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

PHYSICAL RESOURCES COMMITTEE MINUTES- June 6, 2007

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

OLD BUSINESS

6.1 Approval of the April 16, 2007 Minutes. Minutes approved as presented.

NEW BUSINESS

6.2 Smoking Survey Results- Carol asked Dave Casey to report on the results of the Campus Smoking Survey. Mr. Casey did not realize that he was on the agenda but could give the committee a brief recap of the survey. 345 staff responded to the survey. Fewer than 10% of the people that responded were smokers. 800 surveys were sent out. Over 60% said that they were bothered by smoke/smokers on campus. Two thirds of the results stated that they wanted more smoking regulations on campus and one third suggested a smoke free campus. They are still looking at the results more closely. John Fincher asked if the survey included adjunct faculty. Mr. Casey said that it did include adjunct. Jeff Eichler noted that there was an Excel spreadsheet that had the breakdown of who responded. Mr. Casey had forwarded that information to Lan Hao and does not have a copy of it with him at this meeting. Carol asked who has the returned survey forms. Mr. Casey has them and they are all numbered and referenced back to the tabulation sheet. Mrs. Horton asked that Mr. Casey give the survey forms to Lan Hao. Carol will talk to Lan about giving us the survey results at the next meeting. There will not be another Physical Resources Committee meeting until September unless there is something that must go through this committee before then.

6.3 CDC Remodel Project – Carol reported that this project was submitted by Mickie Allen and approved by Irene Malmgren and Carol Horton. Mike Harrington has reviewed the project and had the fire marshal approve the project. There are grant funds to pay for the project. The committee agreed for the project to proceed.

6.4 Construction Project Overview – Bob Bradshaw reported on all of the construction projects. CFI is in progress. March of 2008 is the approximate date for moving in furniture. The Central Plant has equipment up and running. It should be online in late June. An HVAC project was just finished in Life Science, Hayden Hall and the Infant Center. Voc Tech is scheduled to go to bid at the end of July and construction should begin in late August. The parking lots south of Tech C and Tech O will be construction area. Access for adapted PE and the north side of the Gym will come in from the west for handicap parking only. A directional plan has been provided to Steve Hartman for anyone who needs the information such as ADA drivers. We are in the process of relocating the vocational instruction programs to their temporary locations in Tech G and Tech F.
Portable Building 2 has been delivered. It will house the current Tech O staff and other staff to be determined. There are 7 offices, a break room and a restroom. Carol Horton noted that Irene Malmgren knows who the other people are that will be occupying Portable 2. Bob should talk to Jerry Capwell for the information. The Field House is out of DSA and will go to bid in a few weeks. The construction should start the beginning of August. The Student Services building must be bid with approval of the bid by the state by June of 2008 and we are on target to make that happen. We did an infrastructure survey and it is sufficient to handle all of the additional buildings planned. In addition we do an annual camera survey of the sewer systems to determine that they are in working order. Construction of the nursing program on the 2nd floor of Tech B is complete. Staff is currently moving in. The only item pending are the interior signs. The fire alarm system upgrade is complete. The week of July 4th we will be replacing some concrete work in the main quad. The east parking lot will be bid late June and construction should begin shortly after that. We are scheduling a meeting with DSA regarding the softball fields to determine if DSA wants to review the plans for the restroom building. The Security Building is currently in DSA. Construction should start early 2008.

6.5 **Summer Projects** - Carol Horton reported that Mike is on vacation but he usually creates a list of summer projects. We will send the list out after he returns. Bob Bradshaw reported that all of the EXIT signs will be replaced on campus. SCE will be giving us about $12,000.00 to replace the EXIT lights because it is an energy saving item. Jim Pierce reported that Tech B, C and the Bookstore elevators will have the controls replaced this summer. Also, a device called a Power-Vator will be installed on the elevators that don’t currently have them. This device will allow the elevator car to move to the ground floor and the door to open in case of a power failure. We have received over $200,000 in total on SCE rebates for our HVAC projects and Central Plan project.

6.6 **Results of Parking Study** – Mike Harrington has a running log of number of parking spaces for each lot. With the new construction projects a parking study was done. The purpose was to maximize our parking and to rename the lots for easier identification and access to specific areas of campus. Carol Horton reviewed a design board of Phase I that was created by the consultants HMC Architects. Since this is Phase I it is not a complete picture of the number of spaces gained or lost. It takes into consideration current and immediate future construction. The lots will be identified as follows: “S” student lot, “E” employee lot and “V” visitor lot. The committee agreed with the designations. All lots will have handicap spaces available. As of the Phase I plan we will pick up an additional 500+ spaces. Phase I will last us about 6 months. With the construction of the softball field we will lose about 375 spaces for a net of an additional 200. Carol will bring this to the Board of Trustees at the July 17th meeting. Carol discussed the lots that change to dual use; staff/student lots at 4:30pm by the Library. Carol noted that the staff lots are segregated so that there is not as much activity in and out. Tony Giannone has had problems with the dual use lots during the day. Students wait for spaces and the cars back up on to Foothill Blvd. The committee would like the library lots to be staff only. Carol Horton questioned where students were going to park that were just going into the Library or the Bookstore. Tony Giannone stated that parking meters are planned for the East Library Lot just for that purpose. The complaints of the full time faculty are that they do not come in at 8:00am and therefore do not get a place to park, especially in the first 3 weeks of the semester. The committee agreed to have the library lots staff only with 4 metered spots for short visits. If the lots are empty in the evening we need to re-address the issue of changing it to a dual use lot in the evening. Another parking issue is
the evening Cosmetology program. Between clients and students the Cosmo Lot is usually packed. Students have to walk a distance with all of their equipment. Bob Bradshaw noted that the lots will be color coded for each designation and be numbered; for example, student lots will have a yellow sign with a number, employees will be green with a number etc. Parking stalls will be painted straight in rather than diagonal spaces. We will be able to gain additional stalls by changing to straight in parking. Once we have straight in parking, the traffic will be two way on each aisle. After the parking plan is reviewed with the Board of Trustees we will add the information to the map for the class schedule.

6.7 Other – John Fincher asked about the graffiti in the stairwell in west side of the LB Building. Carol asked that Jeff Eichler check on it.

Carol added that this will be Arnold Rollin’s last meeting and thanked him for all of his years of participation on this committee.

The meeting was adjourned at 10:05am