



FACILITIES REVIEW COMMITTEE MINUTES

November 16, 2006

A meeting of the Facilities Review Committee was held on *Thursday, November 16, 2006*, at 2:00 p.m., in room RS-5.

Call to Order

Dr. Dowd called the meeting to order at 2:05 p.m.

Roll Call

Members Present Cindy Anfinson, Norma Bean, Bonnie Dowd, Kelley Hudson-MacIsaac, Karen Mifflin, Chris Miller, Tom Sbrega (ASG Rep), Ken Swift, Jose Vargas and Mark Vernoy

Members Absent: Mike Ellis, Joe Madrigal and Rick Sanchez

Guest: Bruce Bishop

A. Approval of Minutes

MSC Vernoy/Hudson-MacIsaac none opposed

The proceedings of the meeting of October 16, 2006 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. Expansion of Snack Shack

Motion: To approve concept of expansion of Snack Shack
Moved: Mark Vernoy
Seconded: Kelley Hudson-MacIsaac
Total: None opposed

Bruce stated that the expansion would not just be for Aramark but it would be for the students and staff of Palomar College. Aramark is still struggling to make money. The Snack Shack is the only available food source besides vending machines on campus.

Mark reported that Instructional Services is opposed to losing Classroom RF-1 and would prefer if the expansion occurred in another location.

Karen expressed concern about ADA access to the existing Snack Shack. Chris indicated that the ramp is compliant for wheelchair access but the interior is not.

Mark indicated that IT-6 is available (approximately 650 square feet) but Bruce expressed concern about the lack of visibility as location is behind Classrooms FASH-1 and FCS-1.

Chris recommended that Aramark or another Food Services contractor be made aware of our Facilities Master Plan of which the American with Disabilities Act (ADA) is an important part of the master plan.

Chris asked Kelley if the RF Building was DSA (Division of the State Architect) compliant; Kelley replied yes. He also asked as we develop new buildings, would Food Services be considered as the concentration of students' shifts more toward the center of campus? Bonnie replied that at this point, we can support the idea of expansion. Bruce stated that Aramark's contract ends in summer 2007. The Governing Board requires that the District goes out to bid for a new contract of which Aramark can apply.

IT-6 has been proposed so the existing Snack Shack could be converted for classroom usage. Bonnie stated that we need to float idea to expand and take request to the Administrative Services Planning Council (ASPC) and onto Strategic Planning Council (SPC). We need to affirm an interest in expanding without affecting Instructional Services.

Jose asked if Aramark would pay for the expansion and Bruce replied yes.

Motion: To have District deal with amendment/motion to explore concept without negative impact on Instruction Services.
Moved: Kelley Hudson-MacIsaac
Seconded: Chris Miller
Total: None opposed

2. **2006-2007 AIP for Facilities Review**

This item will be placed on the February 15, 2007 agenda.

3. **Committee Relationship between Campus Police Advisory Task Force/Facilities Review Committee**

This item will be placed under Section "Discussion/Information Items" on the February 15, 2007 agenda.

4. **Scheduled Maintenance**

Motion: To approve Scheduled Maintenance
Moved: Kelley Hudson-MacIsaac
Seconded: Norma Bean
Total: None opposed

Kelley distributed a copy of the 2006-2007 Scheduled Maintenance Projects (One Time Funds) and 2006-2007 Hazardous Substance Projects (some of which required matching funds). Several of these projects were chosen from the Five-Year Maintenance Plan.

Norma inquired about the HVAC Replacement Phase 1 Project for the Escondido Center that is listed on the 2006-2007 Scheduled Maintenance Projects. Kelley replied that this project encompasses the most critical areas of the Escondido Center.

Bonnie reported that the monies have been identified and are in the budget separate from the bond measure. Ken asked if the projects have been identified and Kelley replied yes.

5. **ESC-103 Expansion**

Kelley reminded everyone that Mollie Smith, Occupational & Noncredit Programs, had submitted a Proposed Change of Facilities Request Form Step 1 Document to convert a portion of Classroom ESC-103 to conduct Wastewater classes as there is a wait-only list for these classes.

Norma stated that funding sources are private and that no district funds will be utilized.

Motion: To approve expansion as submitted
Moved: Norma Bean
Seconded: Kelley Hudson-MacIsaac
Total: None opposed

C. **Discussion/Information Items**

1. **High Technology Laboratory Classroom Building**

Chris reported that the roofing is scheduled to start on Monday, November 20th, and that he is working with Donna to distribute a general information email to the campus community regarding the tar smell. Chris also revealed that the High Technology Laboratory & Classroom Building construction meeting went well this morning and that 80% of the project has been completed.

Bonnie stated that this project has been a good learning experience for the District and that Chris has done an outstanding job.

Chris also reported that the Executive Administration and the Vice-Presidents will be touring the building on Thursday, November 30, 2006. Chris indicated that he and Kelley are continuing to meet with Berta Cuaron and Sara Thompson regarding the moving schedule and that we are close to holding the special meeting with Information Services.

2. **Project Updates**

Chris reported that the New Soccer Field is very close to having its final inspection. We hope to submit a Change Order to the Contractor for the Restroom Facilities.

D. **First Reading**

1. **Relocation of Snack/Coffee Vending Machines**

This item will be placed on the February 15, 2007 agenda.

Bonnie reported that Vendopoly, Inc. is new to the San Diego County area and they aggressively pursued the Palomar College contract beating long-time supplier - North County Vending for the snack and coffee vending machines.

E. **OTHER ITEMS**

1. **Lot 1 – Campus Police**

Agenda item removed as Facilities Review Committee recommended at our meeting of October 19, 2006, that Tony Cruz, Campus Police, submit a Facilities Work Request form requesting that the parking space outlined in picture #3 be cross-hatched.

2. **Prop M Bond Planning and Update**

Bonnie stated that as we all know, California Proposition 1D – A \$10.4 billion bond issue for K-12 and Higher Education construction projects passed.

The Multi-Disciplinary Building is funded by the State of California. We submitted the Learning Resource Center FPP (Final Project Proposal) to the state on July 1st. This project is also funded by the state. The District decided to allocate \$5 million for this project that way the State will fund 80-90% of the building process for fiscal year 2008-2009.

Bonnie reported that Mike Ellis, Kelley Hudson-MacIsaac, Chris Miller and Donna Renner are meeting on Proposition M to identify projects (Fallbrook site, South site acquisition, S-Building, second Multi-Disciplinary Building, Multi-Media Building including the Planetarium and conduct an Environmental Study).

The Facilities Department is in the process of converting a portion of their building to a planning room. Norma inquired about the hiring of a Program Management Team to oversee the bond projects. Bonnie indicated that the District has a great, internal expertise on campus consisting of Mike, Kelley and Chris and it is our hope to not hire an outside agency to oversee these projects. External companies retain 10-20% of the bond monies for their services.

Of course, Bonnie stated that we will be adding personnel – some of which will be paid by the bond monies and others will be District funded. Norma inquired about the employees that will be District-funded – what happens to them when the projects are completed. Bonnie replied that perhaps by that time, Palomar College will have gone out for another bond (approximately 15 years) and their positions will still be required; otherwise, these positions will be discussed through arbitrations and/or retirements.

Bonnie also reported that Information Services has started work on converting the campus to wireless.

3. **TRIO – Facilities Work Request: Banner Installation**

Kelley reported that this item was not on the agenda but that Mike Ellis asked her to bring forth TRIO's request to hang banners on campus. The current policy stated that banners can only be hung for thirty-days. TRIO's request encompasses that their banners hang for thirty-days then be removed for ten-days then re-hung for thirty-days, etc.

Facilities Services does not have the time or the workers to continuously hang and take-down and re-hang these banners. Kelley reported that it was Jerry Patton that was adamant that banners hang only for thirty-days.

Committee members discussed this proposal and recommended that until the Facilities Review Committee can peruse the procedures/guidelines, that TRIO be approved to hang their banners from November 27, 2006 through January 23, 2007.

F. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:15 p.m.

Reminder: Next meeting scheduled for
Thursday, February 15, 2007, 2 p.m., Room RS-5