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

OLD BUSINESS

12.1 Approval of the September 3, 2009 Minutes- Minutes approved with correction.

NEW BUSINESS

12.2 Construction Update- Bob Bradshaw distributed the Bond Program Status Report.

Administration Building – This project is in the design development stage. An ADA compliance review has been completed. The architect has been asked to make contact with Edison so that we can get incentives for energy savings that are designed into the building. Construction is estimated to begin spring of 2011.

Campus Signage – Robert Iverson reported that the only item pending from Phase I is the Owl Bookstore signage. Investigation for Phase II should be complete next week and work should start mid winter session. John Fincher asked what happened to the directional signs that we approved. We had a consultant come in and he felt that the 2 letter signs on the buildings were a better, along with updated campus maps at various locations on campus. Eric Magallon noted that the first phase of signs did help and there were fewer questions at the information booths on the first days of the semester.

Field House & Concession Building – The Field House and Concession Building is complete and being used by our PE/Athletic Department as well as the local high schools. The notice of completion was approved at the November 17th Board of Trustees Meeting and the building was dedicated.

Fine Arts Building – Plans were submitted to DSA and construction should begin spring of 2011.

Hayden Hall Remodel - FPP has been submitted for 50/50 cost sharing with the state. This project is pending the passage of the statewide bond in 2010. If the bond does not pass this building will be on hold until we get funding.

Main Gym Remodel – Pre-construction meeting next Wednesday, December 9, 2009. Work will begin on winter break. Everything from the locker rooms south will be renovated.
Phone System Upgrade – Leigh Buchwald reported that we will begin the cut-over to the new system on 12/28/09. The following 2 days will be swapping out phones. The look and functionality will be very similar to our existing phone system. Training will take place on 1/5 and 1/6/10.

Security Building – The building is under construction. The project will take about 5 months to complete. Mike Harrington is working with the water district to get connections made for water and fire lines.

Student Services Building – There is a lot of activity now with framing, HVAC, electrical and plumbing work in progress.

Technology Development Center and Technology & Engineering – Phase 2 is ongoing. We are currently pouring foundations and Bob Iverson is preparing for furniture and equipment for Phase II and still dealing with some issues for Phase I. Bob Iverson reported that the furniture went in the offices and conference room yesterday. Phones and computers are being installed and the general move will take place tomorrow.

Winter Projects – Mike Harrington reported on the following winter break projects:
- Replace all of the Central Plant boilers.
- Replace the glass in the Library Fishbowl starting 12/21 with a laminated reflective glass.
- Painting areas on campus that we cannot have access to when students are here.
- Asbestos abatement in Main Gym.
- Flush and fill of hot water loop.
- Pool drainage system repair for Federal Regulations compliance.
- Install fire doors in the Performing Arts Center.

12.3 **CFI 3rd Floor Restrooms for Staff Only** – John Fincher reported that there have been problems in the restrooms on the 3rd floor of CFI. They are 1 person restrooms and they have had tagging on all surfaces. John has surveyed all the employees and they have agreed that they would like the restroom to be a staff only, keyed room. There are large gang restrooms on the first and second floor of the building for public use. Mike Harrington will have the lock added and a “Staff” sign placed on the door.

12.4 **Program Review – Purchasing, Warehouse, Transportation and Risk Management – Bob Iverson** – Carol reported that we have an outline that her Directors use in writing their program reviews, which is Mike Harrington’s Facilities Program Review. Bob Iverson completed this program review for Purchasing, Warehouse, Transportation and Risk Management Departments. Carol would like the committee to read and review it and make any corrections in red and return it to Judy Rojas. Look at it to see if you can understand what these departments do and what their objectives are. Please bring these documents back to Judy prior to winter break so that it can be placed on the first Steering Committee meeting of 2010.

12.5 **AP6750 Parking** – Martha McDonald reported that this AP has already been approved but there were some small changes in vehicle code# and update in language in blue zone-handicap parking. This will have to go back to Steering for approval. The AP6750 was approved by the committee. It will now be sent to the constituent groups for approval prior to going to Steering.
12.6 **Field House-Concession Building Tables and Chairs** – Bob Iverson reported that the new Field House and Concession Building is a great gathering area and we have found a need for tables and benches. Randy Cable has surveyed the areas and has determined that we need approximately 16 tables with benches. Funding has not been identified yet for this project. Possibly ASCC would like to assist with funding. John Fincher asked what type of tables would be installed. Carol responded that they would be the same as the cafeteria patio. John asked how we came up with the number. Randy Cable measured the area and then it was discussed in the weekly construction meeting. There will be 3 by the Field House and 13 by the Concession Building. John Fincher noted that there are very few professional stadiums that have tables for seating for food areas and was concerned that these areas cause people to hang around there rather than watching the game. Possibly we could install higher tables to place food on and then move on to watch the game. Carol felt that this was a good idea and maybe we could add a condiment bar. We should look at this one more time and realize that this is not a restaurant. Mike Harrington stated that the tables will be placed not to impede the flow of pedestrian traffic. Karlyn Bradley stated that ASCC could contribute to the funding but could not handle the entire amount. Bob Iverson will be able to come to an ASCC meeting to present the project and ASCC can decide on the amount of participation.

12.7 **Bench Installation 2nd Floor LB** – Students in a business class recommended benches be installed on the 2nd floor corners of the LB Building. Karlyn Bradley reported that this item was discussed at the ASCC Board Meeting. The ASCC board felt that they did not want to fund the benches for the proposed location because they felt it would turn into a hang out spot that would cause distraction for the classes on that floor. The board asked the students to look for an alternate location for the benches. Carol Horton agreed with Karlyn and thought that their suggestion was very good. John Fincher stated that once the Student Services building is complete and we can see the flow of students we may get a better idea for placement. Carol asked Karlyn to survey students to see where they would like seating areas on campus. Mike Harrington stated that there is need for seating areas on the east side of campus and that after Voc Tech is complete that area can be looked at.

12.8 **Other**

Carol Horton reported that she signed a contract yesterday with the Department of Transportation for a Park and Ride area in Lot S6. We have been donating 50 spaces for many years for Park and Ride. We have cut the spaces down to 27 spaces which is the east side front row in lot S6 between the driveways. It is a 2 year agreement. Even though we lose parking income it is a service to the community. The people that participate in the Park and Ride program get a parking sticker from the Security Office that lasts for 1 year. Security Officer Ben Macias stated that there are never more than 27 cars in the area. Carol Horton asked Jeff Eichler to follow up on signage for the area.

Carol Horton asked Shauna Bigby if there were any updates on the H1N1 virus or flu shots. Shauna responded that 211 is an information line that gives you locations for regular and swine flu shot locations for LA County. It is updated more frequently than the website. Citrus has also had a flu shot clinic but the Health Center is open for individual flu shots.

Martha McDonald has received requests from students in the veterans’ network regarding a memorial for veterans. The information was not specific. Martha felt it was more like a general memorial for those who had served. Carol recommended that it go to the
Foundation and they can take it to the Alumni Association. It can then come back to this committee for location approval.

Carol Horton distributed the visiting Accreditation Team letter regarding Physical Resources Standard IIIB. Our standard was one of the four that met the standard. Carol thanked the committee and everyone that works on keeping the campus well cared for. We did receive a commendation for the clean attractive campus environment. We will not know until January whether the college is reaffirmed in its accreditation or if we will be put on a partial accreditation and have to defend ourselves. We had several partially met standard conclusions. There are three major themes that the accrediting commission is running throughout all of the colleges that are being put on warning: program review, student learning outcomes and linking planning to resource development. Two thirds of all the community colleges in California have been put on warning. The written part seems to be glowing but the conclusion always states partially met or met with a “but”. The linking planning to resource development is what our areas “but” relates to. This is because of the all employee survey which had a very bad response from staff in this area. The accreditation reports are supposed to be driven by data and they used the employee survey for the data or interviewed someone who was not informed about what we do. John Fincher asked about the data from the survey in regards to which staff responded poorly. Carol said that she would provide it to him. Carol stated that it was as much the question in the survey that was written badly as the response. It was not so much as the employees disagreed is that they don’t know/don’t care that comes out negative on the survey. Carol would like help from this committee in rewording the question. John Fincher reported that the CTA which is the parent union of the Faculty Association is itching to file a law suit against the Accrediting Commission on how the commission is changing working conditions especially for faculty especially on student learning outcomes and how they are making unilateral decisions in this area. Carol stated that Dr. Perri has been very supportive of the college. She is well informed and well versed on accreditation and will support us well. She has been a chairman of an accreditation visiting team also. Carol added that we have worked very hard in the fiscal transparency area and communication. Our dilemma is how do we get the information out to the campus community to explain what our jobs are and what we do to keep classes running? We cannot have class if we do not have water running and HVAC on and we keep them housed with lights on.

The meeting was adjourned at 10:15am.