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

PHYSICAL RESOURCES COMMITTEE MINUTES- September 3, 2009
9:00am- AD206

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

OLD BUSINESS

9.1  Approval of the August 6, 2009 Minutes- Minutes approved as presented.

NEW BUSINESS

9.2  Construction Update- Bob Bradshaw provided the Bond Program Status Report dated September 3, 2009 that will be given to the Bond Oversight Committee this afternoon.

Administration Building – Carol Horton reported that we are in the design phase for the remodel of the Administration Building. This project will not start until the Student Services Building is complete because Admissions and Records and Counseling will be moving into Student Services. The Foundation and External Relations offices will be moving into the Administration Building upon completion of the remodel. The architects will be at the September 15th Board of Trustees meeting to go over the building layout.

Campus Signage – 95% of the signage work is done. Some missing signs still need to be installed and some monument signs need to be relocated. The 2 letter designation will be placed on all buildings for easier student recognition and to coordinate with the campus map. A lot of the input for the signage came from the Supervisor/Confidential group who are out on campus in the information booths on the first days of the semester.

Campus Walkway Replacement – Mike Harrington reported that the walkways are complete and the landscaping and grass is now being remediated.

Field House & Concession Building – Bob Bradshaw reported that we are using the building, but there are still some punch list items. Offices are occupied and the locker rooms are ready for use. Due to the fires and AQMD air quality the status of the football games are day to day. Carol reported that it is a beautiful building. Bob Bradshaw noted that the outside stairs tile work was done by Mike Hillman and our Art Department.

Fine Arts Building – The architect should be ready to submit plans to DSA by the end of the month. It may take up to 6 months to get DSA approval due to the furlow days that DSA must take.

Hayden Hall Remodel – The Final Project Proposal has been submitted to the state for cost sharing and has been approved. We want to refurbish the building to its original state
and make it a library/lounge/meeting room/offices for staff use. It will be funded if a state wide bond passes in 2010. We will be holding a Meet and Greet here in November to raise funds for the state wide bond campaign.

Main Gym Remodel – The architect has a final back check meeting with DSA to get a stamp of approval of the plans on 9/14/09. Following that we will develop a bidding schedule. We hope to start construction by the beginning of winter break.

Security Building – Bob Iverson stated that there is a pre-construction meeting scheduled for 9/23/09 and construction can proceed on 10/12/09. Carol noted that the bid came in about $200,000 under the estimate. The bidding climate is very good right now because of the economy. We waited until the main entrance was done in order to start that project. The construction will last about 1 year. The existing kiosk will be taken down.

Student Services – Visually, there seems that there has not been a lot done since June but they are still remediating from the rain damage in February. The first floor slabs have been poured. Framing of the first floor should begin shortly. Second floor utility rough-ins is in process. According to the contractor the project should be complete by next July.

Technician Development Center (Tech D) and Technology & Engineering (Tech E) (Formerly Vocational Technology) - Bob Bradshaw reported that we have occupied the majority of Phase 1 but there is still some equipment that needs to be delivered and installed on the east end which is the engine shops. On the west end there are 5 classrooms. Phase 2 will start the end of October, but we have some remediation to do for hazardous materials.

Mike Harrington reported that the Foothill/Citrus intersection project was for the most part done for the start of school.

Mike also reported on several completed projects during the summer:

- HVAC controls were installed in the Library as well as gateways across campus.
- New roofs were put on the PC and TC buildings.
- Several landscaping projects were completed both inhouse and with contractors.
- Annual inspection of the sewer lines was completed.
- Many housekeeping projects completed; cleaning carpets, washing windows, power washing pavement, detail cleaning and inhouse painting.
- Installed new lighting on the cafeteria patio.

Carol thanked Mike and his crew and noted how nice the campus looks.

Jamie Richmond asked why the sidewalks by the softball field are so dirty. Mike Harrington responded that this is being done by the swap meet vendors and he has contacted the general manager along with photos of the mess. They will take care of it so that it does not happen again.
9.3 **Signage or Ground Lettering for Parkin Lot North and South Aisles** - Mike Harrington wanted to let everyone know that it was scheduled to happen but it has been completed without incident.

Carol Horton asked if we could make the E6 lot 90 degree parking stalls. Mike Harrington and Jim Pierce stated that it has been measured and it is a little too narrow for the 90 degree spaces. Carol asked Jim to write up a short memo stating that we have measured and it is not possible for 90 degree spaces.

9.4 **Campus Map and Building List** – Jim Pierce provided a building list with a campus map. During the first days of school we had a lot of questions as to where to find field 1 and 2 etc. and the only people who knew those designations were the PE Department. They were not designated on the campus map. Jim has named the fields according to their sport such as BB for Baseball Field. The schedule needs to be updated to reflect the correct names. Jim will pass this information to Stacy Quillen in External Relations and to Jody Wise in PE so that we are all using the same designation. The committee approved the new field designation and maps. We want to be sure the maps are correct before the accreditation team arrives.

9.5 **Purpose Statement** – Carol Horton noted that we received notes from Jamie Richmond and we found a couple of other errors that have been corrected. If approved by this committee the Purpose Statement will then go to Steering and be included in the Organization and Governance Handbook which is found online. As we read this Purpose Statement you realize that the members of the committee are to go out to your constituent groups and report on the information that you get from these meetings, especially those items that are of interest to your areas. The Organization and Governance Handbook has a lot of information on how plans and ideas are developed and moved through the college system to the Board of Trustees. This gives employees an idea of how you can serve on a committee if you are interested and how you can participate in the process. The Purpose Statement was approved by the committee with corrections.

9.6 **Other** - Shauna Bigby reported that she is going to a meeting next week with other colleges in the area to discuss the swine flu. Our website has a lot of information regarding the swine flu. She is encouraging everyone who feels sick with flu symptoms and fever to stay home for 7 to 10 days and do not return to work until you are fever free for 24 hours without any medication. She feels that more people have it than have been reported because they are mild cases. She asked that people do not panic and just take normal precautions such as washing your hands and cover coughs. She has ordered the vaccination but she does not know when they will come in. She also asked Mike Harrington to have the custodial staff wipe the handles of the restroom stalls and doors. Carol asked if we students free flu shots. Shauna responded that they cost $10 for students. We also have hand sanitizer bottles in various locations on campus.

Jamie Richmond mentioned that she had heard that the Student Services Building is behind 18 months. Carol replied that it is not true. We are behind in the project but only about 4-6 months. It is a 2 year project but that is cutting it close. The time frame is built into the contract for us as well as the contractor. Citrus is very particular in the quality of the building and we will not approve items just to get through the project. The thing that concerns Carol is the other projects such as the Fine Arts Building that are pending the completion of the Student Services Building. Carol noted that Citrus has managed our
construction projects well. We have not disturbed program and the campus is not dirty and disrupted because of construction.

Carol asked about the parking situation with the annex lots. Bob Iverson reported that the annex 1, the smaller south lot, has been full. The north lot has been split and there should be a sign directing you into the lot and another sign showing which part belongs to Citrus. The first week of school is a one week grace period for parking permits. We are offering the incentive of a free parking permit if you park in the annex lots for the first few weeks of the semester. A student asked how frequently the shuttle runs. Bob Iverson responded that it runs about 3 to 5 round trips per hour depending on the traffic. Carol Horton stated that she thinks that the parking problem is a little better due to the change in spreading out the class schedule throughout the day.

The meeting was adjourned at 10:17am.