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

PHYSICAL RESOURCES COMMITTEE MINUTES- June 3, 2008

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

OLD BUSINESS

6.1 Approval of the April 1, 2008 Minutes- Minutes approved as presented.

NEW BUSINESS

6.2 Program Review Recommendations –Facilities Effects- Irene Malmgren provided a document listing Program Review Recommendations that have Facilities effects. She went back to the 2004-2005 program reviews to identify these items. Irene stated that this is only a history but not a priority list. Eventually Instruction will create a prioritized list. Irene went through each of the items on the list.

CDC - Carol Horton asked if the endowment can be used for construction or can it only be used for program enhancements. Mickie has some preliminary plans to change the entrance of the CDC but we need to identify funding for it. Bob Bradshaw also noted that he as talked to Mickie about the changes and she would also like to remodel and isolate the kitchen area.

Speech Communications – Irene noted that they are in the process of doing a program review. The Speech/Communication lab requested in 2004-2005 was not completed or the Forensics Team Room

Irene noted that in the fall we are beginning a new educational master plan which will create the new facilities master plan.

Physical Education (Fitness) – Carol Horton stated that she felt that everything that PE could possibly want will be taken care of through the bond projects.

Math – They have received the office space that they needed in CFI.

Aquatics Center – The maintenance of the pool is very expensive. Bob is looking into the hot water from Central Plant to heat the pool. Carol mentioned that we still may look into a cover for the pool, for evaporation, heating, maintenance etc.. It would probably pay for itself within 5 years.

Recording Technology – Carol noted that we have just purchased about $1 million to upgrade the recording technology equipment.

CSIS – The department had requested smart classrooms. Leigh Buchwald stated that he believes that all of the CSIS classrooms are smart classrooms.

DSP&S – Jennifer McLeod addressed her space issues for her department. Carol stated that this is an immediate need that needs to be discussed with her Vice President. Carol felt that she and Irene could bring this item up in their staff meeting.

Physics – The PS Building is currently going through an HVAC upgrade project. Carol also suggested that Jeff Eichler go through and check their first aide kits. Jim Pierce noted that they have had kits and also a fire blanket. Jeff will check with Eric Rabitoy to make sure they have what they need.
Motorcycle Technology – Eyewash stations have been installed.

Physical Education (Competitive Athletics) – Many of the requests are in the process of being installed.

Irene stated that next year we will begin a new program review on an annual cycle. Instruction will look at their program reviews at the beginning of each year so that they can check off and see if they have met the recommendations. By the time the 6 year program review cycle comes up we will have some facility requests out of it. Now Irene wants to know how to get the information to Carol. Carol stated that her department does not dictate what the Instruction Department needs nor do we prioritize the requests. We just build it. The whole master planning process was made easier at the time because we had a lot of projects that were not formalized into a document. The Security Building, Fine Arts and the Field House were the only 3 projects added to the master plan that hadn’t been in existence for at least 12 years. While we did the master plan all constituent groups were included. Now we are at the stage where we have to ask what is the next step. What does the campus and instruction need? The new educational master plan incorporates the needs of the community. Then you look at the facilities that we have and decide if we need to go to another master plan. With that we need to have funding; and is that another bond or do we have money left? Do we want to look at a priority list after the educational master plan is done? Instruction is the campus. We also need to look at what we have built and see if they meet our current and future needs. We are currently at the end of a very big cycle and we need to start the next cycle. This committee doesn’t do master planning. We are too small of a group to do that. The Educational Master Plan will launch any ideas for upcoming needs and projects and current use of spaces. Irene noted that this list was completed before the program reviews were done for this year.

6.3 Parking Update – Carol reported that we moved about 80 staff members into the Center for Innovation and now they want to park in E6. All the parking spaces are gone and there are several empty parking spaces in E3. In about 2 weeks, Bob Bradshaw will fence off the construction area for the Student Services Building which is about 80,000 sq ft west of the Art Center. Auditorium Way will be closed. (north/south road). This information will be in the fall schedule. Construction for this building is 2 years. We will be leasing parking lots from APU on Foothill Blvd. that will be about the same walk as from the Stadium Parking Lot S6. This information will also be in the fall schedule. We will have an additional 320 spaces with the APU parking. The first 3 weeks of school will be as bad as it usually is. Within a few weeks of the new semester, we will not be using the APU spaces. John Fincher asked about free parking for the Fitness Center for ages 55 and over. He was told there was up to 4,000 members. John asked if we should address this. Martha McDonald thought that this was true. They offered one to Bob Bradshaw when he signed up, but he did not need it. Carol thought that before we jump to any conclusions, we should get the Dean’s together to find out during peak parking hours how many people are using those free parking passes. Student Services as well as this committee need to overlap on the parking issues and need to communicate a little better. Part of the funding for the Adapted PE Building was that it was going to be used for the community. John Fincher questioned whether parking was part of the state funding. Carol stated that we have to take into consideration that every time someone attends the fitness center we are earning apportionment dollars. Bob Bradshaw also noted that the hours for non credit are very early in the morning and late in the afternoon and there are no more than 40 people in the building and they are not all over 55 years of age. John would like to get more information on the exact numbers. Carol suggested that he call Wanda Cunyngham for details. Jim Pierce suggested that on the fitness center permits they put the valid hours for use.
Carol Horton also reported that she, Mike Harrington, Tony Giannone and Jim Pierce have been working with APU, the cities of Glendora and Azusa to get the light at Foothill and Citrus straightened out. We would like to get the light changed out by September if possible. We have stopped the construction of the Security Building because the plans and the placement of the building is on the right turn bypass off of Citrus. The Azusa police department did not want us to close the bypass because it caused a huge traffic jam for the left hand turn on to Foothill. Both APU and Citrus now start the semester at the same time and the traffic has been terrible. Mike Harrington was contacted by APU and now it has come to head. Mike felt that the city would take about 3 or 4 years to do anything about it. Just a few weeks ago an APU student was hit by one of the trolleys and has a severe injury. This will make the city of Azusa move faster. In an upcoming board meeting we will dedicate 8’x185’ to the city of Glendora so that we can get a right turn only lane into our campus entrance. We will also get 2 left hand turn indicators and an eight way signal. We will also get good cross walks, signals and possible bike paths for a safer trip to our campus. We would like to have it done by September but we don’t think it will happen before the spring semester. We will donate 25% of the cost to the project to get it done.

Also Carol stated that we would like to add one more parking meter to the Administration Lot E6. Martha asked if we want to take away one more staff space. Carol stated that these are just short term parking for students that need to run into the Administration Building. Carol stated that we have to stop reserving spaces for meetings etc. in the staff lots. We have decided that with renting the Center for Innovation Community Room during the week we will have the renters buy permits or issue visitor permits and park in student lots and try to encourage people to rent on Friday and Saturdays for parking near the building. Our first function is our instructional program and our own faculty and staff. Carol has hosted several meetings on campus and we hand them visitor permits and they park where they are able to find a space and none of them have complained. Dr. Viera has saved spaces for community relations and we understand that, but now we have shifted so many people up to the north end of campus that we would like the saving of spaces to stop. Security is going to have to handle the upcoming requests for saved spaces and let them know that we are no longer doing this. We can block off 5 metered spaces for the Board of Trustees. Security is having some bags made for the meters with the reserved for Board on them. The bags can be put on around 2:00 or 3:00pm for the Board meetings. The committee agreed with this change.

6.4 CFI Art – John Fincher reported on the committee ideas for the CFI art. He stated that the committee would like to get Foundation support for some art projects in the building for the atrium or a Mike Hillman tile project on the west facing wall. These are just ideas now. Jim Pierce suggested that the committee consider safety when selecting art. The art selected for Math has been very difficult to deal with. Carol wanted to make sure that the committee arranges for funding for the art.

6.5 Sign Placement for Campus Tours – Martha McDonald would like to mark a location for the start of the campus tours. Jim Pierce suggested that it not be a permanent sign but rather a sign on a sandwich board, stand or stake. Permanent signs create problems with the changing campus, grounds maintenance and vandalism. Carol stated that Reprographics can make the signage and Facilities can help build something to hold the sign or Purchasing can help you find something.

6.6 Connect-Ed Emergency Notification System – Leigh Buchwald reported that we are currently waiting for the State to come up with a state-wide contract to come up with better pricing. Martha McDonald and Leigh did a presentation for the last Board of Trustees meeting.
Connect-Ed is an emergency notification system that will notify students and staff by either/or cell phone, email, text message, telephone, etc. of emergency situations. Contact information can be downloaded from personnel files, student files etc. This has not yet been determined. The students and staff will have option of how they want to be contacted. Carol wants this to remain an emergency system of communication only. The student representative added that it will be part of the registration process to give the student opportunity to tell us how they want to be contacted. John Fincher asked about the price. Carol stated that it would be about $20,000 for the service but the price is still being negotiated by the state. Leigh stated that there will also be a multi year discount.

6.7 *Stop Signs at S6 and S8 Exits* – A neighbor that lives in the mobile home park off of Barranca called to complain that our students are pulling out of our parking lots on to Barranca without stopping. Carol would like stop signs installed at each exit. Jim Pierce stated that we do have painted stop signs at each exit, but they ignore them. Carol asked that we add the signs also. We cannot ticket someone who does not stop, but if Glendora Police sees them violate the stop sign they can ticket them. John Fincher added that from the CFI parking lot you cannot make a left turn onto Foothill (double yellow line). He recommended a right turn only sign be added at the exits. Carol mentioned that John should have that added to the weekly bulletin.

The meeting was adjourned at 4:06pm.