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

PHYSICAL RESOURCES COMMITTEE MINUTES- December 2, 2008

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

OLD BUSINESS

12.1 Approval of the October 7, 2008 and November 11, 2008 Minutes- Minutes approved as presented.

NEW BUSINESS

12.2 Parking Issues Update – Carol Horton reported that as a result of our November 11, 2008 meeting, there are issues that need to be addressed to improve our parking situation. One of them is the communication of the annex parking and other existing parking locations. Another item was providing incentives for parking at the annex such as special or discounted parking permits. Carol asked Martha McDonald if Student Services has made any decisions on whether there will be any changes to the parking passes for incentives. Carol feels that this is a role of Security and Student Services to determine what can be monitored, enforced and handled logistically. Martha McDonald is receiving many recommendations from all areas of campus on how to handle the parking situation. Carol asked that Student Services make a decision and bring it back to this committee and we will support your decision. Martha noted that we are too late for the spring semester since students are already registering for classes. The issue will probably be addressed for Fall 2009. Martha reported that Paula Green has some marketing material that has been brought to the ASCC for approval. We also need some good information on the website regarding the annex parking and shuttle service and schedules to the annex. Carol noted that the City of Glendora has taken action to restrict the parking on the neighborhood streets. Since the Spring classes have somewhat reduced we may have less of a problem. Eric Magallon is also looking at offering bus passes at a 50% discount for the first month of the semester for Spring 2009. This also needs to be advertised.

John Fincher asked Martha McDonald if we were still marking off parking spots for events. Martha stated that only in special instances, but it happens very seldom. We blocked 2 spots for the blood drive vehicle to get on campus and for the Veteran’s event in November for VIP’s. Martha stated that they take the direction from the President’s office for special events.

12.3 Safety Blue Light Telephones – Martha McDonald asked why our campus does not have blue light emergency telephones. Leigh Buchwald stated that we have tried this several times with our latest attempt being a cellular version. The biggest challenge is the physical location of the phone sites. The cellular solution lasted maybe 2-3 years and the
phones when tested did not work. The original vendor went out of business and another company that repaired the phones also went out of business. The cellular solution is the only option because where the phones need to be there are not phone lines. Leigh noted that there are some new technologies that could allow us to use WIFI but it is costly. Carol asked that Martha, Leigh and Jim Pierce get together as a sub committee to discuss the possibility but that the district cannot commit any financial resources to the project. The last set of emergency phones that were installed were paid for by the students and cost between $50,000 and $60,000. We have installed at least 3 different types of emergency products on campus in the last 15 years. Lighting is always a problem on the campus. If you see lights out at night please report them to Facilities for replacement. Security should also report dark areas to Facilities with a work order. This committee finally decided that the majority of the people on campus have cell phones and that if we keep the campus well lit in parking areas that it will be the best way to deal with this. The students have spent a lot of money in the past supporting the emergency phones. Mike Harrington also noted that there is nothing worse that a blue light phone that does not work. That can be a greater liability because it gives people a sense of security that then does not work. John Fincher suggested that signs be placed in the parking lots with Security’s phone number.

12.4 Safety Phones or Panic Buttons in Classrooms – Martha McDonald has stated that she is getting questions from faculty and students about getting phones or panic buttons in the classroom. Faculty is asking students to turn off their cell phones in class. John Fincher has a solution that he does with all of his classes on the first day of class. He asks all students to take out their cell phones and add Security’s number to their address book as A Citrus Security. He does ask them to put their phones on silent during class. If any problem does arise there are 30 people with cell phones with Security’s number in them. John Fincher has also brought this up at the Academic Senate meetings. The Deans can help by bringing this up to their faculty. Carol stated that phone lines are not built into the design of the buildings and it is cost prohibitive to add them. We do have a few panic buttons placed strategically on campus that only the person in the office and Bob Iverson know about. With technology advances new buildings never include any plans for phones in classrooms. When we did the electrical upgrade project in 1993-95 it was rejected to have phones in classrooms at that time.

12.5 Accreditation- Carol Horton asked that all the committee members get their accreditation interview information turned in to Judy Rojas so that she can use this information to write the draft of the accreditation. Carol thanked Mike Harrington for his program review. It helped her in her writing of the accreditation.

12.6 Long Term Functions and Responsibilities – Carol Horton is chairing a committee to develop an Organizational Structure and Shared Governance Handbook. We have all of the data but we need to gather it all together and document it. Carol stated that she is very familiar with Steering and the Standing Committees but there are many people on campus that do not know the structure and function of the committees. We are looking at each standing committee functions and responsibilities and trying to reformat them and make them consistent. We want each committee to have a purpose and would like this committee to review what we have written for Physical Resources and add any responsibilities that you feel need to be included. Each standing committee should review their Long Term Functions and Responsibilities annually. Please send any ideas, changes etc. to Judy Rojas.
12.7 Other – Campus Signage- Robert Iverson reported on campus signage. We have been discussing campus signage in this committee for years. In light of the current state budget crisis we want to reduce the cost of the campus signage with finger signs that can be easily added or removed from existing lighting poles. Robert showed several photos from different locations with these signs. Claude Elena from National Sign reported that we have a fragmented sign system. He recommended that we hire a company that specializes in campus way finding signage and standards. They gather information from a cross section of campus and develop an extensive plan that will last for years of planning. In the interim while the campus is constantly changing due to construction the finger signs can be used because they are inexpensive and can be changed easily. National sign will advise us with the recommended location of the sign placement. Carol Horton would like Robert Iverson to get the price for finger signs. We do have a lot of light poles so the signs would not be as cluttered as the examples presented. The actual design of the sign can be customized for our campus. Carol Horton would like a subcommittee to work on the signage issue including the emergency number in the parking lots and the directional signs. Carol stated that this must be done by Fall 2009. Tony Giannone, Eric Magallon, Jeff Eichler and Robert Iverson will make up the subcommittee. Jim Pierce also needs to be consulted on any sign location that is recommended. The committee will do the research and report back to this committee in February. Jim Pierce asked to see our current signage standard book. It is in Carol Horton’s office.

The meeting was adjourned at 3:40pm.