



FACILITIES REVIEW COMMITTEE MINUTES

November 17, 2005

A meeting of the Facilities Review Committee was held on *Thursday, November 17, 2005*, at 2:00 p.m., in Room RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:07 p.m.

Roll Call

Members Present Cindy Anfinson, Norma Bean, Mike Ellis, Carmen Fernandez, Chantal Flanagan, Kelley Hudson-MacIsaac, Neill Kovrig, Karen Mifflin, Donna Renner (for Gray), Rick Sanchez, Ken Swift, and Mark Vernoy

Members Absent: ASG Representative, Terry Gray and Jose Vargas

Guest: John Woods

A. Approval of Minutes

MSC Sanchez/Hudson-MacIsaac none opposed

The proceedings of the meeting of October 27, 2005 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. SSC Building Exterior Signage

The Signage Working Group has met but there is no update to report.

2. Student Union Building Signage

The Signage Working Group has met but there is no update to report.

3. Student Union Electronic Signage

Mike reported that the vendor "Alpha-America" still has not contacted him regarding the installation of these signs.

4. Trio Request for Tint Windows

Kelley Hudson-MacIsaac made a motion to discuss. Kelley requested that the tint blend in with the aesthetics of the building. Committee members recommended that instead of installing tinting that we replace the glass with a thermal barrier type window.

It was the consensus of the committee to approve this request.

5. **Art Department C-3 Space Change**

The Art Department has requested permission to sub-divide the C-3 Classroom as it is no longer being utilized as a darkroom.

A Motion to approve the Art Department's request to sub-divide the C-3 Classroom was approved.

MSC Vernoy/Swift none opposed

6. **Earth Sciences Room Usage Conversion**

The Earth Sciences Department has requested permission to convert the storeroom in ES-21A into an office.

A Motion to approve the Earth Sciences Department's request to convert the ES-21A storeroom into an office was approved.

MSC Vernoy/Hudson-MacIsaac none opposed

7. **Parking Lot Exterior Signage**

Mary San Agustin, Financial Aid, requested that new signage be installed in Parking Lots 1 and 2 indicating that these lots are only designated as staff/visitor lots.

It was the consensus of the committee to deny this request. There are already too many signs in the parking lots. Request is in reality a marketing issue.

MSC Hudson-MacIsaac/Bean none opposed

8. **Workforce Development: Landscaping**

This item was tabled until more information could be obtained.

C. **Discussion/Information Items**

1. **Project Updates**

A. **High Technology Laboratory Classroom Building**

Mike reported that the left lane of Comet Circle will be partially closed for approximately one month starting Monday, December 12th as steel is trucked onto the San Marcos Campus for this project.

Campus employees and students should allow extra time to access the campus during finals week. The school newspaper, Telescope, will be publishing an article regarding the closure. A general information email will also be distributed to campus employees.

B. **Escondido Center North Wing Remodel**

Mike reported that the preliminary plans have been received back from the architect. Two classrooms have been completed, with four left to go.

C. **Concrete Projects**

The following areas will be receiving new concrete paving during the holiday/semester break:

1. Comet Circle entrance sidewalk
2. Staff Lot 2 sidewalk from the SSC Building to the Tennis Court Area (this will necessitate our closing the parking spaces next to the Contractor's work area).
3. Lot 9 sidewalk section toward Borden Road.

D. **Classroom Flooring Remodel Project**

Mike reported that asbestos job walkthrough is scheduled for Friday, November 18th.

E. **Athletic/PE Fields Project**

Mike reported that the demo has been completed and that the contractor will start grading the practice fields shortly. Pole lights are to be installed sometime during the spring semester.

F. **Roofing Projects**

The following areas will be receiving new roofing during the holiday/semester break:

1. HBET Building (two sections)
2. IS Training Trailer
3. IS Staff Trailer
4. Health Services
5. Rooms A-6 and A-7
6. C Building (various areas)
7. Escondido Center North Wing

D. **First Reading**

1. **Comet Campaign/Practice Field Improvement Project (Football)**

John Woods distributed a copy of the rationale, as follows, for the Field Improvement Project proposal:

- Provide site for home football games
- Consistent surface for practices and games
- Allow for year-round use of the field
- Reduce costs associated with weekly maintenance, water, striping and sod
- Save on rental of off-site facility
- Play college football on a college campus
- All-weather practice facility
- Improve current site adjacent to main entrance to college
- Reduce impact on coaches and support staff
- Ability to control game day operations
- Increase attendance and interest/San Marcos

Improvements/Modifications to existing field were outlined as follows:

- Replace surface with artificial turf
- Add scoreboard on the southwest side of the field
- Rent bleachers (1000 home/500 visitors)
- Add flagpole on the southwest side of the field
- Increase fencing to give the area an open feeling
- Move surface soil to southwest side of the field
- Change current landscaping in same areas (possibility)

Funding Source:

A group consisting of 25 donors has expressed interest in providing the funding (estimated cost \$820,000)

There was a brief discussion among the committee members and John Woods regarding the artificial turf versus grass. It has been hard on the football players to play on grass but practice on artificial turf. If this proposal is approved, the football field will be shutdown for approximately four months.

2. **Print Services: Space Change (Darkroom into Office)**
Print Services has issued a request to change a darkroom into an office. Request changes usage of area. Department is purchasing a new machine.

Request will be brought forward to our next meeting on Thursday, February 23, 2006, for a second reading.

3. **Re-build Dugout Area @ Baseball Fields**
Reference the 2005-2006 Proposed Facilities Improvement Projects which includes this proposal.

4. **Capital Outlay Projects Update**
Kelley reported that the FPP for the Science Building modernization did not make the cut for fiscal year 2007.

Kelley distributed a copy of "The Capital Outlay System: A Logical Sequence."

THE SEQUENCE LEADING TO DEVELOPMENT OF A FACILITY:

EDUCATIONAL PLAN: EXPLAINS WHAT YOU DO, WHO YOU SERVE, AND HOW YOU PLAN TO DO IT.

FACILITIES PLAN: DESCRIBES THE FACILITY RESOURCES THAT ARE NEEDED TO FULFILL THE EDUCATIONAL PLAN.

SPACE INVENTORY: DESCRIBES WHAT FACILITIES YOU HAVE AND HOW THEY ARE BEING USED.

FIVE-YEAR

CONSTRUCTION PLAN: PROPOSES HOW THE IDENTIFIED FACILITY NEEDS WILL BE MET. THE CAPACITY-LOAD CALCULATIONS DETERMINED BY THIS PLAN ARE USED TO DETERMINE THE FACILITY NEED (ABOVE 100% INDICATES A SURPLUS OF SPACE).

INITIAL PROJECT

PROPOSAL (IPP): DESCRIBES THE CONCEPT OF THE PROJECT (SCOPE AND DOLLARS) AND REQUESTS STATE ASSISTANCE.

FINAL PROJECT

PROPOSAL (FPP): ELABORATES ON THE PROJECT, PRESENTS DETAILS ABOUT THE PROJECT, JUSTIFIES THE NEED AND DEFENDS THE CHOICE AS THE BEST SOLUTION TO THE NEED.

PRELIMINARY PLANNING

FUNDING (P): THE FIRST ALLOCATION OF FUNDING (USUALLY FROM THE STATE) THAT ALLOWS THE DESIGN OF THE PROJECT TO BE DEVELOPED MORE FULLY, PAYS FOR THE ARCHITECT AND SOME OTHER ITEMS.

WORKING DRAWING

FUNDING (W): FUNDING THAT SUPPORTS DEVELOPMENT OF THE CONSTRUCTION DRAWINGS (BLUEPRINTS) THAT WILL BE USED TO BID AND BUILD THE PROJECT.

CONSTRUCTION

FUNDING (C): INCLUDES FUNDING TO OVERSEE AND CONSTRUCT THE FACILITY. USUALLY COVERS A GENERAL CONTRACTOR, ARCHITECT OVERSIGHT, PROJECT MANAGER, TESTING, INSPECTION AND SIMILAR ITEMS.

EQUIPMENT (E): FUNDS THAT SUPPLY THE FURNISHINGS AND EQUIPMENT (GROUP II) THAT ARE NOT AN INTEGRAL PART OF THE FACILITY (TYPICALLY NOT ATTACHED).

OTHER ITEMS THAT APPLY:

BUILDING & EQUIPMENT

COST GUIDELINES: A LISTING OF THE CONSTRUCTION COST AND THE EQUIPMENT COST TYPICALLY ALLOWED BY THE STATE FOR EACH TYPE OF SPACE WITHIN A FACILITY. BASED ON A CONSTRUCTION INDEX THAT IS MODIFIED PERIODICALLY. ANY COSTS ABOVE THESE GUIDELINES MUST BE JUSTIFIED OR PAID BY THE COLLEGE.

PUBLIC WORKS BOARD: THE GROUP THAT EVALUATES THE PRELIMINARY PLANS AND THE WORKING DRAWINGS TO MAKE SURE THE PROJECT REMAINS AS IT WAS DESCRIBED IN THE FPP AND APPROVED BY THE LEGISLATURE.

FACILITIES PLANNING

UNIT: THE DEPARTMENT WITHIN THE STATE CHANCELLOR'S OFFICE THAT RECEIVES AND PROCESSES REQUESTS FOR STATE CAPITAL OUTLAY PROJECTS IN THE COMMUNITY COLLEGE SYSTEM.

5. **Annual Implementation Plans**

Mike distributed copies of the 2005-2006 Proposed Facilities Improvement Projects recommended priorities by the Director, Facilities.

PRIORITY NO.	PROJECT NO.	PROJECT CLASS	PROJECT DESCRIPTION	YEAR SUBMITTED	STATUS
1	1	Safety	AA/ST Building: Install raingutters	2004- 2005	Scheduled 2005-2006
1	2	Safety	Comet Circle Entrance Install ADA sidewalk	2004- 2005	Scheduled 2005-2006
1	3	Safety	San Marcos Campus: Replace bad classroom doors	2004- 2005	Scheduled 2005-2006
1	4	Safety	Running Track: Install permanent night lights	2004- 2006	ON HOLD
1	5	Safety	J Building: Repave work area and parking	2004- 2005	Scheduled 2005-2006
1	6	Safety	HBET Building: Replace west section of roof	2004- 2005	Scheduled 2005-2006
1	7	Safety	Install emergency Lighting in Labs/ Classrooms and Office Hallways	2004- 2005	Scheduled 2005-2006
1	8	Safety	HBET Building: Replace sidewalk on South side of building	2004- 2005	Scheduled 2005-2006
1	9	Safety	A, B & P Buildings: Replace asbestos Flooring	2004- 2005	Scheduled 2005-2006
1	10	Safety	Health Services: Replace flooring and Roof	2004- 2005	Scheduled 2005-2006
1	11	Safety	Baseball Field: Install safety netting	2004- 2005	Scheduled 2005-2006

PRIORITY NO.	PROJECT NO.	PROJECT CLASS	PROJECT DESCRIPTION	YEAR SUBMITTED	STATUS
1	12	Building	Health Services: Replace HVAC systems	2004- 2005	Scheduled 2005-2006
1	13	Support	Design & Install New Computer Room HVAC system	2005- 2006	
1	14	Emergency Operations	A-6 Computer/Phone Room: Install EM power	2004- 2005	
1	15	District	Funding to prepare the FPP for the new LRC/Library	2005- 2006	
1	16	Classroom/Lab	B-8: Provide adequate electrical power for computers	2005- 2006	
1	17	Classroom/Lab	FASH-1: Add door and window display area	2005- 2006	
1	18	Offices	RC-4, RC-5, RC-7 and RC-8: Install earthquake shelving	2005- 2006	
1	19	Classroom/Lab	BE-6 & BE-1: Install electrical and data floor outlets	2005- 2006	
1	20	Offices	BE-2 and BE-4: Install earthquake shelving	2005- 2006	
1	21	Safety	Swimming Pool: Resurface plaster (San Diego Board of Health)	2004- 2005	
1	22	Classroom/Lab	SU-19: Replace HVAC unit	2004- 2005	
1	23	Classroom/Lab	D-11: Replace HVAC unit	2004- 2005	
1	24	Classroom/Lab	GJ-12: Replace HVAC unit	2005- 2006	
1	25	Classroom/Lab	T-12 & T-13: Install T-bar ceilings, lights and HVAC	2005- 2006	
1	26	Safety	T Building Dust Collection System: Install air filters	2005- 2006	
1	27	Classroom/Lab	T-16 & T-17: Add Classroom air filter units for dust Collection system	2005- 2006	
2	28	Classroom/Lab	T Building Urban Forestry Program: Grade and pave area	2004- 2005	
2	29	Safety	Replace two instructional fleet vehicles	2004- 2005	Scheduled 2005-2006
2	30	Building	J Building: Expand restroom facilities	2004- 2005	

PRIORITY NO.	PROJECT NO.	PROJECT CLASS	PROJECT DESCRIPTION	YEAR SUBMITTED	STATUS
2	31	Building	San Marcos Campus: Restroom renovations	2004- 2005	
2	32	Building	SU Bldg/Cafeteria Replace exterior door	2004- 2005	Scheduled 2005-2006
2	33	Building	C-Building: Upgrade raingutters and downspouts	2004- 2005	
2	34	Building	C-Building: Repair roof	2004- 2005	Scheduled 2005-2006
2	35	Classroom/Lab	DOME: Acoustics, HVAC renovations	2004- 2005	
2	36	Classroom/Lab	Baseball Field: Replace dugouts	2004- 2005	
2	37	Building	T-Building: Exterior refinishing	2004- 2005	
2	38	Building	SU-21 Replace HVAC unit	2004- 2005	
2	39	Building	SU-60 (Bookstore): Replace HVAC unit	2004- 2005	
2	40	Building	SU-1: Replace HVAC unit	2004- 2005	
2	41	Classroom/Lab	Q-1: Replace HVAC unit	2004- 2005	
2	42	Classroom/Lab	Q-2: Replace HVAC unit	2004- 2005	
2	43	Classroom/Lab	D-10: Replace HVAC unit	2004- 2005	
2	44	Classroom/Lab	SU Bldg Roof (Bookstore): Replace HVAC unit	2004- 2005	
2	45	Support	Pavilion Café: Install HVAC unit	2004- 2005	
2	46	Building	San Marcos Campus: Replace old HVAC units	2004- 2005	
2	47	Support	HBET Building: Renovate Lighting Control Room	2004- 2005	
2	48	Building	Install Campus "YOU ARE HERE" signage	2004- 2005	
2	49	Support	Escondido Center: Remodel Admissions Counter	2004- 2005	
2	50	Building	San Marcos Campus: Replace trash containers	2004- 2005	
2	51	Classroom/Lab	ETV and CCCSAT: Control Room Expansion	2004- 2005	
2	52	Offices	GJ-8: Convert from darkroom to office	2005- 2006	
2	53	Classroom/Lab	C-3: Remove partitions and renovate	2005- 2006	

PRIORITY NO.	PROJECT NO.	PROJECT CLASS	PROJECT DESCRIPTION	YEAR SUBMITTED	STATUS
2	54	Classroom/Lab	F-1 Computer Lab: Upgrade electrical and HVAC	2005-2006	
2	55	Support	Replace hazardous waste storage facility	2005-2006	
2	56	Classroom/Lab	RC-1: Upgrade and improve lighting	2005-2006	
2	57	Safety	Replace Carpenter Shop Building	2005-2006	
2	58	Safety	Replace Electrical/HVAC Shop Building	2005-2006	
2	59	Support	HBET Building: Renovate auditorium, lobby and restrooms	2005-2006	
2	60	Classroom/Lab	EC-700: Renovate HVAC for lab use	2005-2006	
2	61	Classroom/Lab	ES-1: Install carpeting at entrance	2005-2006	
3	62	Classroom/Lab	Replace bad chalk/whiteboards in classrooms	2004-2005	
3	63	Classroom/Lab	Tennis Courts: Replace fencing	2004-2005	
3	64	Support	Library: Replace carpet and paint areas not completed	2004-2005	
3	65	Building	New Fields: Purchase grounds equipment	2004-2005	
3	66	Growth	EC-505: Split classroom and renovate	2004-2005	Scheduled 2005-2006
3	67	Building	Food Services: Replace HVAC units	2004-2005	
3	68	Building	Re-construct Grounds Services Plant Nursery	2004-2005	
3	69	Classroom/Lab	P-Building South: Renovate classrooms	2004-2005	
3	70	Support	Men's Locker Room: Renovate	2004-2005	
3	71	Classroom/Lab	D-10: Phase II renovations	2004-2005	
3	72	Parking	LOT 12: Renovate and expand east side	2004-2005	
3	73	Classroom/Lab	All Classrooms: Install standard multi-media equipment	2004-2005	
3	74	Classroom/Lab	S-11 Remove partition walls	2004-2005	

PRIORITY NO.	PROJECT NO.	PROJECT CLASS	PROJECT DESCRIPTION	YEAR SUBMITTED	STATUS
3	75	Support	Women's Locker Room: Renovate	2004-2005	
3	76	Parking	Proceed with CEQA Study for Lot 3/Lot 5 Expansion	2004-2005	
3	77	Building	HBET South Side: Renovate landscaping	2004-2005	
3	78	Support	Escondido Center/Health Services: Replace flooring	2005-2006	
3	79	Support	SSC Building/Bursar's Office: Expand Office	2005-2006	
3	80	Classroom/Lab	P-16: Replace carpeting	2005-2006	
3	81	Classroom/Lab	BE-1: Install carpeting	2005-2006	
3	82	Support	SSC Building/Veteran's Services: Build new counter	2005-2006	
3	83	Classroom/Lab	RC Building: Replace carpet	2005-2006	
3	84	Offices	AA-130 through AA-136: Replace carpet	2005-2006	
3	85	Classroom/Lab	O-2 Dance Studio: Split room and renovate	2005-2006	
3	86	Classroom/Lab	Redesign/Renovate Photo Lab for Film & Digital Media	2005-2006	
3	87	Building	Construct Vehicle Washing Station	2005-2006	
3	88	Building	Construct a Cart Storage/Charging Building	2005-2006	
3	89	Offices	J Building Construct individual staff office	2005-2006	
3	90	Support	Renovate the Building Services Tech Work Area	2005-2006	
3	91	Building	Construct a Custodial Services Storage Building	2005-2006	
3	92	Classroom/Lab	Football Field: Install artificial turf and scoreboard	2005-2006	
3	93	Classroom/Lab	Escondido Center: Replace carpet in 33 Areas	2005-2006	
3	94	Building	Escondido Center: Paint exterior building surfaces	2005-2006	

PRIORITY NO.	PROJECT NO.	PROJECT CLASS	PROJECT DESCRIPTION	YEAR SUBMITTED	STATUS
3	95	Building	FCS-1: Replace windows with window boxes	2005-2006	

Mike directed each committee representative to take back this priority list to their constituents for any feedback/comments.

E. **Other Items**

1. **Five-Year State Scheduled Maintenance**

Kelley reported that this report is due December 15th. Kelley will update and resubmit the same plan as last year except with different dates.

2. **FPP: Multidisciplinary Building**

Kelley briefly shared that the Chancellor's Office Department of Finance has approved the FPP for the Multidisciplinary Building. Funding depends on the state-wide bond to pass in 2006. If it passes, we would be awarded \$45 million dollars in FY2007 for this project.

3. **Letter of Intent: Fallbrook North Education Center**

Kelley reported that the Letter of Intent for the Fallbrook North Education Center has been approved by the Chancellor's Office.

4. **Welcome: New Faculty Representative**

Kelley welcomed out newest representative, Chantal Flanagan.

F. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:30 p.m.

Reminder: Next meeting scheduled for Thursday, February 23, 2006, 2 p.m., Room RS-5