



FACILITIES REVIEW COMMITTEE MINUTES

November 9, 2004

A meeting of the Facilities Review Committee was held on *Tuesday, November 9, 2004*, at 2:00 p.m., in Room RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:40 p.m.

Roll Call

Members Present Norma Bean, Mike Ellis, Kelley Hudson-MacIsaac, Donna Renner (for Gray), Rick Sanchez and Jose Vargas

Members Absent: Cindy Anfinson, ASG Representative, Russ Filbeck, Terry Gray, Ken Swift and Mark Vernoy

Guests: Herman Lee and Jay Schultz

A. Approval of Minutes

MSC Sanchez/Vargas none opposed

The proceedings of the meeting of October 26, 2004 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>

B. Action Items/Second Reading

1. **Enrollment Services/Exterior Signage**

No new discussion – will keep this action item on agenda until the signage has been installed.

2. **04-05 Projects for AIP (Annual Implementation Plan)**

Mike reported that he only received input (prioritization) from Kelley. Project list will be brought forward to the Administrative Services Planning Council, the Strategic Planning Council, the Resource Allocation Committee and the Fiscal Stability Task Force but there are no funds available. Mike also reported that Joe Newmyer ran the District's budgets and has assured Facilities that the District meets the certification for the State Scheduled Maintenance Program.

3. **Parking Lot Recommendations**

The Administrative Services Planning Council (ASPC) has approved our request to convert Parking Lot 8 to half students/half staff parking.

4. **Conversion of Racquetball Courts into Classrooms**

Mike reported that the Architectural Engineer's costs have been estimated at \$5,000 for Phase 1 and \$38,000 for Phase 2.

Rick expressed concern that this project will affect future projects so Kelley will check and see how it will impact cap load ratios.

C. DISCUSSION/INFORMATION ITEMS**1. Project Updates****a. High Technology Laboratory Classroom Building**

Project was approved and construction is set to start on Monday, November 15, 2004. A groundbreaking ceremony is tentatively scheduled for Friday, December 3, 2004 (the formal announcement will be sent out once the date, time and location is confirmed).

The new building will be three-stories, 107,000 gsf¹ and will house the Earth Sciences, Life Sciences, Chemistry and Physics & Engineering Departments. The building will take twenty-four (24) months to construct and we hope to hold spring 2007 classes in the new building.

Protective boards will be installed on all windows on the east side of "BE", "NO" and "GJ" Buildings to prevent damage and to minimize construction noise levels.

b. PE/Athletic Fields – Phase I

The contract for the grading of the Baseball Fields and the development of the shared-use Practice Field has been awarded and the District is still waiting for the permit from the U.S. State Department of Fish & Game before grading can commence. Phase I will consist of the following:

- Rough grading for the Baseball Field
- Lighting
- Fencing
- Field Development
- Restrooms
- Storage Facilities for the New Practice Fields (shared-use with the City of San Marcos).

c. Borden Road Traffic Signal

As you may have noticed, there has been a little grading and clearing of the scrub brush along the sides of Borden Road and Parking Lot 9. The housing development that is being built on the east side of the campus was required by the City of San Marcos to widen Borden Road, install a Left and Right Turn Lanes and a Traffic Signal at the Borden Road entrance to Palomar College's San Marcos Campus.

Mike reported that he will be meeting with the Contractor to develop a schedule for the construction that will occur on District property and how it will impact our daily operations. The Contractor has requested that the shutdown of Borden Road entrance be conducted during two time periods (yet to be determined) on a Thursday, Friday, Saturday and Sunday. The Contractor is willing to work with us to minimize the disruption. Mike will email the campus community once he has the specifics on this project.

d. Campus Police Building & Associated Projects

The prime contractor that was building the new Campus Police Building has filed for bankruptcy and the District has taken over the completion of the project. The Facilities Department is working closely with Business Services, the sub-contractors, the District's legal counsel and Fiscal Services to ensure that we follow proper bankruptcy procedures in order for the District to complete this project.

¹ Gross square footage

The District is hoping to have the building completed by the start of the spring semester. Once the new Campus Police Building has been completed, the Campus Police KIOSK can be installed and the existing Campus Police building relocated.

e. **Portable Trailer in Parking Lot C-1**

The Communications Trailer (aka Marketing Communications) and the District's Portable Trailer have been relocated to Parking Lot C-1. The District's Portable Trailer will be used as a staff training facility. The Facilities Department will be installing permanent ramps and walkways to both trailers as well as renovating the Staff Training Facility Trailer. This move was required by the High Technology Classroom Laboratory Building Construction.

f. **Relocation of the Student Union Game Room/Conversion of SU-22 to Classroom Facility**

We are currently in the process of relocating the Student Union Game Room from its present location in room SU-22 to room SU-28 with an anticipated completion date of November 30, 2004. Room SU-22 will be converted into a general-use lecture room and will be ready for classes at the start of the spring 2005 semester.

g. **Library Renovation Project**

This project entails the following:

- Moving Library staff from the first floor to the second floor
- Relocating LRC operations from the first floor to the second floor
- Relocating DRC (Disabled Resource Center) Computer Lab to the area by the first floor entrance doors
- Relocating Audio-Visual to the northwest side of the first floor
- Relocating Tutoring Services to the northeast corner of the first floor
- Relocating and expanding the Academic Technology Group staff and labs to areas vacated by the other departments.

We will schedule the construction so that it has a minimal impact on the services and operations of the building.

Funding Source: Foundation and President's Associates

h. **Sewer Line Replacements**

The sewer line on the west side of the Student Services Center and the sewer line that runs between the "A" and "D" Buildings will be replaced over the Holiday and Spring Break. This upgrade will allow for future expansion of computer labs and other electrical equipment.

Funding Source: State Scheduled Maintenance Program

i. **Escondido Center Electrical Upgrade**

The main electrical service at the Escondido Center will be replaced and upgraded over the holiday and spring semester breaks. This upgrade will allow for future expansion of computer labs and other electrical equipment.

Funding Source: State Scheduled Maintenance Program

- j. **A-6 Electrical Upgrade**
The electrical distribution system for the District Computer Center, room A-6, will be replaced and upgraded over the holiday break.
- Funding Source: State Scheduled Maintenance Program
- k. **D-10 Lighting Grid Installation**
There is a proposal to install a theatre lighting grid in room D-10 (Performance Lab) over the holiday break.
- Funding Source: Foundation and the Performing Arts Department
- l. **Asbestos Flooring Replacement**
The Facilities Department is in the process of scheduling, over the holiday break, the replacement of the non-friable asbestos flooring in the "A" Building classrooms and the P-South Office Hallways.
- Funding Source: Facilities Department/Priority One Replacement
- m. **Adjunct Faculty Office Building**
There is a proposal to relocate and expand the existing Campus Police Building to provide a space for adjunct faculty to have access to computers, work stations, phones and a place to meet with their students.
- An area on the east side of Parking Lot 12, just south of the Child Care Center, has been chosen for the location of this building. The project is currently on hold as the building will not be available until the new Campus Police Building has been completed and the old building is vacated.
- n. **Cellular Tower Proposal**
The Strategic Planning Council agreed, at a vote of 11-6, to grant the Facilities Department first-year revenues from the cellular companies which would be used exclusively for facilities improvement projects with prioritization being determined by the Facilities Review Committee. Joe Newmyer will be bringing forth this request at tonight's Governing Board meeting.

D. New Business/First Reading

1. Admissions Request for Storage at the Escondido Center

Herman Lee is proposing that Enrollment Services be permitted to utilize the space that will be vacated by the Dentist Office at the Escondido Center for the storage of student academic records and financial aid records. Some of these records are Class 3 with a retention period of three years and some are Class 1 – Permanent. The relocation of these records from the main campus to the Escondido Center will free up space for office use in the Student Services Center on the San Marcos Campus.

Mike briefly shared that at one point he had been informed by Joe Newmyer that the North County Inland Career Center, at the Escondido Center, was interested in taking over some of the vacated spaces but he has not heard anything further on what spaces they were considering.

Committee members expressed concerns about the following:

- Maintenance and operations support for that building wing which includes HVAC and electrical utility costs that are not currently budgeted. If this space will be used primarily as storage then HVAC and lighting would not be an issue.
- The roof above the building wing has leakage problems and it would have to be repaired prior to the area being utilized.
- Since no students or faculty will be permitted to enter into the storage space, signage must be posted stating that the building does not comply with the Field Act standards²
- Storage shelving will need to be anchored per earthquake requirements.
- Security issues: doors will need to re-keyed to the campus keying system and security alarm installed
- Has the department thought about ways to fire-proof the facility?

Herman was directed to process the "Proposed Change to Facilities Request Form http://www.palomar.edu/facilities/Facilities_Requ_1.pdf".

2. **Performing Arts Timberframe**

Jay Schultz requested that the Wood Shop be permitted to install a metal roof on the Performing Arts Timberframe. Color scheme will be green with white underneath.

Request was submitted on a Facilities Work Request form. Rick Beach will installed weatherproof lighting fixtures once the roof has been installed.

Funding Source: Foundation

E. **Other Items**

1. **Carpet versus Hard Flooring Surfaces**

Mike reported that Mark Vernoy requested that this item be added to the agenda. Item was tabled until our next meeting on Tuesday, December 14, 2004.

Meeting adjourned at 3:10 p.m.

The next meeting has been scheduled for Tuesday, December 14, 2004, at 2 p.m. in Room RS-5

² The state's Field Act of 1933 requires that community college buildings be designed to UBC standards, but with about ten percent more earthquake-resistance capacity than the UBC. The purposes of the higher standards are to 1) increase the life safety protection for those in a building at the time of an earthquake, (2) increase the probability that a building can be used as a community center in the hours and days after a major earthquake, and (3) increase the probability that the buildings will be useable for educational purposes in the future, thereby protecting the investment in the building. The Field Act also requires that a building inspector be on the building site on a continuous basis. Under existing law, the State Architect must approve the engineering designs of community colleges. This approval is done after the plans are completed. The State Architect evaluates the designs for some, but not all, of the requirements of the UBC: (1) seismic requirements, (2) fire safety, (3) American Disability Act requirements, and (4) energy conservation requirements.