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

PHYSICAL RESOURCES COMMITTEE MINUTES- April 1, 2008

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

OLD BUSINESS

4.1 Approval of the March 17, 2008 Minutes- Minutes approved as presented.

NEW BUSINESS

4.2 Parking Update – Carol Horton reported that we have begun the Softball Field Construction which means that we have temporarily lost approximately 400 parking spots. The parking was hectic today because of the buses that came for the Children’s Theatre at the Performing Arts Center. Mike Harrington and Jim Pierce have done some long range planning and have decided to ask APU for additional overflow parking for the next 3 or 4 years. They have used as many as 600 spaces from us in years past. When construction is complete we will be pretty even on our parking spaces. The master plan stated that we could accommodate up to 17,500 students, but when they did the parking need assessment we had an 18 week schedule. They also took into consideration the evening students. Since 2001 our schedule of classes has changed and it has changed dramatically with the new compressed calendar/block schedule. Currently there is a task force of faculty and managers which was announced at Steering. Carol noted that they needed to look both at the new schedule and the construction projects that are going on. The 17,500 capacity is now on campus between Monday and Thursday Friday is very light. Carol hopes that the classroom space runs out before the parking does. We are not adding many classrooms with all of the construction that is going on. During the first 2 or 3 weeks at school we are usually impacted and we will be more so with the construction. Mike Harrington and Jim Pierce have talked about it and thought to ask APU to rent some spaces to us. Mike Harrington and Carol met with APU for a preliminary meeting. APU was open to the suggestion and Carol believes that they will help us. We have one hurdle which is the use of their shuttles. APU has Department of Transportation authority to transport their students but not ours. Carol showed an aerial view of the APU campus. The area of the old drive-in has a contained parking lot that may be available to identify for our students. We probably will not need it past the 2 or 3 weeks into the semester. Tony Giannone and his counterpart at APU will need to figure out how to patrol, control, ticket etc.. APU does not have the authority to get the tickets all the way to the DMV. Once we issue a ticket and it is not paid in a certain amount of time we send it to a collection agency. The tickets keep increasing for a period of time. Eventually it goes to the DMV. Because APU is not a public agency they just keep ticketing and eventually tow. APU has free visitor parking. Our students have picked up on that and their security have found them visiting APU campus while attending class on our campus. Since APU parking is $50.00 a semester many of their students buy our daily $1.00 permits and park in our lots. APU may be raising their rates to $100.00 per semester. With the increase their students will definitely be parking in our lot. They are also changing the daily pass to $5.00 and there will be no visitor free passes.
Carol would like to raise our daily to $5.00 also. We need to discuss the kiosk and if it is manned enough of the time and the no ticketing policy at the beginning of the semester. We need to discuss it not because of our students but to make sure that the APU students are not parking in our spots. There is no regulation prohibiting a charge on a daily pass. Ed Code prohibits us charging more than $40.00 per semester. We have been charging $30.00 for the last 10 years. Student Services needs to discuss and bring it back to this committee to discuss the policy and pricing changes. There is a pedestrian path in front of the switch gear building in the main parking lot. We have offered to APU to open that path for the APU trolleys only. We have also proposed a 4 way stop to slow our student traffic. Mike has also been working with APU and the city of Azusa regarding the traffic light at Foothill and Citrus. The city of Azusa is slow to respond to any traffic issues. They have other problems right now with the Rosedale project and the completion of Sierra Madre Ave. We have been asking them to repair the sidewalk in front of the tower of knowledge and we have decided to take care of it ourselves. Whatever we decide Tony Giannone and his department will have the brunt of patrolling and controlling the parking. Visitors on campus will have to visit the kiosk and possibly they can be directed to S2. Tony Giannone mentioned that we are trying to get parking passes on the web for meeting attendance. Mike Harrington added that the mind set on campus has to be that S6 is now a student lot (old stadium lot). People are catching on and there is a steady stream of pedestrians coming out of that lot. Mike has received a call from a handicapped person because of the spaces lost from the softball field construction. If anyone gets a call refer them to the additional handicap spaces by the Adapted PE Building. The construction traffic for the softball field will enter from the main campus entrance off Citrus along Campus Drive. We have added speed bumps coming from S6 around the Baseball Field and the Golf Range to slow down traffic. Carol also noted that we painted a double exit out on Barranca from S6 to denote a left and right hand turn lane. Carol asked what we are doing with the south gate on Barranca because she noticed that it was open in the morning and closed in the afternoon. Carol Horton asked that it be left open all of the time. Jim Pierce stated that it should have a right turn only sign. Tony Giannone will do a survey of what other campuses are charging for parking on a semester and a daily basis. John Fincher asked if people attending Performing Arts events will have to pay a parking fee. Tony Giannone and Carol Horton responded that people attending PAC events are not charged. John also asked where you can park with a day pass. Tony responded that you can park in any student lot. Jim Pierce asked what is keep APU students coming in and registering for one class, getting a permit and then dropping the class and keeping the permit. Nothing is stopping them at this time. Tony also noted that APU students join the fitness center to get a parking permit.

Carol Horton asked Bob Bradshaw to give an update on the construction projects. Bob reported that we have discovered some contaminated soil at the Vocational Technology construction site. It was caused by a petroleum storage tank that was behind the old facilities office. Hazmat was called in to oversee the clean up and the re-testing of the soil. During this process we found lead and a little mercury. Once we get that taken care of we will have access to Tech E for the automotive staff. We are moving ahead quickly with the softball fields. The fields must be usable by the middle of August. The Field House is starting to move a little better. We have had delays with rain. The west campus entrance is under construction. This will be the entrance for the construction of the Student Services Building. When Student Services is complete we will make it a public entrance. Carol stated that it will only get worse and this will be the busiest year for multiple construction projects. Fine Arts probably will not start until 2010 and we will also have several remodels. The Security Building is still being planned but has been delayed due to the issues of the traffic light at Citrus and Foothill. Late summer and early fall we will start the preliminary planning of the Administration Building remodel. Bob reported that there will be lot of noise at the softball
construction area because we will be grinding asphalt for re-use. Carol reported that we are also remodeling the gym. Painting, new floors, re-lamping and heat and ventilation will be added. Graphics will be added to the walls. This is a small project compared to the others taking place on campus. John Fincher asked if there will be new restrooms. Carol stated that that will be included in phase II along with tearing down the West Gym.

4.3 Accreditation Standard – Carol stated that everyone on this committee will be assigned to the accreditation team for standard 3B. Carol will take the main responsibility for the writing with John Fincher (the co-chair). This committee will have the opportunity to edit, provide the evidence or add any information to the report.

John Fincher asked if we could discuss the dos and don’ts list that we wanted to create for the CFI move in for the faculty. Carol stated that the Deans (Sam Lee) or Gerald Helm are working on the move. Carol felt that John should meet with Sam Lee and see what he thinks. John thinks that we need to have something for the faculty to sign with the rules so that we have enforcement capability of the rules. Carol asked to get a meeting together to discuss including, John Fincher, Jim McClain, Mike Hurtado, Sam Lee, Robert Iverson and Jim Scinocca. Carol told the deans that it will take one year to get everything settled down in the CFI Building. It took us at least 9 months to work out all the problems in the Math Building. With that many people moving into an area there will be problems with storage, printing etc., Mike Harrington has hired 4 part time custodians to clean the building. Tony Giannone noted that we had some people parking in the CFI parking lot today. That lot is not yet open. The contractor had the caution tape down in error. Tony also added that since the closure of the lot due to the softball field construction, a lot of staff has moved to park in the Admin Lot E6 which has been crowded. A lot of staff have been using the 2nd permit for their family. Tony has tried to catch these as he can. Carol asked if they pay for the 2nd permit. Tony responded that they do not pay. We currently do not charge for the 2nd permit but by regulation we can. Carol asked Peggy Olson if there was anything in the union agreements. Peggy mentioned that there are some part-time hourly staff that have staff permits. Admissions Dept. gives a list to Security each year of their on-call employees and she gets on-call permits to pass out to these employees. These employees can only park in student lots. Carol stated that that should be controlled and is not done equitably. Tony stated that Human Resources determines who gets parking permits. He also noted that the part time coaches get staff permits and park in staff lots. Carol feels that maybe the responsibility for the parking passes needs to be changed to a different department. We need to know how many full time classified staff we have working on the campus everyday to determine our parking needs. Mike Harrington stated that all that information was given to HMC for Phase I of the parking study. Bob Bradshaw noted that once we start Student Services we will lose those parking spots. We will need to do a study at that point to see where everyone is parking. Carol stated that if Security feels that they can take over the parking permit process and handle it more effectively then she is in favor of that.

The meeting was adjourned at 3:48pm