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

PHYSICAL RESOURCES COMMITTEE MINUTES- March 4, 2010  
9:00am- AD206

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

OLD BUSINESS

3.1 Approval of the December 3, 2009 and February 4, 2010 Minutes- Minutes approved as presented.

NEW BUSINESS

3.2 Construction Update- Bob Bradshaw distributed and reviewed the Bond Program Status Report as of March 4, 2010.

Administration Building – The project is still in design and should be submitted to DSA in the summer of 2010. Construction should begin spring 2011.

Fine Arts Building – Plans were submitted to DSA in December 2009. Construction is also anticipated to begin spring 2011.

Hayden Hall Remodel – This is an approved state project but is pending funding from the 2010 Higher Education Bond. Carol Horton reported that there is a little bit of money left from the 2008 bond. Carol Horton suggested that the Chancellor’s Office fund some smaller projects like this one with that money. She is not sure if they are able to do that but they will investigate it.

Main Gym Remodel – Demolition work has begun. Project completion is scheduled for September 2010. The gym will be closed during spring break.

Security Building – The project is about 65% complete. The communication system still has some unresolved issues. The building should be done in May 2010 and occupied in June 2010.

Student Services – We have framing inside that is almost 100% complete. We have had requests for tours but we will not be having any tours until the building is safe. The contractor must give us approval prior to any tours.

Tech D and Tech E – Phase 2 is about 30% complete and should be ready for occupancy for fall 2010.
West Gym Public Restrooms – We are going to re-use the plans for the softball field restrooms for this building. This will be adjacent to Adapted PE building. There will be a small concession room in this building. There will not be any cooking facilities in the room.

Mike Harrington reported that we have had some damage from the lightning storm on February 9th. We had HVAC controllers on campus that were blown out and damage on the CFI roof. On the south side of PS there is a large whole in the ground where we are looking where for a leak. This will be repaired by this Friday. The Central Plant is up and running. There are several projects planned over spring break. Carol Horton asked that Mike Harrington bring back the projects completed after spring break. She also noted that it has been a rough winter for the campus as far as facility emergencies. John Fincher asked about some of the buildings that did not have emergency lights on during the lightning storm. Mike Harrington stated that we have a separate contractor for emergency lighting. We are in the process of adding some of the buildings to the contract as they are expired from the original warranty. We are also looking at adding generators to 2 or 3 additional buildings on campus. The Campus Safety building has provisions for it in the design but it is not in the project specs. We do have a portable generator on campus that we can move around. The renovation of the Administration Building has provisions for an emergency battery system. Jim Pierce would like a generator for the Administration Building. Carol Horton asked Jim Pierce to call R2A and see if it can be included in the project.

3.3 Naming of Security Building – The Student Services Committee has decided that the name of the Security Building will be Campus Safety. The committee is also going to take this to the Board of Trustees to change the department name as well to Campus Safety. The 2 letter designation for maps and the inventory system is already “CS”.

3.4 Field House Tables and Benches – This item should be changed to campus-wide tables, chairs, benches and ash urns. The sub-committee has created a map to mark the locations of placement for the new outdoor furniture. Carol Horton would like a student and security personnel on the committee if possible to help us decide the best locations for installation. The maps and cost estimates will be brought back to this committee. Adrienne Thompson will be sure that Student Services has some input to the locations. Carol Horton also noted that ASCC may want to contribute funds to the project.

3.5 Program Review – Budget Priorities – Jody Wise will be reporting for Irene Malmgren and distributed the Program Review Recommendations from Academic Affairs. Carol Horton explained that accreditation is an ongoing process and we do have 6 findings that we need to work on. One of those findings was linking program reviews to budget. Jody Wise has provided a list of program review facility recommendations that have come out of the instructional program reviews. Carol Horton noted that we do have short and long range plans for many of the areas in facilities. Instructors and Deans may put in their program reviews their needs and wants and may not have a full understanding of what is regular scheduled maintenance project or a maintenance project. An example is the gym floor. The PE Department never had to put in a program review or make a request that the floor be refinished. That is a Facilities issue that is automatically taken care of based on the master maintenance schedule kept by Mike Harrington. Not every item can be taken care of each year because of financial and human resources to take care of 625,000 sq feet and 104 acres to maintain. We also have 4 construction projects going on with 3
people dedicated to them. Jody is here representing only instruction’s program reviews but we have many other program reviews to respond to.

Jody Wise reported that these items start with the faculty level and division meetings with discussion of their needs based on their program reviews. Ideally, the items on the list should be outside of the budgets that each department has. As the deans went through the information they tried to rank them by priority. Jody went through the Facilities recommendations and discussions were held on some of the items. Mike Harrington noted that some of the items on this list are already part of scheduled maintenance. Carol Horton asked that this list be sent electronically to Mike Harrington, Jim Pierce, Bob Iverson and Leigh Buchwald to respond to some of these issues so information on when they are scheduled to be done can be given back to the deans.

3.6 **Art Center Fence – “Official” & “Open Posting” Site** – Adrienne Thompson reported that the Student Affairs office has a student worker that goes around campus a couple of times a week to look for unauthorized postings and pull them down. Every two weeks they look for outdated postings and take them down. They try to keep the posting boards clean and in good order. The Art Center fence is good location to get college information out. The problem is that people are posting all over the fence. Adrienne is proposing that we define sections of the fence for “open posting and “official posting”. Carol Horton asked Robert Iverson to work with signage for the area to designate the proper locations and no posting signs for the other locations. Carol Horton asked Leo Marroquin to investigate where we can post on campus, as far as glass, stonework etc.. Adrienne Thompson stated that the posting guidelines are that there should be no posting on glass, painted surfaces, trees or light poles. The biggest offenders of this are campus groups. Carol Horton asked that the posting guidelines be sent to Judy Rojas and she will send them out to the committee members. Adrienne Thompson asked if we wanted to establish some more posting areas. It may help posting on the buildings. Carol Horton suggested that while we are working on the locations for tables and benches we might look at adding them as posting locations. Carol Horton would rather see centralized posting areas and not on buildings.

3.7 **Other** - John Fincher asked about the Citrus Stories and if approval of this project has gone through this committee. There are 90 framed posters to be placed all over campus. There are steel framed posters in the CFI lobby that just appeared. Who is handling approval of the locations and installation of the posters? Jim Pierce stated that there were a couple of work orders submitted to hang some of them. John Fincher asked who gave the authority for this and where is the money coming from. Jody Wise thought this was coming from the Instructional budget. Carol Horton asked if we are hanging them. The work orders must have gone directly to maintenance because Mike Harrington has not seen them. John Fincher agrees that they are very positive stories but is just concerned about the process of establishing the locations. He feels that it should have gone through this committee. Carol Horton felt that it should have come through this committee also. She doesn’t have a problem with the ones that are posted but the locations should have been approved through this committee. We have stopped people posting things on campus such as banners, placing flyers all over campus. This just causes clean up for the grounds and facilities crews. Carol Horton can also take this issue to Cabinet. John Fincher also does not object to the project but we need to follow the procedure of going through this committee to decide how often the stories will be changed, who will maintain them, where will they be hung and who is paying for the framing and installation and printing.
Eric Magallon reported that we had installed some power saving devices in the vending machines about 6 months ago. They are causing problems with mold and with the dollar mechanisms in the machines. Eric would like to take them out of the machines. An outside vendor recommended by Edison installed them. Pepsi will take them out for us.

The meeting was adjourned at 10:25am