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

PHYSICAL RESOURCES COMMITTEE MINUTES- December 4, 2007 

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

OLD BUSINESS 

12.1 Approval of the October 2, 2007 Minutes. Minutes approved as presented. 

NEW BUSINESS 

12.2 Capital Projects Update – Bob Bradshaw presented and reviewed the Bond Program Status Report as of December 4, 2007 that he will presenting to the Citizens Oversight Committee on 12/6/07. (Report attached.) 

- Center for Innovation - CFI is 90% complete. Occupancy is scheduled for the beginning April. John Fincher asked when the glass will be installed in the atrium. Bob reported that it should be being installed as we are speaking. Bob stated that the contractor is protecting the building in case of rain.  
- East Parking Lot - The East Parking Lot is currently being striped. The drainage worked well in the recent rain. Lights should be operable on Friday. It will be open as soon as lights are ready. The lower staff lot should be ready mid December.  
- Field House - The field house is under construction. Due to rain we are waiting for the area to dry out. We are looking at completion in January of 2009.  
- Fine Arts Building - The Fine Arts building is on hold due to the necessity of moving forward on the Student Services Building.  
- Liberal Arts Building – Bob reported that this project will start with the occupancy of the CFI. We are going to turn some of the offices back into classrooms and renovate the 1st floor restrooms. The occupants of the offices are moving to CFI.  
- Main Campus Gateway – We have ordered marquees. They have already been Board approved. SCE is reviewing the project for rebates because of our efforts in savings energy with LED lights.  
- Security Building – The Security Building is on hold until Voc Tech and the Student Services Buildings are complete. We need to see how the traffic patterns play out before we decide if we should keep the extra entrance on the west side of campus.  
- Site Projects – Exit lighting is being installed. New lighting has been installed in TC122. This is a demonstration project at no cost to the district. Bob asked the committee to check out the room and provide feedback. Martha McDonald stated that she has had complaints that the parking lot next to the gym is not well lit. A student fell last week because of it. Mike Harrington will check the lot at night. Bob Bradshaw also noted that we have 2000 energy saving light bulbs available for students and staff. To get one you just have to fill out a post card survey.  
- Softball Fields – Bob reported that the Softball Field plans are in DSA and hoping to get approval this month. This is a six month project which we hope to have complete in August 2008. DSA needs to review because of lighting and the storage/restroom building.
- **Student Service** - The project must be out of DSA in February so that the bid process and Chancellor’s Office approval can be obtained by May 2008.

- **Vocational Technology Building** – The project has been bid and a contractor approved. The preconstruction meeting is set for 12/12/07. During winter break the project will be mobilized. There will be no parking around Tech C or Tech O. It will be all fenced off. This will be a 20 month 2 phase project. Phase 1 will be taking down Tech O and Tech D and construction east of Tech D on the current site of Tech O. Phase 2 will take down Tech A and E and create the auto bays. As a secondary effect of this construction, once we get LB remodeled the people from P1 will move to LB and the Esthetician Department will move to P1.

12.3 **HVAC Upgrades** – Mike Harrington reported that we have plans for major upgrades to the HVAC systems in Video Technology and Physical Science. We will time those projects during the month of April due to spring break and usually mild weather. We will start meetings next week with the people in the building affected so that they will be aware of the down time.

John Fincher wanted to thank Carol Horton and Tom Hippie and everyone associated for the sample office that was set up in the library. He also wanted to thank them for the last minute changes in the color of the furniture.

Martha McDonald noted that she has received positive comments on the new parking lot signage. Bob Bradshaw stated that we will send out flyers for the spring semester so that everyone understands the new signs.

Linda Welz also reported that we will begin network/infrastructure upgrades across campus. The project will last several years.

The meeting was adjourned at 3:00pm