

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

PHYSICAL RESOURCES and SAFETY COMMITTEE MINUTES – March 26, 2026  
*9:00 a.m. – AD109*


Present: Spencer Boldt (Faculty Alternate), Eric Calderon, Amberly Chamberlain, Claudette Dain (Chair), Anthony Deck, Michelle Dev Anandhan (Recording Secretary), Fred Diamond, Phil Hawkins, Dana Hester, Shawn Jones, Jesus Nunez, Mike Ramos

Absent: Trip Horton, Ben Macias, Maryann Tolano-Leveque, Roberto Loya (Co-Chair), Mikayla Munoz (Student Representative), Ana Quiroz, Richard Rams, Ty Thomas

Guest: Dr. Greg Schulz

Dr. Schulz opened the meeting and expressed gratitude to the committee for their work on AP 6750. Dr. Schulz personally recognized and acknowledged the committee's efforts and other groups on campus for their efforts. Dr. Schulz shared that a latest version of the AP was implemented which addressed concerns that were shared by those who had discussion over the AP, including some key stakeholders on campus. Dr. Schulz also thanked Campus Safety for their efforts.

3.1 *Approval of the February 26, 2026 Minutes:*

Minutes were approved as presented, with a minor correction on the numbering of the items - 

3.2 *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. More work will be planned for winter break 2027.

**Sealcoating and Striping 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. Probable dates will be August 17-21, 2026, which are the minimal campus impact dates. Work areas will be Lot S1 (with E1) and E6 (north of AD and LI).

**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. Testing for 2026 has been completed.

**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.

**Owl Café:**

The cafeteria has received a refresh with painting, minor repairs and a new food service vendor. Please visit the Owl Café and enjoy the offerings - *close item*

**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 (exterior) is complete. Gymnasium (Exterior) is complete. Campus Safety is complete (Interior and Exterior). The Library implementation will follow once parts have been received.

**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 has been completed and a bid opening was held on February 26th at 2:00 pm.

**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 was 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 is currently underway with award of contracts anticipated by June 2026.

**Roofing:**

Facilities is in process for procuring a roofing package encompassing several buildings on campus for bidding. This work will likely occur in summer 2026. Capital outlay will be the funding source.

**Campus Mall Piping:**

Facilities is working on some underground Central Plant piping. You may see delineators in grass/flatwork areas. This is ongoing deferred maintenance.

**Sustainability Committee Update - March 2026**

The Sustainability Committee meeting took place on March 12, 2026. The report has been attached to the minutes.

**Measure Y Update - March 2026****Classroom Building FPP:**

The FPP was submitted to the Chancellor's Office FPU for FY2026/27 State Funded Capital Outlay match consideration. The FPP was accepted as an IPP for consideration in next FY.

**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 has 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. DSA review continues in process. The first construction contract is upcoming for demolition and earthwork, which will likely be for Summer 2026.

***CTE - Career Technical Education:***

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 CCCCCO. HPI Architecture has submitted the preliminary plans to the CCCCCO on December 3, 2025. Plan development will continue for several months.

## **Accreditation Standard 3.8 (Facilities) Update - March 2026**

### ***Evidence Formulation:***

Information gathering of quantitative and qualitative data for support of the ISER. Co-Chairs are Roberto Loya and Fred Diamond. An update meeting was held with the Institutional Effectiveness Committee (IEC) on March 23, 2026. More information will be brought forward at the April or May Physical Resources Meeting.

### 3.3 *Campus Safety, Security and Parking Update*

Jesus Nunez shared the following updates.

#### **Security Update:**

Citrus College is gearing up to launch a new version of its Citrus Guardian mobile app on April 1, 2026. Featuring a completely redesigned and more user-friendly interface, the refreshed app will be available to all smartphone users via the App Store or Google Play.

Key features include:

- Text a Tip: See something, say something; the app allows you to text Campus Safety dispatch
- On-Campus Emergency Button: Call Campus Safety immediately by clicking the button (serves as an individual “panic button” for each user)
- Virtual Escort Services: When requested, Campus Safety dispatch can virtually escort you from one on-campus location to another
- The app also offers users the opportunity to review emergency response procedures in the event of an emergency, evacuation, lockdown or natural disaster
  - Includes the *Run-Hide-Fight* training video
- Campus maps and campus phone numbers are also available on the app
- Ability to receive emergency notifications through the app
- Provides information about on-campus support services such as sexual assault counseling, advisement services, and the veterans success center

All students, faculty and staff are highly encouraged to download the app and become familiar with its features, as it provides an additional layer of safety while on campus.

#### **Safety Update:**

The Lockdown Drill (campus wide) took place on Wednesday, March 18, 2026. There were two drills planned to take place during the day between 1:00-3:00 p.m. and 6:00-8:00 p.m. The exact time was 1:25 p.m. and 6:15 pm. Members of the EOC’s Planning Team observed MA and CI during the day drill, and TE and the Automotive complex during the evening drill. There was a 60 minute allotted time; however, it was completed in 31 minutes during the day and 29 minutes during the evening. The following emergency notifications were tested during the drills: Citrus Alert texts, Citrus Guardian, Alertus Beacons, Alertus computer notifications, Mitel phone broadcasts, and Blue Light Emergency broadcasts. Notifications were sent at the beginning and end of the drill. Over 15,000 successful texts messages were sent during

each drill. There was a debrief after each drill. EIOs were given an opportunity to provide building/floor specific feedback via an online survey.

**Parking Update:**

No updates at this time.

3.4 *Public Safety Advisory Committee Update*

Jesus Nunez shared the following updates.

PSAC met on Friday, March 20, 2026. Dr. Maryann Tolano-Leveque provided an overview of the Behavioral Intervention Team and delivered related training. Ben Macias presented information on the Spring 2026 lockdown drill and the power outage response procedures. The committee also discussed upcoming safety topics, including a planned eMemo to students with spring break safety tips, Sexual Assault Awareness Day of Action (April 7, 2026), upcoming CPA/AED training, and Narcan/Opioid reversal training opportunities. PSAC constituents will continue to recommend additional training topics of interest in collaboration with PSAC stakeholders as we consider future high interest topics to schedule into 2026-27.

3.5 *Other*

Amberly provided the committee with announcements about upcoming performances at the Haugh PAC.

Meeting adjourned at 9:46 a.m.

The next meeting will be held on April 23, 2026, at 9:00 a.m. in AD109.



## Citrus College Sustainability Committee

### REPORT

March 12, 2026 9:00 a.m.

*Via: ZOOM*

#### 1) Introduction

##### **Welcome members**

- Fred Diamond, Director of Facilities and Construction, Chair
- Claudette Dain, VP of Finance & Administrative Services
- Shawn Jones, Director of Business Services
- Doug Schultz, Communications Supervisor
- Ernie Loera, Assoc. Director of Facilities
- Mike Ramos, EH&S Supervisor
- David Colindres, Buyer
- Jorge Cortez, Grounds Supervisor
- Phil Hawkins, Maintenance Supervisor
- Anthony Deck, Skilled Maintenance Technician
- Trip Horton, Physical Education & Athletics Facilities Supervisor
- Tom Cheng, Director of Technology Operations and Support Services
- Robert Goodman, Faculty
- Mariano Rubio, Faculty
- Gary Gramling, Faculty
- Roberto Loya, Faculty
- Rosario Garcia, Student Life Supervisor
- Nicolas Estey, Student Representative, ASCC

#### 2) Information and Organization

##### **2.1) Section 7.1 Management and Organizational Structure**

- Report to Physical Resources Committee – Information – Fred Diamond
- Report to Board Annually – Information
  - October 2026—will be the next BOT Sustainability Plan update
- Sustainability Plan is a derivative of the Sustainability Template
  - Citrus College developed with CCCCCO and CEC Grant

##### **2.2) Section 7.2 Energy Efficiency**

- Measure Y build-out, etc. – Fred Diamond
  - Code Compliance
    - Excellence in Energy Efficiency
    - Building upon past successes (ED Bldg.)
      - Sustainability is a very important item for our DBE team
      - DBE Team is integrating ED ZNE
      - Implementation of ED ZNE will coincide with Science ZNE
        - Design Build Team integration
- The Science Building received the CCFC Design Award
  - CCFC Annual Conference, November 2025

- Thermal Efficiency
  - Maintenance continues to perform HVAC Ducting Thermal Coatings
    - Rooftop locations for increasing thermal resistance: (R-value)
      - More opportunities will be planned
        - PAC was the latest implementation—**close item**
- Building Design & Construction Best Management Practices
  - New Buildings and Modernizations
    - Lighting—LED lighting devices and controls
    - Thermal Transfer—Building Envelope planning to exceed CEC/CBC standard
    - Mechanical Equipment
    - Plumbing Equipment
    - EV Charging
    - ZNE Requirements
      - PV generation
      - BESS—Battery Energy Storage Systems
        - Science, ED and CTE will be ZNE and have BESS
    - Landscaping
      - Xeriscaping and zonal system plantings
      - AB 1572 will be effective January 1, 2028
        - Non-functional turf cannot be watered with potable water
          - This is natural turf located in non-pedestrian areas
        - Illegal per statute
          - Citrus does not have reclaimed water available
  - Measure Y Build-out Implementation
    - First Major Building Project—Science Building—new construction
      - LB, IC, NB, SB and IS will be razed
        - Construction materials will be repurposed (recycled) as applicable
        - All swing space is 100% complete
      - Revised EFMP—Project movement
        - Revised sequencing plan
          - BOT presentation approved—**close item**
      - Science Building is project #1
        - Design-Build Delivery
          - NTP issued Q4 2024
          - DSA full document submission on December 4, 2025
            - DSA review continues
    - Second Major Building Project—CTE—new construction
      - FPP approved by CCCCCO and DOF for FY2025/26
      - Proposition 2 was passed by voters in November 2024
      - Citrus has received the call letter from the Dept. of Finance (DOF)
        - State funding is approximately \$47M
        - Project preliminary planning is underway
        - HPI Architecture is the design firm
        - CCCCCO preliminary plan submission on December 1, 2025
        - CCCCCO feedback is expected in April 2026
    - Classroom Building is planned for project #3—placeholder
      - IPP approved by CCCCCO
        - FPP submission for FY2026/27
  - Design Pool of Architects
    - (8) Approved architectural firms
    - DBE Team for Science Building design and construction

- Balfour Beatty, LLC + Westberg White Architects
      - Focus on Energy Efficient Design and ZNE
      - Board Award—August 20, 2024
      - Agreement signed in December 2024
      - NTP is December 16, 2024
    - Design Bid Build will be used for the CTE project
      - State funding will be captured
      - HPI Architecture is the design firm
        - NTP was August 28, 2025
        - Design process is fully underway
  - Annual Chancellor's Office Report on Energy Consumption
    - CCCCO Energy Calculator—submitted annually via spreadsheet to FCCC
      - Citrus College is compliant
        - Submission was in December 2025
        - CCCCO is discussing potential submission via FUSION
    - CEC Mandate
      - For facilities >50,000 sq. ft.
      - District submits usage
        - Citrus submitted for June 2025
        - Next submission will be done in October 2026
      - Transition to Electronic Submissions via meter comm to CEC server

### 2.3) Section 7.3 Facilities Operation

- Campus-wide Building Optimization – Phil Hawkins
  - Scheduling
    - Maintenance works closely with all departments on scheduling
  - EMS Programming
    - Unused space is load shed
      - Load shedding was reflected on schedule deviations
        - i.e.: 4-10 summer schedule
          - Summer 2026: June – August timeframe—pending
          - Pending an approved MOU
    - Continual upgrading of electronic DDC equipment
      - ASHRAE standard for protocols
      - BACnet open architecture on DDC controls
      - Upgrading LON networks to non-proprietary open protocols
        - SS upgrading is currently underway
- Equipment replacement and Planned Maintenance
  - R22 refrigerant is replaced with R134A or R410
    - On-going project
  - Solar PV cleaning to maintain PV efficiency
    - Winter 2025 cleaning—completed
    - All PV is performing above engineered standards
      - Metered for verification
- Lighting Upgrades
  - MA classrooms—LED lighting—completed
  - Haugh PAC—LED lighting—completed
  - Golf Range—LED lighting Phase I—completed
  - ADP—LED lighting—completed
    - All upcoming lighting change-out will be for LED devices
    - Tubular and CFL devices are now banned for most applications in CA

## 2.4) Section 7.6 Transportation, Commuting and Campus Fleet & Travel

- Update of practices – Mike Ramos
- Commuting—reporting per statute
  - SCAQMD Rule 2202—Submitted annually
    - Submission was performed for 2025
      - Current submission will be October 2026
      - Currently work in process (WIP)

## 2.5) Section 7.7.2.4 Adopt Sustainable Landscaping Practices

- Overview of our practices – Jorge Cortez
  - Maintaining and expanding xeriscaping campus-wide
- Update—water is currently (2) days per week (Monday and Friday)
  - Winter watering schedule has been implemented
  - On-going maintenance of systems to avert runoff
  - Summer watering schedule will be implemented on June 1, 2026
- Fountain remains off
  - Spray is non-compliant
  - Mall redesign (EFMP projects) may affect infrastructure
- Measure Y build-out, etc.
  - CalGreen Code compliance—new code became effective on January 1, 2026
    - Xeriscaping
      - Standardized for high density areas
      - Address mow-able averse areas
      - Science Building will be incorporated
      - Incorporate AB 1572 requirements (Section 2.2: 7.2, Energy Efficiency)
- Citrus Trees on campus
  - Citrus Greening Disease (Huanglongbing)
    - Very destructive bacterial disease
    - CA Department of Agriculture continues investigating
- Arborist Report for trees surrounding the Science Building build-out
  - Available trees will be saved to the most possible extent
  - Diseased trees will be removed
    - Implemented throughout Science Building build-out

## 2.6) Section 7.8 Solid Waste Reduction and Management

- Recycling Program – Mike Ramos
  - Allen Recycling and CalRecycle
- Updates on plans/strategies
  - Utilize multi-stream recycling for best management practices
- Updates on regional LA County Hazardous Waste Collection Program
  - Collection event update for June 6-7, 2025
    - Statistics will be presented as they become available
      - LA County has not released the statistics yet
  - There will likely be no event for 2026
    - LA County restructured their schedule to every other year
  - Always very successful
- CERS Reporting System
  - Submitted and approved in January 2025
  - Upcoming for 2026

## 2.7) Section 7.9 Green Purchasing

- Update of practices/strategies – Shawn Jones
  - Amazon and Office Depot sustainable opportunities—continued growth

- 24% increase from Amazon—now 22.89% **total**
- 38% increase from Office Depot—now 54.0% **total**
  - Due to new furniture procurement (cyclical anomaly)
- Surplus items—repurposing for sustainability
  - Development underway for online browsing of items prior to disposal or auction
- Green vehicles purchasing
  - Additional EV options are being implemented for replacement of aged internal combustion engine vehicles
    - (3) EV vehicles for Campus Safety
    - (3) LiON golf carts for Warehouse/Transportation
    - (2) Hybrid vans for Warehouse/Transportation
    - (1) EV cargo van for Warehouse/Transportation
    - (3) Hybrid trucks for Maintenance
    - (2) EV Gators for Grounds
- Automation
  - Contract Management software
    - Risk Management
    - Workman's Comp insurance
  - Electronic Bidding—PlanetBids
  - Accounts Receivables module—currently in beta test phase
  - Fixed Asset software
    - Paper purchasing has diminished significantly

### 2.8) Section 7.10 Student and Curriculum Development

- Update from faculty
  - Water Management Programs – Gary Gramling
    - Water program will move to CTE building when completed
  - Energy Efficient and Green Vehicles – Mariano Rubio
  - Forestry and Environment – Robert Goodman
  - Construction Management—Roberto Loya
- AASHE STARS
  - AASHE STARS submission is complete
    - Citrus College is AASHE approved LEED Bronze

### 2.9) Section 7.11 Campus and Community Outreach & Awareness

- Communications, notifications and outreach—Facebook, IG, X, etc.
  - Update—as available – Doug Schultz

## 3) Strategic Plan Sustainability Objectives

- Sustainability is part of the Citrus College Strategic Plan – Fred Diamond
  - Due diligence in promoting campus-wide
    - Supt./BOT—paperless Board Packets
    - HR—electronic files, One-drive sharing, Work-flex and remote consideration
    - Student Affairs—Earth Day symposium, Recycling events, Repurposing
    - TeCS—Banner ERP to cloud-based AWS, migration to cloud-based servers
    - Student Services—Smartsheet integration
    - Curriculum—automotive incorporation of sustainability initiatives
    - Clarion—online and digital reporting
    - Strong Workforce—Climate Action Pathways program
    - Library/LRC—electronic check-in; Papercut Print Management software
    - Haugh—electronic programs with QR code accessibility

**4) Meeting Dates**

- Trimester Basis – Standing Meetings
  - Fall, Spring and Summer
    - June 25, 2026
    - October 15, 2026
    - March 11, 2027

**5) People's Choice – Open Forum**