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

PHYSICAL RESOURCES COMMITTEE MINUTES- January 24, 2007  

Present: Shauna Bigby, Bob Bradshaw, Leigh Buchwald, Jeff Eichler, John Fincher, Tony Giannone, Mike Harrington, Carol R. Horton (chair), Peggy Olson, Jim Pierce, Diana Rodriguez (ASCC Representative), Judy Rojas (recording secretary), Arnold Rollin, Absent: Toby Guebert, Irene Malmgren, Jennifer McLeod, Jamie Richmond and Linda Welz Guests: Lan Hao and Jose Aguilar  

OLD BUSINESS  

1.1 Approval of the November 22, 2006 Minutes. Minutes approved as presented.  

NEW BUSINESS  

1.2 Change to Implementation Plan. Carol Horton reported on the information that was provided to the Board of Trustees at the 1/23/07 Meeting regarding the changes to the Implementation Plan. Carol distributed a partial campus map of the proposed site plan for the construction of the Fine Arts and Student Services Building. As with any construction project, geological studies were completed and submitted to the State Geological Services Department for approval. In 1992 in the geological studies for the Video Technology wing of the Performing Arts Center the engineer found some evidence of fault activity. We had to dig a large trench to do additional investigation which cost the District $77,000. The tests were inconclusive. After the geological borings on the current project sites by Geotech, they found some bad readings of recent activity and possible fault lines. Because of the findings the Geological Services Department are not going to allow us to build the Fine Arts Building in the originally planned location. We could spend $500,000 on digging another trench for further investigation and it could again be inconclusive or it could further define that we could not build on that site. After discussion with Dr. Viera, upper management and the architects we have decided to move the location of the Student Services Building to the west of the current Art Center and the new Fine Arts Building on the location of the current Art Center. The Student Services Building is partially funded by the state and is called a ready access project which speeds up the timeline for the district to get the project bid authorized. We have until June 30, 2008 to get the Student Services Building under contract, which means plans, working drawings, approval from DSA and approval from the Department of Finance and Public Works Board and bid. The Board of Trustees must approve the construction contract before June 30, 2008. The dates and timelines will be shifted to build the Student Services Building first and the placement will change. The Fine Arts faculty and staff will be informed today.  

1.3 Campus Wide Employee Survey. Carol introduced Lan Hao and Jose Aguilar. Lan is our new Director of Institutional Research. Carol informed the committee that the President and the Board of Trustees are interested in doing a strategic plan for the college this year. Also, for accreditation purposes we need to do a program review for each of the departments of the Business Division of the college. Many of our departments in Administrative Services have not done program reviews and we are now obliged by accreditation standards to do them. To be able to do a logical and justifiable program review we have to get outside input via a survey. In order to complete a program review we must have data. We need to find out how we affect the campus community and how
well that they perceive that we affect them. That is the goal of the survey that Lan will be working on. We have 1 year to complete our process so that when we write our self study we will have the data to include.

Lan Hao distributed a memo explaining the survey and requesting comments on the content of the survey. She has attached seven survey formats from different colleges. She asked that the committee members go through the surveys and determine what they think are the most important questions we should ask at Citrus College for their areas. Lan preferred the Skyline College survey format because it is built around the 6 accreditation themes. Please look at the questions in relation to your area of expertise. Carol Horton asked that you look at the questions and determine if they are going to address the feedback that you want for your area. If not change the questions accordingly. The survey must be meaningful to your area. Keep in mind that Skyline is a small college in a multi college district so the questions will need to be changed for a single college district. The last 2 weeks of February will be the time to finalize the survey. Lan will then do a small scale pilot study of about 20 to 30 people and have a focus group to listen to their comments. In the month of March the full scale survey will take place and will be administered online. Paper copies will also be provided for those who do not use a computer on a daily basis. End of March and beginning of April will be the data collection time period. Dr. Viera is planning a retreat for sometime after this and would like the results of the survey. It was determined that the memo needs to be reviewed by the members of the committee (especially the Skyline College format) and comments should be sent back to Lan by interoffice mail or email within one week. Lan is hoping for maximum participation on the survey. Diana Rodriguez asked if the survey will include student workers on campus. Carol felt that they should be included. Lan will add another category in the demographic section of the survey for student workers. Carol noted that we have to encourage everyone to participate in the survey because it is important to our jobs to understand how well we are providing the customer service to the campus community.

1.4 Restricting Traffic on Student Center Drive. Bob Bradshaw reported that during the construction of the Vocational Technology Building, we will be closing the east entrance to Adaptive PE. He has met with Steve Hartman regarding the vehicles that drop off and pick up students and Steve will notified them that they must enter Student Center Drive from the west. Bob Bradshaw noted that when we get Voc Tech built there will be access between the Foundation and Voc Tech but it is not going to be a big thoroughfare. He would like it to be restricted to emergency and handicap access and make the parking next to Adapted PE mostly handicap. Tony Giannone noted that when Security calls 911 they meet the emergency vehicles and escort them to the location. The deliveries to the bookstore and the cafeteria will also be affected. Tony Giannone feels that the only way to really control the traffic there is to install a gate of some sort. During construction the delivery trucks for the bookstore and the cafeteria will not have access to leave from the east side. There must be an area for the vehicles to turn around. Carol would rather not have a gate but a sign needs to be posted that there is no through traffic due to construction. This construction process will take at least 2 years. When construction is complete we will determine if we need a gate or signage. The committee agreed that we will use signage at this time to note that this area is for emergency, handicap and delivery vehicles only effective when Voc Tech construction begins. Carol noted that we have hired a consultant to work on all of the parking lots and they will take into consideration trucks that must get in for deliveries.
1.5  **Campus Map Update.** Tom Hippie was unable to attend today due to car problems. Arnold Rollin reported that he Jim Shannon and Tom had walked around campus to determine locations for the signs. They ran into some problems in visualizing the locations because of the upcoming construction. They decided that Tom will meet with Bob Bradshaw and ask him to review the map with the group so that they can be placed in locations that will be more permanent and work after construction is complete. Carol asked if the signs had been designed and ordered. As far as Arnold knows the order has been placed.

1.6  **Building Names and Signage.** Mike Harrington distributed a list of buildings with their building designation in the Campus Directory, the signage on the building and the proposed building signage. This item was discussed at this committee in August 2006. Mike surveyed all of the buildings and reviewed the campus map. Mike would like to have signage established by fall of 2007 so that students can find buildings. The list was reviewed and discussed and appropriate changes were made. Mike Harrington will forward this list to Albert Romo to make any necessary changes to the campus map. Mike noted that the only buildings that are left unresolved are the Gym, Tech B and Tech C and the bungalows. The new construction will be determined at a later date.

1.7  **P2 Building.** Bob Bradshaw reported that the P2 building will be a temporary building located on the west side of the Physical Science Building. It will house the people from Tech O when it is torn down this summer. Electrical and water will be pulled from Life Science. Sewers run under the proposed location. The building will run east/west and will be 24’x40’. It will be placed between the trees and the sidewalk. The building will have a unisex restroom and a storage closet and workroom for fax and copy machines. We are hoping we will only need this building for a year or two. Carol Horton added that we needed a place to house the people that occupy Tech O until the Center for Innovation is done. Also with the changes in the Fine Arts Construction we can use it for swing space for whatever we need.

1.8  **Bond Project Update.** Bob Bradshaw reported the Center for Innovation is in progress. The Central Plant has cooling towers in place and boilers with equipment ready to be installed. We have an invoice in to SCE for $151,000.00, the next 40% that they owe us on the incentive plan. The Security Building is about to be submitted to DSA. The Vocational Technology Building is expected to be out of DSA soon. We must have approval by the state on Voc Tech to go to bid by June 30, 2007. The Field House is about to come out of DSA and construction should start late spring or early summer 2007. We are remodeling Tech B 2nd floor for the nursing program. The parking lot proposal is ready for board approval and should be done by the fall 2007 semester. Carol Horton added that the east parking lot must be done by the fall 2007 semester. Bob has been speaking with architects regarding the softball field and is waiting for proposals.

1.9  **Other.** Maureen Estrada made a request for the parking lot around Tech O to be changed to all staff all the time. With the addition of the storage unit for construction she noted that some staff spaces were lost and the walk for staff is long. Carol suggested that they park in the staff lot by the Gym. Until all the parking lots are configured during construction we will have some parking problems. John Fincher noted that there is some impact in the Gym lot from the Fitness Center patrons. Tony will check the staff lot at the Gym in the evening to see what the usage is. We just don’t have the faculty here after 4:30pm that we do during the day to keep them as staff spots all night. Carol also
mentioned that we could possibly add day staff parking on the east side of the Gym lot fence as it was a few years ago. We are also looking at lighting on campus and in the parking lots. Some are in the wrong locations and some places just need additional lighting. Bob Bradshaw noted that we should be able to get some help from So Cal Edison for that.

The meeting was adjourned at 10:20am.