OLD BUSINESS

2.1 Approval of the December 4, 2007 Minutes. Minutes approved as presented.

NEW BUSINESS

2.2 Capital Projects Update – Bob Bradshaw presented and reviewed the Bond Program Status Report.

- Center for Innovation- CFI is more than 95% complete and we should be ready to move furniture and equipment in around the beginning of March. We should be able to move people in before spring break. The LB people need to be out of their offices so that the demo can begin there. A schedule will be developed so that everyone affected will know when to pack everything up. Carol Horton stressed that faculty does not move themselves. We will hire a company to move them and they will pack and unpack themselves. John Fincher asked about room assignment numbers and if they were firm so that they can be placed on packing boxes. Carol stated that the only difference is in Study Abroad. Carol will verify with Instruction if the room numbers are definite. John Fincher thanked Carol for the room numbers and asked that the schedule be sent out as soon as possible. John Fincher asked about the status of the “Do’s and Don’ts List” that was discussed at the last Physical Resources Meeting for people moving into the new offices in CFI. Carol stated that Facilities will write up what they absolutely do not want. Carol also asked if the building was going to have a directory and where we are going to place it. Carol asked if we want an electronic directory. Leigh stated that there are different types of electronic directories that are available. John Fincher asked if there are directories in other buildings. Only in the Admin Building. In the Math Building the faculty offices are close together and there is someone on duty in a reception area to direct people during normal business hours. Originally in the CFI design there was a reception area but since there is not we need a directory. A possible location for the directory was discussed. Carol asked Facilities to check out more high tech types of directories. John Fincher asked if the Evening Office would be located in the CFI. Carol was not aware of it.

- East Parking Lot – The East Parking Lot is complete.
- Field House – The Field House is under construction. The rain caused some delay. They are looking at pouring concrete foundations on Friday.
- Gym Floors – Finalizing the construction documents to prepare for the bid process. This will be a summer project. This project includes the heat and ventilation and lighting.
- HVAC Upgrades – Mike Harrington will review later in the meeting.
- Liberal Arts Building – Demolition of the existing offices will happen over spring break. The offices will be turned back into classrooms and the restrooms remodeled.
• Main Campus Gateway – New marquees are scheduled for mid February delivery and installation. This will be a single faced marquee.
• Main Gym Remodel – Meeting scheduled for 2/6 to discuss project with the Architects. This project will start after the Field House is complete, approximately Spring of 2009.
• Portable 1 Conversion – Discussions with Gus Brooks and her department to determine the best usage of space for the Esthetician Program. Needs to ready no later that December of 2008 for move in Spring 09.
• Site Projects – Exit lighting is an ongoing project. We will also revisit the traffic study after Voc Tech and Student Services are complete.
• Softball Fields – We are going to Board tonight to request to go to bid on the fields. The fields should be complete the end of August.
• Student Services – Final DSA approval is scheduled for Thursday 2/7. Plans will be sent to the Chancellor’s Office for their approval. Construction should start mid to late June 2008.
• Vocational Technology Building – Tech O Building is down. PW Construction is on-site and has started the demolition of the existing buildings.
• West Campus Access Drive – Carol asked for a rendering of the area where the west access driveway will be to show the Board of Trustees. Plans have been received and it will go out to bid on March 7th. Construction should begin the end of March.

2.3 Campus Parking Review – Mike Harrington distributed the Citrus Parking Directory. The signage is up indicating the type of lot; student, employee or visitor. Every student should have one of the directories. Mike also distributed a parking lot capacity spreadsheet. The spaces were physically counted. We currently have more stalls on campus than we ever have. We have discontinued APU parking on our campus. For a very short period of time we have a lot of parking. In March we will start the softball fields which will take some of our spaces. On the spreadsheet, red numbers are spaces that will be taken away due to various construction projects. Green numbers are spaces that we will eventually get back. Carol stated that biggest impact will be the Softball Field and Student Services construction projects in the fall of 2008. We are not going to have less spaces than we did this fall because we have been renting about 300 spaces to APU. The mind set has to change that the Stadium Lot is a student lot S6. We may have to add some employee spots by next fall. The Master Plan and our parking plan were not designed for the compressed calendar. The Master Plan is based on our old schedule and planned for parking spaces for 17,000 students. That may need to be revised. Carol feels that we will run out of classrooms before we run out of parking spaces and the schedule may have to move around and go out later in the day. John Fincher suggested a tram for the S6 lot. Carol stated that it has been tried before and it makes traffic congestion worse. The walk from the stadium is not that far and we have added sidewalks to make the walk safer. There will also be another sidewalk along the new softball field. Robert Iverson asked if we would consider a reduced rate for S6. Carol said no. Martha asked when the sidewalk would be complete. Carol responded by fall 08 semester.

2.4 East Campus Access – Mike displayed a map of the Vocational Technology construction area and the east campus access to campus. The service road that goes behind the cafeteria no longer goes through. Facilities have made a slight turn around for trucks that get stuck back there. The construction fencing takes up part of the student parking lot. Employees will have to park in E5 new lot. Carol asked that John Fincher take this information to the Academic Senate. Mike has emailed this to everyone on campus, so everyone should know. Carol mentioned that we do not have an instructional department
representative here at this meeting, but will rely on John Fincher to let them know that an email was distributed. The area west of FP will be the main southeast entrance to campus. We have a very dangerous area on Barranca where the construction fence is right on the curb and blocks the entire sidewalk. We have closed the sidewalk and placed signs on either side of the fencing stating that it is dangerous and the sidewalk is closed but it has not stopped the students from walking in the street. We have purchased a flashing light to try to slow down the cars on Barranca. Mike asked if John Fincher could somehow get the information out to steer the pedestrians to this new entrance of campus rather than using Barranca. Facilities have put a make shift fence for the automotive students to use temporarily. Carol asked when the sidewalk would be opened. It will be open once Tech D is down but there will have to be a driveway created to get to Tech E. Until that is done the fence will stay at the curb. Carol suggested that if the driveway was not ready before February 19 we can move the fence in temporarly for the beginning of the semester until the contractor is ready to make the driveway. John Fincher suggested that we have an Owl Patrol officer posted at the site to have pedestrians directed to the new southeast entrance and away from the closed sidewalk. The Owl Patrol should be placed at both the separation of S8 where the sidewalk is and on the north east corner of S8 especially for the first few weeks of the semester.

2.5 HVAC Projects – Mike Harrington reported that the HVAC in Physical Science and Video Tech will be upgraded. The plans are done, bids are in, we have selected a contractor, equipment is ordered and we have given the contractor a letter of intent. They will do some preliminary work prior to spring break. We have blocked off the whole month of April so that the occupants of the two buildings can expect extended down time of the HVAC. Mike has met with Irene Malmgren and the Deans and Directors who will let the staff know about the down time. John Fincher said that he has not been notified of the project. Mike stated that he sent out a detailed memo over a month ago to all of the management team and other staff. Mike stated that we pick this time of the year due to the usually mild weather.

2.6 Campus Directory Monuments - Robert Iverson reported that we still have one or two monuments on campus. Robert had the information that Tom Hippie had researched on the new monument signs. The material to place the maps on costs about $600.00 each. The cement base is about $1500.00 each. The total cost with installation would be about $30,000 if the quotes received are still valid. A solar light was originally recommended, but Robert Iverson stated that they were not quite bright enough. Mike Harrington stated that initially we should get a clear piece of plexi-glass and place a campus map under it so that it can be easily replaced. Carol stated that she just wants them up. We have discussed this for 4 years and the directories that we have are very out of date and need to be removed. The old directories are confusing the students. The locations have been reviewed and identified. If we have to move the pads we will do it later.

2.7 Cosmo Client Parking – Tony Giannone was not at the meeting to discuss. The understanding was that the Automotive Department would like to use the lot V4 (Cosmo Client Parking Lot) for their client parking for drop off and pick up of vehicles being repaired. Carol would like to see how full V4 is during the day. Tony Giannone would have to get that information. Before Carol makes a recommendation to the committee she wants to look at all alternatives. Possibly lot S8 would be better for their current location. Bob Bradshaw stated that they won’t have access until the driveway gets built. Carol would like something in writing from the Automotive Department faculty to explain what they are requesting. John Fincher will relay that information to the faculty members.
2.8 **LB Room Number Changes** – Jim Pierce reported that due to the LB first floor remodel we are going to renumber the rooms starting at LB101 through LB108. This will be effective for the fall semester. The room numbers need to be added to the schedule and directory. The committee agreed with the new numbers.

2.9 **Other** - Martha McDonald asked about the status of the lights on the east side of the Gym. Jim Pierce stated that the new light fixtures came in today and they are working on installation immediately. The west side of the gym lighting is also getting replaced.

The meeting was adjourned at 4:00pm