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

PHYSICAL RESOURCES COMMITTEE MINUTES- October 2, 2007

Present: Bob Bradshaw, Albert Fattal (ASCC Representative), John Fincher, Mike Harrington, Carol R. Horton (chair), Joel Cheng for Leigh Buchwald, Jennifer McLeod, Peggy Olson, Jim Pierce, Jamie Richmond, Judy Rojas (recording secretary), Martha McDonald, Absent: Shauna Bigby, Leigh Buchwald, Jeff Eichler, Tony Giannone, Toby Guebert, Lan Hao and Irene Malmgren

OLD BUSINESS

10.1 Approval of the June 6, 2007 Minutes. Minutes approved as presented.

NEW BUSINESS

10.2 Golf Range Parking Lot – Lauri Stoner has asked that the spaces at the Golf Driving Range be marked as Patrons Only and have the spaces numbered. Carol added that at the beginning of the semester the students and staff park in the Range spaces and there are none left for patrons. If the spots were numbered the patrons can identify which space number they are in and it will be marked on a board in the club house. If the indicator board has available spots and the lot is filled the range employees can call Security to ticket the cars that should not be parked there. There are only about 12 spots that will be marked as patron. Carol asked that the Range Employees and Security work out how they want to handle it and Randy can paint it. We used to use Owl Patrol, but they are no longer available. Mike Harrington also noted that we already have a stencil from Cosmetology.

10.3 Construction Project Update – Bob Bradshaw reported that the East Parking Lot is under construction and is about 40% complete. It should be done the 1st of November. The Voc Tech Building is out to bid. The lights for the quad will be ready tomorrow morning and will be ready for Taste of Autumn on 10/7. The Field House will be starting demo next week. The Student Center is in DSA and we hope to have approval by the end of February. The Security Building has been approved by DSA and we are waiting for the results of the traffic study to determine the final location. The Softball Fields are in design and should be complete next week. Once the east parking lot is done that we will look at scheduling the softball fields. Bob suggested that everyone go see the nursing program today at the open house. It is on the second floor of the PC Building (previously TB). Carol reported that after discussion with her staff, she feels that the impact of all the projects has taken a toll on the Facilities and Purchasing Departments and she feels that we should slow down a bit. Carol also discussed the parking issues that we had this year because of the compressed calendar and starting school at the same time as APU. Mike Harrington has notified APU that they will not be able to return to the Stadium Lot and they will have to make other parking arrangements. Carol also noted a traffic study that was done last year. The only thing that consultant suggested was to put a left turn light at Foothill and Citrus. The City of Azusa is not interested and if they were it would take several years. If we move the Security Building a little east we can keep the Y entrance to the parking lot which will help our traffic flow into the lot. The combination of the building projects and regular maintenance of campus needs to be looked and as a result
the Security Building may just have to wait a little while so that we are not stretched too thin.

10.4 Summer Project Update – Mike Harrington reported that they have done the normal summer items like trip hazard repair on concrete and major walkway replacement. Irrigation repairs have been done in preparation for the turf renovation including hydro-seeding. We are starting re-seeding, weed control and fertilization. We have reconfigured the main parking lot and slurry sealed several lots. The relocation of the HVAC program to Tech G is complete. We have completed the camera inspection of the sewer systems and did main line cleaning and repairs that were needed. Roof repairs were completed at Tech A, B, Life Science and Art Center. We started the design and planning for next year’s HVAC upgrades in Video Tech and Physical Science. We painted the exterior of EDC and several interior rooms on campus. The Central Plant is complete and we are almost complete with the integration with the EMS system. The upgrading of the building signage is complete. The exterior is done but the interior room signs need to be replaced and made consistent. Carol Horton noted that she has heard that the Math Building needs some signs which are easier to see. Mike Harrington also noted that it is critical that the right information gets into the class schedule. The old room numbers were on the class schedule and caused some confusion. The parking signage is almost complete and should be ready for the spring semester. The signage was based on the parking study that was done by HMC Architects. The signs will be color coded for employees, students, visitors etc.. The plan for the upgrade for the baseball field is complete. The design for new marquees is complete and is out to bid. The marquees will be in the same locations.

10.5 Center for Innovation- 2 Letter Building Designation – Mike Harrington stated that we have to have a 2 letter designation for each building for reporting the space inventory for the Chancellor’s Office. For the Center for Innovation he recommended CI. The committee agreed.

10.6 Other- John Fincher suggested that the faculty receive and sign for a list of do’s and don’ts for the new faculty offices in CFI. Carol would like him to take that to the office of instruction or the academic senate. Carol suggested that between Mike Harrington, Jim Pierce and Jeff Eichler they would be able to come up with a list of items or guidelines for the staff and their offices including safety issues. John Fincher feels that it should be distributed campus wide. Some of the items may seem like common sense but it would be good if it was written down. Many people take their offices very personally. It will be brought back to the next meeting in December.

Martha McDonald stated that students have been asking about the smoking survey and the results of it. She noted that she thought Lan Hao was going to report on it. Carol answered that there were 2 surveys. Dr. David Casey did one for staff and the students did one. Carol asked that Dr. Casey give the survey to Lan so that she could analyze the data. She hasn’t heard any more from it. The last time that Carol talked to the students in June, they were not complete with their survey. Martha noted that students were still working on their results.

The meeting was adjourned at 3:30pm