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

PHYSICAL RESOURCES COMMITTEE MINUTES- October 7, 2008

Present: Leigh Buchwald, Jeff Eichler, John Fincher Tony Giannone, Mike Harrington, Carol R. Horton (chair), Robert Iverson, Erika Lim (ASCC Representative), Eric Magallon, Martha McDonald, Jim Pierce, Jamie Richmond, Judy Rojas (recording secretary) and Anneliese Trujillo (ASCC Representative)

Absent: Shauna Bigby, Bob Bradshaw, David Casey, Lan Hao, Irene Malmgren, Jennifer McLeod, and Peggy Olson

Guests: Greg Hinrichsen and Bob Slack

OLD BUSINESS

10.1 Approval of the August 13, 2008 Minutes- Minutes approved as presented.

NEW BUSINESS

10.2 Application for Approval of Facilities Building Project – ED245 & 247 – A request was submitted to remove the walls between ED245 and 247 due to shaking and bowing during the earthquake. Facilities checked out the situation and the walls are basically sound but they are panel walls that can be easily removed in-house. Mike Harrington stated that this can be handled by the department submitting a work order. The work can be done in just a couple of hours rather than a total space renovation project.

10.3 Bus Parking and Drop Off for PAC Events – Greg Hinrichsen distributed a memo and a map detailing his proposed plan for buses during weekday performances at the Performing Arts Center. He met with Facilities and Security staff regarding this issue. A plan has been developed that 1.) minimizes costs, 2.) preserves convenient access to the PAC, 3.) provides safe bus travel routes and walking paths to the PAC and 4.) minimizes the likelihood of campus traffic disruptions. Greg stated that this will be the plan for the fall performances only. It will be reevaluated in the spring. Greg will be working with Randy to get signage ready to direct buses. Carol asked that Greg report back to the committee as to how this plan is working. The instructions will be sent out to the schools that will be providing transportation for the fall performances.

10.4 Accreditation – Carol Horton stated that we need to interview people on campus regarding our accreditation standard 3B. Carol distributed the accreditation questions and asked the committee members to choose which questions they would like to tackle. As your interviews are complete and you write your responses, please email them to Judy Rojas to be added to the document. Carol explained that the process gives you the opportunity to add your perspective on the questions and get others perspective on how the facilities and physical resources are viewed. Carol stated that the comments that we received on the campus survey were different that what we thought we were doing. We felt that we were very inclusive on getting input from the users on the design of the buildings. The people that are not included are those that are not end users of the buildings in question and they feel like they are left out. Jim Pierce also stated that often times the people that are in the buildings came to work there after the design of the area had been completed. Carol will provide an example of the Financial Resources standard
3D questions that were answered by Jean Hamilton so that you can get an idea of the format for responding to the questions. The accreditation committee now comes out to our campus not to interview people but to read our report and look at the evidence to support our responses. As you interview people, think of the evidence that would be available. The answers must be done and emailed by December 1st to Judy Rojas. Do not provide evidence, only list it. What you write will not necessarily be part of the final accreditation report. We will probably have it edited by experts on the accreditation committee so that it will be written in all the same style. We just need a short answer (no more than one page) with the evidence listed.

Other-
Campus Signage – Robert Iverson reported that Mike Harrington put new maps into old housings and also added two new signs for a total of 6 signs/maps on campus. The two new signs are on the sides of buildings. After talking to students and staff and looking at some other locations such as cities, parks other schools, most seem to like the way-point signs the best. Robert Iverson brought several examples of signage at these various locations. The white lettering on the blue seems to be easy to read. Way-point signs run about $3,000-$5,000 per sign. Robert would like a recommendation from this committee as to how to go forward. He will be meeting with a vendor this week to discuss our options and recommended locations. He noted that there is no lighting on these signs and must be placed in areas that have existing lighting. Carol asked Bob to get the information from the vendor and bring what he recommends back to this meeting in December. Bob Iverson stated that the existing maps are on the periphery of the campus. The problem is once they find the building but then they cannot figure out how to get there by looking at the map. That is where the way-point signs come in to play. We will need them strategically placed on campus especially for new students and visitors. John Fincher recommended framed maps in the lobbies or entrances of the buildings. It would be a lot cheaper. Tony Giannone mentioned that he has shown the map to several students and they still get lost using a map. He must physically show the students where the buildings are. Leigh Buchwald stated that he has been on campuses with the way-point signs and it is much easier to follow than a map. Leigh also asked if there could be an easily changed sign for special events on campus. This would eliminate the small signs in the grass for events. Mike Harrington that we would not eliminate the maps but just add the way-point signs.

Mike Harrington provided a project status list for the committee to read. John Fincher asked about the status of the Administration Building remodel. Carol Horton stated that it is still standing as it was on the master plan. All the departments that are existing in the building except for Admissions and Records will remain in the building. Currently the Foundation has relocated in the Center for Innovation and we are not sure if they will be there permanently. We have sent an RFP out to about 9-10 architects to get an idea about space allocation for the programs. We have had several talks about planning of the building including moving the board room downstairs for easier public access. As in all of the other buildings the end users will be involved in the design. John Fincher asked why the balcony was built around the 2nd floor of the Administration Building. Jim Pierce stated that in 1964 it was added so that windows could be washed without ladders. The balcony is structural and it will not be removed. Carol Horton also noted that we will need a new elevator because the existing one is not to code because of the size. We may have to install a prefab elevator at the east stairway. Carol Horton noted that the same rules apply to this building that the end users get the same square footage dollar amount that is state approved. We also must of course meet accessibility issues and fire/life safety
issues. We will hopefully have more storage and the area will be designed to accommodate more usable space for the programs that are in there. Mike Harrington also clarified the item “Citrus Intersection Improvements”. This is a difficult intersection that causes a lot of problems. He and Carol have been working with APU, the cities of Azusa and Glendora to improve this location. This will eliminate the bypass road which will allow us to build the new Security Building and will improve traffic flow on to campus.

The meeting was adjourned at 3:55pm