OLD BUSINESS

8.1 Approval of the May 3, 2006 Minutes. Minutes approved as presented.

NEW BUSINESS

8.2 Campus Parking Lot Layout and Signage. Mike Harrington submitted a memo to Carol Horton regarding the parking lot layout during the construction process. Parking spaces will be lost around the Tech B and Tech O Buildings, but will be replaced with a new parking lot where the existing softball field is. The construction of that lot will begin in the spring of 2007. The new softball field construction will begin when the Central Plant is complete which will probably be in the winter of 2008.

A new Security Building is in the working drawing phase. It is a 2000 square foot building that will be located on the grassy knoll at the Citrus entrance of campus. There will be a drive thru window to pick up permits. This is a building that has already been designed and is in use on Fullerton’s campus. This has saved the district in design fees. The building will be very functional. The construction will start in Spring of 2007.

Carol stated that she receives calls about parking allocations regarding both student and staff parking every time we begin a construction project. We have discussed it several times with every project and it has been determined that we have ample parking. The problem is that it is a 5 to 7 minute walk away from the main campus which both students and staff do not like. It is impossible to make everyone happy so we will just leave it the way it is unless we have to divert some around actual construction. With each project we try to be equitable with staff and student parking inconveniences.

Carol also questioned the placement of signage in the parking lots regarding permit requirements. Tony Giannone stated that the mediator for parking tickets stated that we needed better signage to enforce our parking permit policy. There are signs up now but they will be reconfigured with the new lots. The parking lot situation is an ongoing issue and is bigger than it seems.

8.3 Campus Maps Update. Tom Hippie reported that the campus map committee has met and that they have located 7 to 10 locations where the maps will be placed. Handicap accessibility was discussed as well as sufficient lighting. Solar panel lighting is being researched. A signage material has been identified that can be replaced easily as the campus layout changes with the new construction. The style has been designed and now we have to see if it can be built. Carol Horton would like to have this project completed
this year and a campus map with the locations brought to the next Physical Resources Meeting. Carol Horton suggested that if the students are interested in helping in the funding of a project this may be a good one.

8.4 **PS208 and PS209 Office Renovation.** The project was cancelled by the Dean.

8.5 **Project Updates.** Bob Bradshaw and Carol Horton reported on the completed summer projects. Carol indicated that the request for restroom renovations for the Performing Arts Center was denied. We continue to do restroom renovations campus wide and the PAC restrooms were not in as bad of shape as others on campus. We have completed all of the CDC projects that were requested. There is now an additional request to build a wall around the kitchen area. The CDC renovations were totally program driven. Mickie Allen has made these changes to assist in the financial turn around of the CDC. The Annex HVAC upgrade has been completed. The print shop installed a new digital printer which replaced 2 old printing presses that were obsolete. Many print projects that were done off site can now be done here. This equipment is being leased because with the new technology these printers will eventually be updated and will be much smaller. PAC electrical upgrade is in progress for a new lighting system. Greg Hinrichsen recently wrote a grant for a vocational program and it was approved for a lighting and technical program. The upgrades that we are doing will suffice for the new program. The Center for Innovation is in progress. The Golf Driving Range had the poles extended an additional 20 feet. The Central Plant is in progress and hopefully we have new air conditioning next summer. Tech B, C, Performing Arts and LB air handlers are complete. The new roof on LB is complete. Gailynn White noted that the painters are spraying and there is no shield and that students shoes are being painted as they walk by. Carol Horton asked Bob Bradshaw to look into that today. Gailynn White also mentioned that there is a strong smell from the acetone used for the roof in the LB Building which has caused her to move her classes. Carol Horton noted that is offensive but it is not harmful and should dissipate. Carol Horton will have Mike Harrington put out a memo to Faculty regarding the status. Bob Bradshaw reported that there are new basketball backboards in the gym. The wall around the maintenance compound is being planned. The campus fire alarms specs are complete and Tom Hippie will put that project out to bid. We are going to inspect the existing sewer lines and clean them. We are also in the process of changing all HVAC filters, cleaning chilled water strainers, checking roofs, roof drains and rain gutters, emergency and exterior lighting. There are some grounds planting being done on the west side of the baseball field and the stadium bank and some irrigation repairs and drain cleaning taking place. Custodial projects include carpets being cleaned, window cleaning and ceiling vents and detailing all restrooms.

As far as large projects, The Center for Innovation and the Central Plant are under construction. Vocational Technology and Fine Arts are in working drawing phase and will go to DSA late 2006 and early 2007 respectively. Vocational Technology is most important because it is state funded and we have to be at a certain point in requesting the next phase of money from the state. We have to be out of DSA by early spring so that we can send the working drawings to the Finance Department to send to the Public Works Board prior to June 30, 2007. We will be out to bid next summer for Voc Tech and 6 months after that we will bid the Fine Arts Building. The Field House is also in the working drawings phase and construction will start in January or February of 2007. Carol noted that all of the construction on campus is going on with only 2 ½ additional staffing.
Bob Bradshaw wanted to remind everyone that with the construction of the Central Plant there will be piping installed down the middle of the south side of the campus. It will be protected with barriers we will be providing traffic access. There will be noise also during this process.

8.6 **Handicap Accessible Restrooms.** Jennifer McCleod reported that Eric Rabitoy has contacted her regarding a situation that he had with a wheel chair bound student that needed to use a restroom. The PS, LS or AD building do not have restrooms available with a handicap button. He had to hold the door open for the student which was very uncomfortable for him and for the student. Jennifer contacted Mike Harrington and he informed her that we are in compliance and that it does cost about $4,000 per restroom to add the automatic doors. Carol Horton noted that we are constantly renovating restrooms and we are not able to do all of them at one time. We also take care of a few each year so that we can stay under the bid limit which also keeps our costs down. Gailynn White asked if there are any restrooms in the area where the class was that has a handicap button. Carol Horton will speak with Mike Harrington to review the buildings to make sure that there are buttons in various and convenient locations on campus.

8.7 **Decorative Painting on Windows.** CDC has made a request to Mike Harrington that the windows at the entrance of the center be painted with decorations. The committee decided that it will be allowed for CDC only, but that they are also responsible for the cleaning of the windows.

8.8 **Building Signage.** Carol Horton stated that we do have a standard on building signage. A good example is Video Technology and Recording Arts. They are burgundy aluminum letters. For each new or renovated building part of the specs are purchasing and installing these new letters. Mike Harrington has inventoried all of the campus buildings to determine which buildings need to be updated and standardized. The two letter designation on the campus maps ties in with the state space inventory report. Last year there was a discrepancy with the class schedule and the campus map in regards to the old AT building / P1 building. This has now been corrected. Mike Harrington has created a list of all of the buildings on campus with the name from the campus directory and the current building signage and would like some guidance from this committee to make them consistent. The report was reviewed building by building and recommendations were made. The recommendations will be given to Mike Harrington.

8.9 **Other.** During Winter break there will some work done on the some of the campus elevators. Per Tom Hippie the contractors have stated that they will work overtime and weekends to get the work done before winter break is over. Carol Horton asked that there be a contingency plan put in place in case they are not complete and to notify Instruction of the contingency plan in the event that they have to move classes.

Carol Horton presented the color board for the Center for Innovation that she received from tBP Architecture. The architect must work within cost guidelines and District standards. We continue to use Collins and Aikman carpet because that has proved to be the most durable. We also continue with the tile selection for the restrooms because they have proven to be the most durable and easy to clean. Carol will give this color board to Irene Malmgren and Dr. Viera for their input. Carol stated that both she and Mike Harrington are dissatisfied with the color of the glass on the Library. The Math/Science Building is a little different but they still are dissatisfied. She would like to go with
another color, possibly a grey or smoked glass color. The Center for Innovation will have a large amount of glass. The committee agreed that they rather not have the blue but a smoked or tinted glass.

Jennifer McCleod asked about the possibility of panic buttons in the offices. She works in the DSP&S office. Carol Horton stated that there are panic buttons in certain locations on campus but they are not widely known. Carol suggested that she talk to Tony Giannone in Security if she feels a need for one. Jennifer stated that the configuration of the office is such that they do not have a clear path to the exit and they also do not want their back to the door. Tony Giannone informed the committee that when the panic button is pressed it is relayed to McNeil Security who calls our security office and they respond to the location. There are currently 7 on campus.

The meeting adjourned at 10:45am.