OLD BUSINESS

11.1 Approval of the August 30, 2006 Minutes. Minutes approved as presented.

NEW BUSINESS

11.2 Campus Maps Update. Tom Hippie provided designs of the new campus map monuments. The lighting will be provided by solar powered lights where necessary. The main campus map will be in the center with photos of the buildings surrounding the campus map. A company in Corona will do the construction of the signs. They are the same company that did the Library monument type signs. A final design will be taken to the subcommittee and to verify locations. The subcommittee consists of Arnold Rollin, Mike Hurtado, Jim Shannon and a student representative. A concrete berm will be placed around the map to protect it. Tom stated that if everything goes as planned they should be ready for final approval by this committee and to install sometime in January.

11.3 Disabled Student “Access” Signage. Jennifer McLeod reported that Steve Hartman has some concerns regarding the “Access” drivers not knowing where to go to drop off and pick up students for the Adapted PE programs. He is suggesting that a sign be placed at the Barranca entrance to campus and another by Tech O to guide the drivers to the Fitness Center. This is also a concern for the arrival of paramedics for the Fitness Center. The recommendation was also made by Steve Hartman that we modify our campus map to show emergency routes and access. Bob Bradshaw noted that we are going to have access issues during construction in that area and many others. The “Access” vehicles may have to be routed in from the west rather than the east during this process. Carol Horton also mentioned that the Tech O Building will be gone around June of 2007 and a new building will be going up in the parking lot. Jeff Eichler should continue to work with Steve Hartman regarding temporary signage. Permanent signage cannot be considered for at least the next 6 months because we are going to have to do some manipulation of traffic flow on campus during construction. Jennifer McLeod suggested that some maps with the current routes be provided to the “Access” drivers periodically when the routes change. Carol Horton reminded the committee that emergency vehicles are a Security issue. All departments must call Security in case of a medical emergency and Security makes the 911 calls and meets and guides the vehicles to the location of the incident. Mike Harrington noted that we have just contracted with HMC to do a campus wide parking and traffic master plan. Included in that study is signage and designation of parking lots. The campus is going to be in a real state of transition for the next 3 or 4 years, so it does not make any sense to invest a lot of money on permanent signage. The study will begin after December 5th. Carol Horton also mentioned that we must consider
wheelchair and pedestrian access throughout the construction projects. This issue is big and this is a good forum to bring up these concerns. Carol also recognized the Facilities Department for the effort they have made in providing maps for the construction in a timely manner. Jennifer McLeod mentioned that she has been printing them off for their students and they have been very helpful. Carol Horton informed the committee that if at any time there are concerns about access please give Jeff Eichler a call and he or Facilities will take care of it.

11.4 Smoking Policy. John Fincher informed the committee that there is a faculty member that is forming a new environmental committee dealing with smoking. The faculty member has approached John regarding the fact that the smoking policy is not enforced on the campus. The intention of the committee is primarily to ban smoking completely on the campus. Carol Horton asked John to report back to this new committee and Dave Casey if they have an environmental issue they are welcome to bring it to the Physical Resources Committee meetings and let us try to resolve the issue. The smoking policy has been on the agenda and Carol Horton as spoken to Dave Casey about this. Carol would like for Dave to come to this meeting and hear the discussions we have had and how we and Security are trying to control it. Carol feels that Mr. Casey should come to this meeting so that we can work cooperatively on this problem. Carol Horton also noted that the Academic Senate and subcommittees formed from the Academic Senate are to deal with academic affairs. John Fincher stated that the argument to that is that the academic arena and environment is hampered by the smoke. Carol Horton realizes that the faculty is busy with classes but she hates to see them develop this committee that potentially isn’t going to be effective because the people that can provide the resources and the assistance that they need to implement things that come out of their committee sit on the Physical Resources Committee. That is why we invite and bring the facilities people, the health and safety people, security etc. to this committee. One of the issues is the enforcement of the smoking policy. We do not have enough security to enforce the policy. Carol Horton recommends that all of us sitting on this committee who are aware of smoking policies can help enforce it by simply walking up to students or employees who are smoking in an inappropriate area and ask them to please move. We all can be participatory to advocate the right place to smoke. Carol has spoken with the Director of FLS regarding their students not smoking on the south side of the ES building in front of the Physical Science Building and we have placed an ash tray and bench on the north side for their use. We have done everything that we can to mitigate the issue. The past minutes indicate the change to a 20’ from building entrance rule. This may now be changed to 50’. The multi story buildings such as LB, PS and ED cannot have smoking areas on the upper floors and should all be removed. We also have a problem with cigarette butts by the doorways and by the tree in the Math/Science courtyard. Since we do not place ash trays by the doors or other areas where we wish to discourage smoking, butts are put out as they enter the building. Toby Guebert added that he was not aware of the 50’ rule and that maybe students and staff were not aware. Carol stated that she is not positive about the rule either and called Jeff Eichler this morning to verify it but he is on vacation. She will get back to the committee with the correct policy. Shauna Bigby recommended that whatever the rule is that it be printed in the school newspaper. Also the professors could let students know about the rule on the first day of class. Carol Horton mentioned that it could also be noted in the Class Schedule, Weekly Bulletin and signage for the 50’ rule can be placed in permanent locations on campus. Tony Giannone expressed how difficult it is for Security to enforce the smoking policy. They receive a call in Security and by the time they respond, the person is gone since it only takes a few minutes to smoke a
cigarette. Carol asked if there was a designated smoking area in the outside cafeteria area. Tony Giannone responded that smoking is allowed all over that area. Jennifer McLeod added that since we are down in enrollment this year that banning smoking may cause some prospective students not to attend. Those that do attend and smoke will be crossing the street to smoke off of school property which could cause some problems. Carol noted that the average age of our students is 28 years old adults making their own decisions and we are not encouraging teenagers to smoke. Carol reiterated that she encourages this new environmental committee to attend the Physical Resources committee meeting because we have the resources and knowledge on how to try and control and monitor the issue.

11.5 Review of CDC Office and Classroom Alteration. Mike Harrington provided the committee with the Facilities Project Review Report for the CDC renovation requests. Mike stated that Mickey Allen said that she had completed and forwarded the application for facilities building project to the committee. Mike and Carol Horton stated that they have not seen it. Mike developed the project review report based on floor plans that Mickey had sent him. The idea of the project is to turn CDC155 which is currently an office into a classroom because it has direct access to the play yard. Also CDC167 which is currently a classroom would be changed into offices. This would also possibly change the entrance of CDC to the west side of the building. Attached to the report is also a contractor’s proposal for demolition, wall construction, HVAC, ceiling and electrical work. For budgetary purposes only the bid is about $33,000, which does not include any design fees. Electrical, lighting, mechanical, HVAC and communications and data work also need to be done. The project will not need to go to DSA because there are no structural changes. The estimated total project cost in Mike Harrington’s estimation will be $40,000+. Bob Bradshaw felt that it would be closer to $50,000. Carol Horton asked if CDC had funding for this. Mike was not sure because he had not seen the application yet. Carol Horton has only received an email from Mickey via Irene Malmgren regarding the project. She needs to fill out the formal request form. Carol feels that this project will not get any attention before summer. Mike stated that the deadline for applying for a summer project of this scope is February 1, 2007. There are a couple of problems with this project. The main entrance of CDC comes into CDC153. That entrance is outside of the CDC compound. If you have a door on the north side of CDC155 you now have access to the outside world for the children. Currently that is a heavily supervised door because of the offices but will not be with these changes. The outside door will have to remain unlocked for fire/life safety purposes. At one time CDC167 was the entrance to the CDC but in 1991 it was changed to the east side because of the parents trying to use the service road to drop off and pick up their children. Carol Horton appreciates Mike bringing this item to the committee and doing all the work but until we get a formal application and Mickey has discussed the project with Facilities and Security, we will not act on it. There are also many considerations due to other construction projects on campus. Carol also noted that the ED Building will be renovated in 5 or 6 years. It was agreed to table this item for now.

11.6 Posting of Student Flyers- Mike Harrington reported that Lou Caldwell found some student flyers taped on walls and steps leading up to the Lecture Halls. They flyers on the steps were posing a safety hazard. Mike would like to know where flyers can be posted. Arnold Rollin indicated that the restrictions are that flyers cannot be posted on glass or painted surfaces. Arnold clarified that the open posting areas are for off campus postings. Carol also added that if the flyer is posted in an area that poses a hazard it can be removed. Board Regulation 51-41 addresses flyers on campus. Mike Harrington asked
for a common sense approach so that when Student Services approves the flyers they ask the students not to post them on the steps. Arnold Rollin said that he can suggest that to them. Carol Horton requested that the regulation be changed in order to clarify the issue. Arnold will pull the regulation and with the help of Jeanne Hamilton, make the change to the regulation.

11.7 Other. On Monday, 11/27/06 at 12:00pm there will be a Topping Out Ceremony for the Center for Innovation. Carol asked that the committee stop by and sign the beam to be raised to the top of the building. The Center for Innovation construction is currently on schedule.

Carol also mentioned that the contractor for the Central Plant is a little ahead of schedule and that Facilities has done a very good job of managing the project.

Carol informed everyone that the City of Azusa will be doing construction on the corner of Foothill and Citrus for sewer lines for the new housing projects. The construction will last about 3 or 4 weeks.

The Central Plant York Chiller has a fried motor and starter. Bids have been received and the repairs have been started but the equipment is on order. We will not have control of the temperatures in the buildings until after the winter break. We should be fine if the weather is not warm. We still have heater capabilities.

Carol Horton reminded the committee that if any of your groups have items that they would like to discuss at this meeting, please email them to Judy Rojas to be added to the agenda. If we have items we will hold a meeting. We will not just have a monthly meeting if there is nothing to discuss.

The meeting was adjourned at 10:15am.