTES - May 3, 2006

Present: Veronica Carmona (Student Representative), Jeff Eichler, John Fincher, Toby Guebert, Tony Giannone, Mike Harrington, Carol R. Horton (chair), Irene Malmgren, Vince Mercurio, Peggy Olson, Jamie Richmond, Judy Rojas (recording secretary), Arnold Rollin, Guests: Leigh Buchwald, Dr. Viera Absent: Bob Bradshaw, College Nurse, Jim Pierce, and Linda Welz  

OLD BUSINESS  

5.1 Approval of the January 18, 2006 Minutes. Minutes approved as presented. 

NEW BUSINESS  

5.2 Board Regulations-Status/Review. Carol Horton reported that the subcommittee established by Mike Fehrs is still reviewing Board Regulation #3605 NAMING OF FACILITIES, LANDSCAPE PROJECTS, PROGRAMS, COLLECTIONS, STUDENT SCHOLARSHIPS AND AWARDS. Carol decided to table this item until the Fall 2006 meeting to give the committee additional time. Mike Fehrs is working with the Foundation President to condense the Regulation that was established about 5 or 6 years ago. When the naming regulation is complete we will submit all the regulations to the constituent groups. 

5.3 Reprographics Awning Request. Rocky Reynolds submitted an email to Tom Hippie requesting that an awning be placed over the back door of the new Reprographics Building. When it rains a lot of water comes in and makes the floor slippery and potentially dangerous. Mike Harrington added that the awning will look like the window awnings on the AT Building. The committee agreed that this is needed. 

5.4 Additional Parking Meters. Tony Giannone reported that he has received requests from the Cosmetology area and the Aquatics area for short term parking for making appointments and for picking up children from swim classes. The customers parking do not want to spend $1.00 for a permit for just a 5 minute stop. He suggests that we install some metered parking with a short time frame for these patrons. Carol requested that the spaces used for meters be taken from the existing client parking and not from student or staff. A discussion was held whether the spaces in the Cosmetology lot could be taken from the existing handicap stalls or client stalls. We do have more than enough handicap stalls for this area. Mike Harrington and Tony Giannone will walk the parking lot in Cosmetology and determine the best location for 2 metered spots. Tony Giannone informed the committee that the parents of children taking swimming lessons want their cars to be closer to the pool entrance and not have their children walking through the parking lot. Vince Mercurio suggested that the area to the left of the steps going down to the PE offices could accommodate 2 metered spaces if it was reconfigured. The committee agreed that this was a good location. Mike Harrington and Tony Giannone will walk the lot to determine the best location. Carol Horton noted that she would rather add 2 spaces rather than delete staff or student parking.
5.5 *Campus Map Update.* Tom Hippie was not able to attend the meeting. This item will be placed on the next agenda.

5.6 *Project Updates.* Mike Harrington passed out a Facilities Project Update report to the committee. Carol Horton asked about the status of the LB Building roof repair and HVAC installation. Mike Harrington stated that we are waiting for the change order on the original amount bid for the roof repair. The emergency resolution was for $100,000 but unforeseen conditions caused additional corrective work. We are now waiting for the pricing on the additional work, so we can approve it and direct the contractor to proceed. Mike fears that there may be additional problems with the metal roof as they are peeling off the layers of the existing roof. Carol Horton asked for the estimated completion date. Mike Harrington stated that if the weather cooperates and barring any other problems, we should be completed in approximately 6 weeks. Mike stated that during this process we may have to move classes that are on the 3rd floor of LB because the only thing between the students and the sky will be the drop ceiling. It will be very noisy during their classes. Irene Malmgren will work schedules around the repair. Mike Harrington noted that there will be no HVAC in the 2nd and 3rd floor classrooms until the project is complete.

Mike Harrington reported that the IS project is 95% complete. He commented on the great cooperation that Facilities staff received from the IS staff. Carol complemented Mike and his group and the IS staff on the great job.

Mike Harrington reported on the completion of the CDC improvements. Carol Horton stated that this very complicated project was accomplished in a very short time frame.

Repairs on the chilled water loop are complete and HVAC is now working. If there are any temperature problems, please call Facilities. Mike Harrington thanked everyone on campus for cooperating with them during this repair time. They did not receive any complaint calls in Facilities.

The TB, TC and PA HVAC replacements are 95% complete. They will have cooling by tomorrow. However it will take 3 to 4 days before we can get complete control of the buildings. Concurrent with the HVAC replacement was the controls replacement which takes some fine tuning.

CFI status was given by Carol Horton. She stated that the bid for the Center for Innovation was presented to the Board of Trustees at an emergency meeting on April 25th. Woodcliff is the low bidder and their references have been checked. This was the second bid that Woodcliff had won on this contract. The pre-construction meeting is May 11th. Thirty days after the pre-construction meeting construction will start. Expect occupancy on the CFI about 2 years from the date that we start.

Mike Harrington reported that the new Central Plant has to be up and running when the Center for Innovation is completed. Bob Bradshaw is at DSA today to get final approval for the Central Plant and if it passes we will advertise for bid and get the project going as soon as possible. The construction time will be approximately 9 months. Once the Central Plant is up and running it will be put to immediate use with other buildings on campus. The old Central Plant will be used specifically for the Performing Arts Center and for redundancy for the new Central Plant. Use of the new Central Plant will assist us in starting reducing our energy costs.
Carol reported that she has asked tBP to continue with the working drawings for the Vocational Technology Building. Planning is done and approved by the Board of Trustees. There is a hold up legislatively with our funding for this project. The Chancellor’s Office thought they had gotten a 30% increase in prices for community colleges construction from the legislature. The Department of Finance, on the other hand, thought it was not approved by the legislature, so it is getting the increase approved again. Even though our preliminary plans were submitted in a timely fashion, and we received the approval and the money apportioned for working drawings, the Department of Finance has stopped the release of all of that money because it is based on this 30% increase that has not yet been approved by the legislature. Because the approval of plans and working drawings were done the summer of 2005, we only have until next April to get the working drawings done and get them out of DSA. We also must get out to bid by late spring or early summer of 2007 or we have a chance of losing the funding for construction and equipment phase of that project. Even though they are holding us up we still have a window to get things done. Carol has talked to tBP and they will continue. If the state will not reimburse us for this portion of the project we can use Bond Funds of about $200,000 since this project is included in the bond. Carol stated that she would rather spend the $200,000 than risk losing the funding for the construction of $13 million.

The Field House is in the working drawings stage also. The field house is being done by another architect, Adolph Ziemba, whose specialty is sports venues. The Voc Tech, Field House and the Fine Arts Buildings are the three projects that were worked on with the staff all year long to design. They were brought to the Board of Trustees for approval and now the working drawings are being done. We want Voc Tech to start first and so we will have about a six month lag in construction start dates between it and Fine Arts. In all of these projects is the parking issue. The implementation plan includes a parking plan. We have to continue to note the amount of parking that we are losing during construction. At the completion of the master plan we will loose 71 parking spaces. We must also remember that we have the Stadium Parking Lot that we park 350 APU students in.

Carol acknowledged Mike Harrington and his staff for all of the projects they have done this year along with the bond projects.

Veronica Carmona asked if the Vocational Technology Building will house the new RN Program. Carol Horton stated that it will hold Automotive Technology and Criminal Justice.

John Fincher asked when the Health Center will be renovated. Carol Horton stated that it will not be touched until the Student Services Building is complete which will be about 2010 or 2011. All of the secondary effects such as the remodel of the ED Building and Hayden Hall will take place after the programs that will be housed in the Student Services Building, that are now in several locations around campus, have moved in to the new building. We will have a year or two to plan those projects. There will be seismic upgrades for many buildings that need to be renovated.

Carol reported that the Driving Range net height engineering is done, the poles are ordered and the netting requisition should be complete today. We should go out to bid for about 10 days on the project. Within a month we should start on the project and construction should only take about 1 week. We waited because of some engineering concern on the poles but they were tested and found to be sufficient.
5.7 IS Building Name. Leigh Buchwald reported for Linda Welz that she would like to rename the Department and that possibly based on that new name we would change the building name. Carol noted that currently IS on the space inventory and on the campus map. By October we need to have a decision on the name because that is when the space inventory is due and we can change it on the state level as well as on the campus map.

5.8 Other. Vince Mercurio questioned an item that Dr. Ortell brought up at the Board Meeting regarding emergency vehicles and signage for them. Tony Giannone expressed that the only problem that they have had with emergency vehicles is that when the 911 call is made from a cell phone the call is routed to the Highway Patrol Office in Sacramento and then to the local Highway Patrol in Baldwin Park. They then call the Glendora Fire Department and no arrangements are made with security and emergency vehicles are possibly not familiar with our campus which delays them getting to the proper location. When a 911 call is made from a land line by Security here on campus the call goes directly to the Glendora Police Department. Security makes arrangements to meet the emergency vehicle at the Gym Parking Lot and staff escorts them to the location of the incident. Mike Harrington noted that he is making arrangements with MIS to get a land line out in the Stadium for emergency purposes. Leigh Buchwald also noted that he has a sample phone that is just a big yellow box with a red button on it that automatically calls 911. He also noted that if someone uses a land line at Citrus the Glendora PD knows that it is Citrus but they do not know the exact location. Occasionally MIS gets a call from the Police Department saying that someone at Citrus has called 911 but we are not able to trace where that call came from. Carol Horton added that emergency situations should go through Security and Security should call 911 if at all possible. Vince Mercurio also suggested that this procedure to call Security be brought up at Convocation so that new faculty and staff are made aware. Tony Giannone will put something together to give out at Convocation. Dr. Viera suggested that the telephone number for Security should be put on all of their vehicles for students and staff to easily see.

John Fincher asked about the cause of the power outage that took place on Monday night. Mike Harrington replied that he does not know a reason for the outage but that it took place at 9:30pm and lasted for about 2 hours. It was mentioned that there was a traffic accident in the area that may have caused a problem.

The meeting was adjourned at 10:06am