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

PHYSICAL RESOURCES COMMITTEE MINUTES- June 2, 2009
2:40pm- RA106

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

OLD BUSINESS

6.1 Approval of the April 7, 2009 Minutes- Minutes approved as presented.

NEW BUSINESS

6.2 Construction Update- Bob Bradshaw provided and reviewed the Bond Program Status Report as of June 2, 2009.

Administration Building – This project is currently in the plan and design phase. Construction will start after the Student Services Building is done which should be spring of 2011.

Campus Landscape – Mike Harrington reported that this is near completion and looks very nice.

Campus Walkways Replacement - This is the area north of the Campus Center. The bid opens 6/3/09. Carol noted that Mike did this project in sections so that we can see how much money we have to spend on it.

Field House & Concession Building – This project is 90-95% complete. Fine tuning on finishes and cleaning up is going on. They are trying to recapture some of the grass in the field area. This project should have been done in February but is about 4 months behind schedule. The area will be clean and all construction fences down prior to the upcoming graduations. Both the north and south restrooms will be operational and cleaned up. Mike Harrington noted that we will also be having a meeting soon to go over the use and management of the concession stand.

Fine Arts – The architect is working on the construction documents at this time. Construction should begin spring of 2011.

Hayden Hall Remodel – The Final Project Proposal has been submitted to the state.

Library HVAC Controls Upgrade and Campus Wide EMS Upgrade – The work in the Library has been completed. The contractor is completing the final connections and programming.
Main Gym Remodel – This project was submitted to DSA in mid April. DSA has many excuses why things are taking so long to be completed. The estimated time to get it out of DSA is August 2009. The change orders and closing out projects out are slowing things down. Bob has contacted DSA about the problems.

Re-Roof Professional Center and Technology Buildings – This project is part of scheduled maintenance and will be bid tomorrow. This is a recoat of the existing roof.

Security Building – The Security Building will be advertised for bid shortly and the job walk is scheduled for July 1st and bids due July 23rd. Construction is scheduled to begin Fall 2009 after the completion of the Foothill/Citrus Intersection project. Bob mentioned that bids are coming in low but there are also a lot of contractors submitting bids that are not qualified.

Student Services – A lot of utility work is happening now. This project is behind schedule. They still have remediation to do from the rain. Bob recently had a meeting with the contractor to advise them that they have to have more staff on the job for this size of job.

Technician Development Center (Tech D) and Technology & Engineering (Tech E) – This project is the same contractor as Student Services. According to the contractor they are 6 months behind schedule. Phase 1 was supposed to be complete last December. This is one of the reasons that Bob had the meeting with them because they need to get the project superintendent some help. Phase 2 will not be ready in December 2009 as scheduled. Phase 1 is questionable for being ready for fall. Bob has been meeting with the dean and faculty regarding moving the program. Carol noted that she sent the letter to the Chancellor’s Office regarding the release of equipment funds and she received a response letter from Jim Rogaski that she does not agree with. Carol will talk to Jim tomorrow.

6.3 Signage Update – Bob Iverson reported that he and Bob Lopez have walked the campus finalizing the locations of the new signage. The sign installation will be completed in June and July.

6.4 2009-2010 Purpose Statement – Carol would like to have the committee members review the Purpose Statement and make any changes or corrections that you would like to see and send them to Judy Rojas. This item will continue to be on the upcoming agendas and will be sent to Steering for the first meeting in the fall.

6.5 Five-Year Construction Plan Projects – The Five-Year Construction Plan is a document that is submitted to the Chancellor’s Office annually. It has several different components including enrollment projections and space inventory. In 2001 we did a Facility Master Plan. It was called and Educational and Facilities Master Plan. It is good until 2011 and we are still building it out. After the bond passed in 2004 we did an Implementation Plan. These plans were written with a campus-wide committee of about 35 people. Our objective in this committee is the annual review of the five-year construction plan which incorporates facilities master planning, construction planning, and implementation planning into the five-year construction plan. We completed a new Educational Master Plan this year. Carol has to have that plan to complete the five-year construction plan. It went to the EPC committee and will be going to the Steering Committee on June 8th. The
Educational Master Plan will be on our website. Carol distributed the actual projects from the five-year construction plan which are arrived at from the Educational and Facilities Master Plan of 2001, the Implementation Plan of 2004, the Construction Plan of 2007 and requests for funding from the state for Hayden Hall and Energy, Engines and Environmental Technology Building. These projects are listed in priority order. Hayden Hall funding will not be received unless a state bond passes is 2010. Hayden Hall cannot be done until Student Services is done because the Health Center will need a place to go. After the Administration Building is done the EDC Building can be remodeled. Tech C can be remodeled after Fine Arts Building is done.

6.6 Fall Annex Parking – Mike Harrington has been working on the new contract for parking with Azusa Pacific. Carol asked Martha McDonald to review the contract and get the changes to Mike for correction and submittal to APU. Tony Giannone distributed information regarding parking for the fall. The Student Services Committee, from a recommendation from the ASCC, reduced the parking citation grace period to one week. Carol will take this to cabinet and talk to Martha. The Student Services Committee would like to offer the free annex parking again and would like to offer shuttle service. Carol stated that we can offer the shuttle, but it will not be Student Services call as to when we stop the service. The cost of the shuttle comes out of the Transportation Department budget and it cuts into other transportation needs. If we see that the shuttle is not being used we will have to stop the service. After all of the advertisement we did regarding the free annex parking lots, they were not widely used. Tony said that we just have to train the new students to use this area. The walk is no farther than parking up Barranca. The communication between the college and the City of Glendora has been good and we are both trying to do the best we can with the parking situation. Even when our parking lots are empty the students even with permits continue to park on Barranca.

6.7 Other – Mike Harrington added that the Foothill/Citrus Intersection project will probably start within 2 weeks and there will be major construction going on at the main entrance of campus. It will start after all the graduations are complete. There will be dedicated left turn signals in all four directions and lengthening the right turn lane on Citrus. This project is scheduled to be complete before the fall semester starts.

These meetings for the 2009-2010 year have been moved back to 9:00am in AD206.

The meeting was adjourned at 3:15pm.