

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

PHYSICAL RESOURCES and SAFETY COMMITTEE MINUTES – December 18, 2025
9:00 a.m. – AD109

Present: Eric Calderon, Claudette Dain (Chair), Anthony Deck, Michelle Dev Anandhan (Recording Secretary), Fred Diamond, Phil Hawkins, Trip Horton, Shawn Jones, Jesus Nunez, Ana Quiroz, Mike Ramos, Richard Rams, Ty Thomas, Maryann Tolano-Leveque

Absent: Spencer Boldt (Faculty Alternate), Dana Hester, Roberto Loya (Co-Chair), Ben Macias, Mikayla Munoz (Student Representative)

12.1 *Approval of the November 20, 2025 Minutes:*
Minutes were approved as presented - 

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

Fred Diamond shared the following updates.

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.

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 is set to

coincide with the power shutdown on December 29th 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 soon 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.

Student Services A&R Front Counter and 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. The RFQ/P for Design Build Entities was issued on December 15th.

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—December 2025

The next Sustainability Committee meeting will be held on March 12, 2026.

Measure Y Update—December 2025

Classroom Building FPP:

The FPP was submitted to the Chancellor's Office FPU but was accepted as an IPP. Subsequently, the FPP will be re-submitted in FY2026/27 for 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. Schematic Design submission to DSA occurred on May 1, 2025. Full construction document submission to the DSA occurred on December 4, 2025. DSA review time will be approximately one (1) year as the DSA Los Angeles office received several billion dollars of work during November and December 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—IS Building Demolition:

TeCS has moved to the Library 2nd floor—*close item*

CTE - Career Technical Education:

The FPP has been approved by the Chancellor's Office FPU as well as by the DOF. State Funded Capital Outlay match of approximately \$47M is slated from Proposition 2 for the CTE building.

HPI Architecture is fully underway with the schematic design and preliminary plan process 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 CCCCO. HPI Architecture has submitted the preliminary plans to the CCCCO on December 3, 2025.

12.3 *Campus Safety, Security and Parking Update*

Jesus Nunez provided the following update:

Messaging has been going out to students in order for them to prepare for the winter break.

Dr. Rams provided an update on AP6750 (Parking). As a reminder, PRSC approved a modification per Academic Senate's recommendation. The first reading of AP 6750 was taken to Steering in October 2025. The second reading is on the agenda to take place on February 23, 2026.

Dr. Rams also commended the Campus Safety team for their outstanding communication.

12.4 Review of BPs/APs

Claudette reviewed the following BPs/APs with the committee:

BP 3810, AP 3810
AP 6350
BP 6450, AP 6450
BP 6550, AP 6550
BP 6600, AP 6600
BP 6800, AP 6800

A couple formatting changes and additions were suggested by the committee.

Changes and edits to the BPs/APs were approved as presented and/or noted - 

12.5 Other

Eric Calderon shared about the TeCS Banner/Wingspan and server maintenance taking place on Tuesday, December 23, 2025 from 6:00 a.m. to 6:00 p.m.

Meeting adjourned at 9:41 a.m.

The next meeting will be held on January 20, 2026, at 9:00 a.m. in AD109.