



FACILITIES REVIEW COMMITTEE MINUTES

December 9, 2003

A meeting of the Facilities Review Committee was held on *Tuesday, December 9, 2003*, at 2:00 p.m., in Room RS-5.

Call to Order

Jerry Patton called the meeting to order at 2:02 p.m.

Roll Call

Members Present Norma Bean, Mike Ellis, Russ Filbeck, Terry Gray, Kelley Hudson-MacIsaac, Jerry Patton, Rick Sanchez, Ken Swift, Annette Squires, Jose Vargas and Mark Vernoy

Members Absent: ASG Representative, Cindy Anfinson, Annette Squires and Ken Swift

Guests: Bruce Bishop and Phil Cerda

I. Approval of Minutes

MSC Sanchez/Patton, one abstention

The proceedings of the meeting of November 25, 2003 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>

II. Action Items/Second Reading

1. **Santar Place/Public Safety Programs**

Mark reported that VP/I Cabinet met this morning and they have decided to put this proposal on hold. Item will be permanently removed from the agenda.

2. **Veteran's Memorial – Kelley Hudson-MacIsaac**

Kelley shared that two proposals have been received for the area by the flagpole. One proposal has been received from the Veteran's Memorial Task Force and one proposal has been received from Bruce Bishop/Student Affairs Office. The Veteran's Memorial Task Force is raising funds for this project.

3. **Signage – Kelley Hudson-MacIsaac**

Kelley shared that she had forwarded all comments and a copy of the Graphic Standards and Style Manual to the committee for perusal. After a brief discussion the committee concurred that a Task Force be established to update the manual.

MSC Ellis/Hudson-MacIsaac None opposed

4. Student Union KIOSK – Bruce Bishop

The committee discussed the proposal (reference IV.A, November 25, 2003 minutes). KIOSK will be located in the center of the breezeway between the Student Union dining facility and the public restrooms. Power for the electronic sign board will be obtained from the top through a power pole which will be part of the design. Architect, Marlene Imirzian, who is designing the KIOSK, has suggested a triangle shape for the structure.

It was the consensus of the committee to approve the concept of this proposal.

5. Flag Pole Area Proposal – Bruce Bishop

Bruce reported that he recently met with Herman Lee and Mary Tennant and he has decided to pull back with his proposal for the Flag Pole area. The Student Affairs Office and the Veteran's Memorial Task Force will work on a compromise together. They visited the site with Bruce and are highly receptive to Bruce's ideas. Suggestions are as follows:

- Place benches in front of the Flagpole area
- Veteran's memorial installed in front of flagpole facing Student Union Building
- Veteran's memorial installed on the west side facing the Student Services Center
- Veteran's memorial installed on the ground facing the Student Services Center (Herman and Mary were most enthusiastic about this suggestion).

A combined proposal will be submitted to the Facilities Review Committee. It is hoped that the Veteran's Memorial could be built and dedicated on Memorial Day in May 2004.

The stage could be focused toward the Student Union Building (reference item IV.C on the November 25, 2003 minutes). Concerts could be held on the greenbelt between the Flagpole and the Student Services Center.

Bruce will take digital pictures to give committee members an idea of the requested proposals and he will superimpose the Veteran's Memorial request onto the photos for better clarification.

6. Scheduled Maintenance 5-Year Plan

At our meeting on November 25, 2003, Kelley distributed copies of the Scheduled Maintenance Five-Year Plan for review by the committee membership.

Kelley briefly described the process to submit scheduled maintenance to the Chancellor's Office. The committee agreed to approve the plan with no changes.

MSC Sanchez/Vernoy None Opposed

7. Facilities Institutional Review 2003

Jerry reported that as part of the Institutional Review process a peer group was to be established to review the documents to be submitted. At the Facilities Review Committee meeting of November 25, 2003, this committee agreed to peruse these documents. Committee members' comments were as follows:

- Report eye-opening
- Exceptionally well-done

Comments will be noted on the report and it will be forwarded to the Vice-President of Finance and Administrative Services for review and signatures. Once that process has been completed the documents will be forwarded to the Institutional Review Committee.

8. Softball Storage

The committee briefly discussed the softball storage proposal. It was the consensus of the committee to approve this proposal.

MSC Filbeck/Vernoy None Opposed

III. Discussion Items**A. Project Updates – Mike Ellis****1. High Tech Science Lab/Classroom Building**

The District is still waiting for approval by the Department of General Services.

2. Campus Police Building

Due to several performances at the Theatre, the Facilities staff was pulled off the trenching for the utility installations. Trenching will resume in January 2004.

3. PE/Athletic Fields Project

The funding for this project is short \$500,000 but the Athletic Department does not foresee any problem raising these funds. This project will be completed in two phases with the practice fields and amenities completed in one phase and the rough grading for the baseball fields being completed in the second phase. Bid Date: January 2004.

4. RFQ

The RFQ (Request for Quotation) for the DSA Inspector was pulled and will have to be revised because the testing portion was challenged by a vendor. It was noted that DSA Inspectors cannot subcontract out for testing. Specifications will be re-written and re-submitted to the Contracts Office for uploading to the webpage.

5. PCEC Hallway Carpeting/Upholstery Cleaning

The hallway carpeting will be installed at the Escondido Center during the semester.

The upholstery which obtained smoke-damage from the fires will be cleaned during the semester break.

6. Faculty/Staff Dining Renovation

Facilities staff will be renovating the Faculty/Staff Dining Lounge during the semester break. The Foundation provided \$30,000 for the renovation. Changes are as follows:

- ◆ The front entrance will be modified
- ◆ Center glass doors will match existing at Food Services Café
- ◆ Stucco will be installed between sliding windows
- ◆ Built-in workstations (for laptops) with folding partitions between for privacy
- ◆ Rich, warm, inviting color scheme
- ◆ Built-in cabinets
- ◆ Water
- ◆ Electricity
- ◆ Filtered cold water dispenser/sink
- ◆ Microwave
- ◆ Two couches and tables (same concept as Student Union dining facility)
- ◆ Bar stools/bar with data/power
- ◆ Two main entrance
- ◆ East side door will be removed
- ◆ Planters established at entrances
- ◆ Signage

- Scenic wall pictures (Nature)
- Wainscoting on lower section of wall
- Two counters at the east wall
- Satellite TV
- Ceiling wiring for mounted projector
- Tile flooring remaining – rugs to soften

Mark inquired about the possibility of installing a wireless system in the Faculty/Staff Lounge. Rick replied, yes.

Mike directed each representative to discuss the proposed renovation with their respective employee groups for feedback. Email Mike or Kelley with any comments.

IV. New Business/First Reading

A. Bookstore Signage – Bruce Bishop

The Facilities Review Committee is still waiting on a drawing of the proposed request for signage from Walt Della-Santina. This item will be removed from the agenda.

B. Educational Television Front Office Proposal – Phil Cerda

Kelley distributed copies of the Educational Television Front Office Proposal. ETV is requesting evaluation and approval to purchase and install partition panels in the front office area of ETV (reference diagram from Corovan). The ETV front office lacks adequate privacy for staff. The Staff Assistant, Marlene Deleon, has requested that partitions be installed to allow her privacy. She is being relocated from CCCSAT to the main campus. Marlene has participated in selecting the partitions and room configuration and she is aware of the room size and restrictions.

The proposed installation will reduce by almost half the open space of the front reception area. After installation, 123 inches by 181 inches will remain for the front office reception/work area. The height of the partitions is 85 inches. Ten inches will remain to allow for air flow and ac ventilation. A 59 inch walkway and a turnaround area at the end will allow for wheelchair access. No electrical, data and lighting modifications are being requested. The phone and data line has been installed by Information Services.

Funding Source: ETV revenue account

Phil briefly shared that two quotations were obtained:

- | | |
|-----------------|--------|
| ➤ Corovan | \$1825 |
| ➤ Raymond Allyn | \$3400 |

The Office Specialist, Michelle Grace, will manage all the incoming foot traffic and phone inquires.

Mike expressed the following concerns:

- ◆ The clearance of ten inches at the top will not make a difference for the air flow and ac ventilation. The partitions will impact air flow (too cold, too warm or dead air) if the door is closed.
- ◆ In the diagram it shows items in the fire lane – nothing can be placed in that area that would obstruct access/exit.
- ◆ The proposal does not meet ADA (Americans with Disabilities Act) requirements.

Norma inquired as to why the job level necessitated this level of privacy. Phil replied that the employee desired to work in this type of environment.

It was noted that Diane Lutz, former Vice-President for Instructional Services, had denied this request last year.

This position will assist the Office Specialist. Norma indicated that if the partitions are approved and installed, it will hinder the Staff Assistant's ability to assist the Office Specialist with the foot traffic and telephone calls.

This item will be brought forward to the next meeting on February 10, 2004.

V. Other Items

A. Escondido Center Room EC-405 – Norma Bean

Norma reported that at VP/I Cabinet, this morning, they approved the move of the Mac Lab from the Escondido Campus to the San Marcos Campus (room Q-9) thus creating a dedicated lab for ESL. Existing office will need to be removed. Cost: \$17,000

Concerns: Will there be adequate power (data, electrical, HVAC)?

Funding Source: None identified

Motion to allow change
MSC Vernoy/Filbeck None opposed

Meeting adjourned at 3:12 p.m.

The next meeting has been scheduled for Tuesday, February 10, 2004