OLD BUSINESS

4.1 Approval of the January 24, 2007 Minutes. Minutes approved as presented.

NEW BUSINESS

4.2 Final Confirmation of Building Signage- Carol Horton reported on that we are finally done with the building signage identification. At the last meeting there were three buildings with names outstanding; Tech B, Tech C and the Gym. After discussion with Irene Malmgren and the Deans for the areas they were named as follows; Tech B – Professional Center PC, Tech C – Technology Center TC and Main Gym – Physical Education PE. The final list will be emailed to the committee. The class schedule and the campus map and the actual buildings will be updated so that all of the documents and building signage will be in sync.

4.3 AB75 Compliance- Carol Horton reported that AB75 is the waste management compliance requirement. Carol congratulated Jeff Eichler and the campus because we received a letter from the AQMD stating that we had exceeded the requirement. Jeff Eichler explained that AB75 implemented in 2004, requires that all state entities and large business with 500+ employees reduce their waste stream by 50% and improve in subsequent years. Citrus has reduced waste by 78.6% and has met and exceeded compliance. Carol noted the new waste management facility and the cardboard compactor that have been installed have contributed to the reduction as well as the campus awareness of recycling. Jeff also mentioned that we have to continue to improve this because a zero waste policy will be coming eventually. John Fincher asked if the college could recycle cans and bottles and receive money for them. Carol responded that we do not have the man power to collect and sort the recyclables on campus. 50% of the grounds employee’s time is currently picking up trash on campus. Jeff noted that there is a retiree that lives close to campus that provides us with the receipts from the recycling center so that we can claim the items on the waste report. In a one year period he has collected over 20,000 lbs and has collected $7,400.00. Richard Ghidella added that he had a group of students last year that tested this exact issue. It was found that the labor cost was prohibitive to implementing the recycling project.

4.4 Smoking Issues on Campus – Carol Horton reported that it has been brought her attention that there is a committee that was formed by the Academic Senate that has stated in an article in the Clarion that this committee has never addressed the smoking issues on Campus. John Fincher stated that this committee has addressed the smoking issue several
times over the last three years that he has been on this committee and that we have come to the conclusion that the state law is what we will use for the campus smoking guidelines. Carol thanked John, and stated that she has asked David Casey to come to this meeting as a representative of the Environment Policy Committee to explain the goal of the committee. Carol mentioned that they are currently taking a campus survey and thought that Mr. Casey would like to share the results of the survey with the committee since this committee is formed from the Steering Committee to handle items such as this and help with recommendations. Mr. Casey stated that he has looked through the minutes of the Physical Resources Committee and could not find where the smoking issue was discussed. He stated that he also has requested to John Fincher to bring this issue up at these meetings. Mr. Casey stated that they developed the survey to see what the campus community wants in the way of a smoking policy. He asked if we currently have a smoking policy. Mrs. Horton responded that we do not have a specific smoking “board” policy. Jeff Eichler added that we do adhere to the state guidelines of no smoking within 20’ of a building entrance. Mr. Casey noted that the state guideline also requires a sign by every door on campus which we do not have and that the smoking area by the ES Building seems closer that 20’ to the building entrance. When the survey responses are in they would like to share the results with this committee and the entire campus. Carol Horton asked what Mr. Casey felt was a good sampling of the campus. He deferred to Diana Rodriguez, the student representative. She responded that they would like to get a 10% response from students across all programs. Mrs. Horton asked how they know what areas they are getting them back from. Ms. Rodriguez stated that they are taking them personally to specific areas and getting them back from the same person. They are also asking for the student’s major and are requesting that they do not take the survey twice. Mr. Casey stated that they just want a general idea and if the survey results state that the campus does not want a policy this will be the end of it. Jennifer McLeod stated that this may be a good pilot survey. Mike Harrington stated that there is not an official policy. Most policies of this nature are posted Board Policies. Ms. Rodriguez stated that the Environment Policy Committee realizes that we cannot just make a policy but that they are concerned that a lot of people are not complying with the 20’ law and it is not being enforced. Mrs. Horton stated that she read from the minutes of the meeting that the intent of the Environment Policy Committee was to produce a smoking policy for the campus. Mr. Casey said that he understands that his committee cannot make a policy but they would like to propose one. Carol explained that the policies are developed and written in one of the standing committees of the Steering Committee. The Physical Resources Committee then gives the written policy to all of the constituent groups for approval. Once approved by all groups the policy is given to the Steering Committee for approval and then to the Board of Trustees. Mrs. Horton stated that the first thing that this committee should do is determine whether or not we are in compliance with the state guidelines of the 20’ rule. The signage is the next issue. Carol asked Jeff Eichler to look into the signage on the buildings to determine if we are in compliance with state guidelines which is what we adhere to in this committee and that has been discussed several times. We have moved the ash cans 20’ away from all entrances. The Earth Science Building and the FLS students are not our foreign students. This is a rental of campus facilities and the students in this program do smoke. In order to alleviate smoking in the seating area by the Physical Science building we placed a smoking area on the north side of the ES building near the construction site. We need to measure that location to determine if we are in compliance. Carol concluded that Mr. Casey’s complaints are the signs and the smoking area on the north side of the Earth Science Building. David Casey noted that he has read the law and it states that there should be no smoking within 20’ of any opening on a building which includes windows and requires a sign by every
door. The new buildings seem to have them but the older buildings do not. Carol responded that we have been working for a year to get the building naming and access signage in place. Signage is expensive and time consuming and we need the funding and man power to take care of it. Carol asked Mr. Casey if a policy was instituted how to they plan to enforce it. Diana Rodriguez reported that she has heard of colleges that actually issue tickets with a monetary fine of ($13.00 in one case) to people who do not follow the 20’ rule. Carol asked that if there are recommendations or comments from the survey they should be brought back to this committee. This committee’s members are the ones that can help you come up with ways that we can meet the requirements, needs and complaints that the survey reveals. This committee listens to the voices of campus and tries to enforce the state guidelines. We did not paint 20’ circles from the doors but we did move the smoking ash cans in appropriate areas. This committee is here to serve the campus. Dave Casey stated that Environment Policy Committee was formed to find out if anybody was interested in a smoking policy. Carol Horton disagreed that she believed that the committee was formed because he felt that Physical Resources Committee would not do anything about a smoking policy. Carol Horton felt that a smoking policy should be handled in the proper committee. Carol made note of a comment that Jennifer McLeod made at one of the last meetings. We talked about that the college is in a declining enrollment situation. People can choose not to go to parks and beaches that have non smoking policies and they can also choose not to go to a college that has a non smoking policy. Mr. Casey stated that it disturbs him to think that we equate money issues with health issues and that if it were really an unhealthy situation that we would sacrifice people’s health because we would rather have people walking in the door. Carol stated that it was a reasonable thought. John Fincher stated that there are a good number of our foreign students that do smoke and that may influence their choice of college. John felt that in 10 years that this will be a non issue and that everywhere will be non smoking. Arnold Rollin felt that the enforcement of a policy would be a burden on the campus security. Carol Horton felt that the employees would comply with a non smoking policy but student enforcement will be an issue. Diana Rodriguez stated that ASCC has not taken a stand one way or the other. They are just waiting to see what the students want based on the survey that is being administered. Carol added that any one of the constituent groups could develop a policy and then this committee can send it through the system. She also noted that the researcher could have assisted with the survey instead of the Environment Policy Committee standing alone. Dave Casey stated that he should have most of the survey results in this week. Diana Rodriguez stated that the student surveys will not be complete for at least another 3 weeks due to the way they are doing their distribution. Carol stated that we will schedule another Physical Resources Committee Meeting after school is out so that Mr. Casey can attend it and we can determine if we want to write a board policy. Mr. Casey reported that there are 40 community college campuses that have smoking policies of some sort and 4 that have no smoking policies out of 109 campuses. The remainder of campuses do not have a smoking policy in effect. APU is a non smoking campus.

4.5 Campus Restrooms- Students from Mr. Richard Ghidella’s Business Class asked to be placed on the agenda to discuss a class project which was “Making the Bathrooms at Citrus College More Sanitary”. David Hong introduced himself along with Brad Culbertson and Jonathan Wise and Mr. Richard Ghidella, the class instructor. David explained that the project they were given was to develop a business plan and follow through and provide solutions. David passed out the Power Point presentation that was give to Carol Cone and subsequently led to this committee. They presented the data that they collected stating that the restrooms on campus are unsanitary places. They gave
statistics of what people do to avoid touching restroom facilities and the bacteria that can be found in our restrooms. After surveying the restrooms they found that at noon a large percentage of the toilets had not been flushed. They proposed solutions such as automatic flushing toilets and motion sensor faucets. They provided pricing for new installations and retrofitting existing fixtures. They also provided information on how the installation of the automatic systems would save money in paper towels and water consumption. Jim Pierce and Bob Bradshaw asked if the fixtures are vandal resistant as they have had experience in the past of vandalism with this type of product. Carol Horton thanked the students for bringing this important information to this committee. Because of the students bringing similar information to this committee a few years ago we have hired a full time day custodian whose purpose is to clean restrooms throughout the day. We have discussed paper towels and soap usage. We have also researched use of different chemicals that will kill some of the bacteria that were discussed in your report. We do realize that some of our restrooms are very old and some of the equipment cannot be repaired but must be replaced. As we are planning for new buildings and refurbishing old restrooms, which we are doing little by little, we will take a look at pricing of automatic flushing toilets, automatic paper towel dispensers and faucets. Carol Horton thanked the students for bringing this information to our attention. Bob Bradshaw invited the students to come down to Facilities to discuss how the pricing for a new restroom is calculated including vandalism, cost per unit, maintenance and prevailing wages and all of the things that add up to a cost. Mike Harrington noted that the volume of use of the restrooms on campus is a major cause of the condition of the restrooms. Carol Horton would also like information from the student research on which restrooms were the worst on campus provided to the Facilities Department.

4.7 Other- Bob Bradshaw reported that we will be firing up the equipment on the new Central Plant the beginning of May but it will not produce air conditioning until June. Carol Horton noted that Mike Harrington has arranged for a temporary chiller to be installed right outside of the existing Central Plant on April 23rd. The existing chiller is on its last leg. The temporary chiller will be in stand by mode, which will cost $8,000.00 per month. It will cost $27,000.00 per month to run it. We hope that we have cool weather until the new Central Plant can be up and running.

The Center for Innovation is moving along now after being behind for the first nine months. Carol Horton reported that Vocational Technology is coming out of DSA and we will go to bid in June. The Field House and the Security Building will also be out to bid this summer. The parking lot where the existing softball field is will be built this summer in time for the start of the fall semester. There have been a lot of complaints regarding faculty parking on that side of campus due to the HVAC work on Hayden Hall. We hope the new parking lot will equalize the parking on both ends of campus. We have hired a consultant to maximize the parking and the lighting in the lots. We just recently completed a campus-wide survey and one of the big issues mentioned was campus lighting. The parking lot report by the consultants should be done by the end of the month.

John Fincher mentioned the events at Virginia Tech and asked how we would handle a lock down. Mike Harrington mentioned the emergency phone tree that we have in place. John expressed that this committee should look into alternative methods of notifying the campus of an emergency, such as beepers, siren notifications etc.. Jennifer McLeod mentioned that she also wonders in her department how they would handle a situation of that kind. Carol Horton reported that Mike Harrington and his team just revised our
emergency plan. We have purchased radios for all managers and supervisors. We have designated individuals in each building as a main contact. We are purchasing a repeater for campus and we have panic buttons on various locations on campus. If you feel you need a panic button you need to contact Tom Hippie in Purchasing. We do have an overall emergency plan and have done a debriefing of emergency response testing that just took place. We will do another test in the fall. We need to implement the phone tree with a mock lock down situation.

Tom Hippie reported that the monument signs for campus maps are $6,000.00 each. Carol would like to review the budget for these before we purchase them.

The meeting was adjourned at 2:45pm