

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

PHYSICAL RESOURCES and SAFETY COMMITTEE MINUTES – September 25, 2025
9:00 am – AD109

Present: Lori Amato (recording secretary), Shauna Bigby, Spencer Boldt (faculty alternate), Eric Calderon, Claudette Dain (chair), Anthony Deck, Fred Diamond, Phil Hawkins, Dana Hester, Trip Horton, Shawn Jones, Ben Macias, Mikayla Munoz (student representative), Ana Quiroz, Richard Rams, and Ty Thomas

Absent: Roberto Loya (co-chair), Tiina Mittler, Mike Ramos, and Maryann Tolano-Leveque

9.1 *Approval of the May 22, 2025 Minutes*—Minutes were approved as presented. - 

9.2 *Bond Construction, Facilities, Sustainability and Measure Y Update*

Facilities and Bond Projects Update—September 2025

Main Switchgear & Electrical Infrastructure Maintenance—Multiple phases will be utilized for performing routine maintenance on all substations. Planning and implementation for the next phase of work has commenced and it will be done over a multi-year period. There will be more routine electrical maintenance work completed when a required shutdown is performed on December 29, 2025. SCE has requested a total shutdown for utility maintenance on their service entrance switch and transformer to the campus. This work will be done in conjunction with the overall planned maintenance to coincide with the December 29th date.

Parking Lot Striping—Project will continue with the grounds crew on a yearly basis. This project is on-going.

Sealcoating of Parking Lots—The parking lots are divided into five phases in order to maintain them on a five-year cycle. Campus Safety has the master schedule and will be coordinated with. The next phase of work will occur in the summer of 2026. Recently, this past August, sealcoating was accomplished in lots S2 and E2. Rick Rams asked if the remainder of the sealcoating work in the S2 parking lot, near the front of VPA and the Student Services Welcome Center, could be scheduled earlier in the summer, preferably July. He shared this would avoid any potential conflicts with the beginning of the semester and aid to better serve new students coming to visit the campus before the start of school. Claudette Dain shared that this work is typically scheduled when classes are not in session; however, if a different week would work for both Academic Affairs and Students Services, and weather permitting, this could be considered in the future.

Electrical Switching—SF6 regulation by CARB—10% reduction per year mandated by SCAQMD. Continuing mitigation will occur through this year with the final closeout reporting with CARB. CARB reporting is due each year in June. Project is complete—*close item*

Water Main Backflow Preventer—Valve Assembly Maintenance—Water distribution system maintenance on aged valves will take place during December 2025. This will require a shutdown for replacement of aged valve assemblies. Two valve assemblies will be replaced. Scheduling will occur when the campus is closed for winter break.

Campus-wide Gas Line Mitigation—A campus-wide gas line test is completed each year as part of planned maintenance. This is an on-going project and will continue. Upcoming testing for 2026 will begin planning.

Campus-wide Air Handlers—Mechanical coils cleaning and conditioning—in process over several months. This is an on-going project.

LC&D Lighting Controls—Installation is in process at several locations—this installation is mitigating many of our lighting control problems campus-wide. Phase I and II are complete. More phases will be undertaken as needed. SS will likely be the next recipient of new lighting controls when available. This is a long-term project.

Campus Automation—Emergency lockdown and access control. EFMP priority—campus-wide project began implementation with the modernization of the ED building. Door hardware will be fully integrated for remote locking via Campus Safety in the event of an emergency. The ED building (Interior & Exterior) hardware is complete. Hayden Hall (Interior & Exterior), SS (Exterior), GH (Interior & Exterior), FH (Exterior) and South PE (Interior & Exterior) hardware are also complete. MA 1st and 2nd floor (Exterior) hardware is complete. Reprographics (Exterior) is complete. CI is currently in installation. Gymnasium will likely be next after the gym is completed.

Student Services Glazing—Investigation and code review for possibly installing a glazing wall at the north counter adjacent to Admissions and Records. tBP Architecture has performed the code review. Funding is from Student Services. The bidding process is currently being developed.

Center for Excellence—Church property. Investigation has begun for pre-programming a conference center facility in accordance with the Educational and Facilities Master Plan. Funding will be from Capital Outlay. Pre-programming has been performed by West Edge Architects. Other administrative process items are also underway, including geotechnical, Haz Mat, surveying and underground mapping. There will also be an RFQ/P for Design Build Entities upcoming.

Roofing—Facilities will be putting together a roofing package encompassing several buildings on campus for future bidding. This work will likely occur in summer 2026. Capital outlay will be the funding source.

Sustainability Committee Update—September 2025

A Sustainability Committee meeting was held on June 26, 2025. A copy of the meeting report was distributed for reference. The next Sustainability Committee meeting will be held on October 16, 2025.

Measure Y Update—September 2025

California Environmental Quality Act (CEQA)—Compliance process is completed. Chambers Group is the District CEQA consultant. The Notice to Proceed date is February 14, 2022. The project is funded by Measure Y and involves information gathering, reporting, a community comment period and filing of resultant conclusions. Posting of the Mitigated Negative Declaration (MND) was completed and public comments were received. Chambers Group reviewed the public comments and provided written clarification. All public comments were addressed and the MND was brought to the BOT for presentation and subsequent approval. The MND was approved by the Board at the regularly scheduled BOT meeting on September 9, 2025. The MND Notice of Declaration and subsequent recording with the Los Angeles County Recorder's Office was completed on September 11, 2025. The MND will be implemented throughout the Measure Y build-out of projects.

CTE Final Project Proposal (FPP)—Career Technical Education—The FPP has been approved by the Chancellor's Office Facilities Planning Unit (FPU) as well as by the DOF. With Prop. 2 passing and Governor Newsom signing the FY25/26 California State Budget, the Chancellor's Office provided Citrus College with the approval letter for CTE State Funded Capital Outlay match of approximately \$47M. The RFQ/P for CTE architectural design and engineering team selection is complete. The team was selected from the standing pool of approved architects. HPI Architecture was awarded the contract at the BOT meeting on August 19, 2025. The schematic design process is fully underway with multiple stakeholder meetings being held. Preliminary plans are due to the Chancellor's Office FPU in March 2026, which is the first level of reconciliation with the DOF and CCCCCO. *Note: CTE will be reported under Measure Y Construction—Process and Planning in the future.*

Classroom Building FPP—The FPP was submitted to the Chancellor's Office FPU but was accepted as an Initial Project Proposal (IPP). Subsequently, the FPP will be re-submitted for FY2026/27 State Funded Capital Outlay match consideration.

Measure Y Construction—Process and Planning Items

Science Building—Balfour Beatty Construction has teamed with Westberg White Architects as the successful Design-Build Entity. The Notice to Proceed was issued on December 11, 2024. Design and construction documents are fully underway and final stakeholder meetings are being scheduled. The design process will be approximately one (1) year and the DSA review time will also be approximately one (1) year. Schematic Design submission to DSA occurred on May 1, 2025. Full construction document submission to the DSA will occur on November 12, 2025. Inclusion area buildings that will be impacted by the construction include IS, LB, IC, NB and SB; these five (5) buildings will be razed.

Swing Space—IC Building Demolition—Foster Kinship has been moved to P1. Veterans Center has been moved to P3. *The IC building is no longer available for use.*

Swing Space—IS Building Demolition—TeCS will be moving to the Library 2nd floor. Build-out work is underway. A move schedule will be developed when applicable. Purchasing will be coordinating the move schedule and task orders when needed. At this time, TeCS will remain in the IS building until further notice.

Swing Space—NB & SB Demolition—ES is made available for additional swing space as FLS has concluded their occupancy in ES and P2. The water technology program has been moved to one (1) classroom. ES minor build-out was completed in April 2025. Purchasing will be coordinating move schedules and task orders. NB and SB are no longer available for use.

Swing Space—LB Demolition—The LB building was made available for use through the end of July 2025. On August 1, 2025, the LB building became no longer available for use. ES is available for general swing space use.

- 9.3 *Review of Five-Year Construction Plan*—The FUSION District Projects Priority Order list was shared with the committee. This list is part of the Five-Year Construction Plan and is submitted annually to the Chancellor's Office Facilities Planning Unit and is approved by the Citrus College Board of Trustees. This report tells the Chancellor's Office what the District's facility needs are, and the estimated dollar amounts for each project by year and phase. These projects tie back to the District's 2020-2030 Educational and Facilities Master Plan (EFMP).
- 9.4 *Review of Year 5 Activities—2021-2026 Strategic Plan*—A few items were submitted for Year 5 of the 2021-2026 Strategic Plan that are pertinent to this committee. Under the theme of Student Support Services, activities include the renovation and reopening of the Coffee Bar, Owl Café and Stadium concessions, in coordination with the new food service provider, Sodexo, and installation of additional menstrual product dispensers in various locations across campus, at no cost to students. Under the theme of Instructional Support, the activities include secure funding and construct a new Science Building and secure funding and construct a new CTE Building to replace aged/outdated facilities.
- 9.5 *Review of Final Initial Study/Mitigated Negative Declaration (IS/MND)*—This is an update to the CEQA process that began a few years ago. The contract was awarded to a consultant, Chambers Group. They prepared an Initial Study and Mitigated Negative Declaration which was posted on the college's website, which began the initial 30-day public review and comment period. A response was received from the Department of Transportation and multiple comments were submitted by CREED LA. Responses to all comments were submitted to the two requesting agencies and these responses were incorporated into the final IS/MND. From the studies completed by the environmental consultants, it was determined that any potential impact on the environment because of construction could be mitigated. The final IS/MND was submitted to the Citrus College

Board of Trustees at the September 9, 2025 board meeting and approved and was subsequently filed with the County Recorder's Office. The completion of the IS/MND was especially important with the timing of the CTE building project because the State needs to ensure the college has complied with all rules and regulations before releasing any funds to the District.

- 9.6 *Campus Safety, Security and Parking Update*—Ben Macias shared that the student parking permits for fall went on sale on August 11th and enforcement began on September 2nd. Students received emails and text messages for several weeks prior to the enforcement date. Annual employee permits went on sale August 4th. The Parking SOP that was finalized last spring has been shared at the management team meetings, via email and is now posted on the college's intranet.

Ben kindly asked everyone to follow the Building Access protocol and contact Campus Safety prior to entering and departing a building during non-working hours to ensure that the intrusion alarms are not activated.

An all-campus email was sent regarding the Campuswide Emergency Drill scheduled to take place on Thursday, October 16, 2025, at 10:16 am. This is a two-part drill, drop cover and hold for one minute and then a campus wide evacuation drill. Ben encouraged everyone to review the Emergency Response Procedure (ERP) flipchart and the Emergency Gathering Areas (EGAs) and to follow directives from the building Emergency Information Officer (EIO) and Campus Safety prior to the drill. A reminder was also given to share the information with faculty, staff and students so that everyone on campus will be prepared.

Public Safety and Advisory Committee Update – Rick Rams shared that the inaugural meeting occurred on May 29, 2025, and the next meeting will be scheduled in November 2025. Once the meeting minutes are approved a written report will be provided to the Physical Resources and Safety Committee. A few items discussed during the inaugural meeting included:

- Title 5 Campus Climate and Public Safety Regulations and how Citrus is progressing towards full compliance.
- Overview of the Citrus College Department of Campus Safety.
- The liaison from the Glendora Police Department explained services and support provided through the Memorandum of Understanding.
- Discussed some challenges impacting the campus and recommended actions. A few items include additional training for students and general first aid training (ex: First Aid, CPR, AED, etc.) campuswide.
- Observations and recommendations were made regarding the Campus Safety budget and staffing.

- 9.7 *Physical Resources and Safety Committee 2025-26 Purpose Statement*—Annually the purpose statement for the Physical Resources and Safety Committee is reviewed. During the last year's review, the sub-committee information was added. This year, the date was updated to reflect the current year, 2025-2026, and titles were updated for the

Director of Diversity of Diversity, Equity, Inclusion and Accessibility+ and Director of Technology Operations and Support Services. A recommendation was also made to change the DSPS Director from a guest to an official committee member. This position was included as, Director of Disabled Students Programs and Services. The Physical Resources and Safety Committee Purpose Statement was approved with the recommended edits. - 👍 The Purpose Statement will be submitted to the Steering Committee at the October 13, 2025 meeting.

9.8 *Other*—No other items were presented for review or discussion.

Meeting adjourned at 10:06 am.

The next meeting will be held on November 20, 2025, at 9:00 am, in AD109.
(Note: the October 23, 2025 PRSC meeting was cancelled.)