



FACILITIES REVIEW COMMITTEE MINUTES

November 15, 2007

A meeting of the Facilities Review Committee was held on *Thursday, November 15, 2007*, at 2:00 p.m., in room RS-5.

Call to Order

Bonnie Dowd called the meeting to order at 2:10 p.m.

Roll Call

Members Present Cindy Anfinson, Jayne Conway, Bonnie Dowd, Mike Ellis, JoAnne Lesser, Chris Miller, Jose Vargas and Mark Vernoy

Members Absent: Kelley Hudson-MacIsaac and Rick Sanchez

Ex-Officio Member Present: Don Thompson

Guests: Mea Daum and Ken Swift

A. Approval of Minutes

MSC Vernoy/Conway none opposed

The proceedings of the meeting of October 18, 2007 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>

Bonnie Dowd asked that we add an item to the agenda:

Item C.2 Discussion/Information Item to the Agenda (Natural Science Building Dedication Plaque) [Reference attached handout Item C.2](#)

It was the consensus of the Facilities Review Committee to add this item to the agenda. None opposed.

MSC (unknown, unknown): To suspend the agenda to discuss "Discussion/Information Item C.2, Natural Science Building Dedication Plaque."

Mea Daum, Communications Office (non-academic) distributed an E-mail Proof of the Dedication Plaque. Mea requested guidelines from the Facilities Review Committee on the type of font to use for the plaque.

Mike informed Mea that she should follow the "Graphics Standards and Style Manual" located on the Palomar College website: <http://www.palomar.edu/guidelines/manual/>. Mike also recommended that we have the District Architect – LPA, Inc. peruse and comment on the plaque.

Bonnie asked whether or the plaque should state "Dedication Plaque" in the header. Mike recommended that Braille signage be added to the plaque per the Americans with Disabilities

Act.¹ Bonnie will email proof to LPA, Inc. the District's Architects for their input and report back at the next meeting.

Agenda resumed.

B. **Action Items/Second Reading**

1. **Boehm Gallery Storage Room Conversion**

MSC (Vernoy/Anfinson): To move this item to action (reference FRC meeting minutes for October 18, 2007, for handout Item D.9). None opposed.

Cindy asked if the Boehm Gallery representative, JoAnna Bigfeather, had seen the handout distributed at our meeting on October 18, 2007. Mike replied yes but the Boehm Gallery is not supportive of expanding the office into the Gallery.

Mike reported that the ceiling contains asbestos and extreme care will need to be taken in this remodel. He also reported that the District has applied to the State of California for funding to remove the asbestos inside the Boehm Gallery.

2. **Comet Circle Changes/Reconfiguration**

MSC (Ellis/Vernoy): A motion is on the table to discuss this item (reference FRC meeting minutes for October 18, 2007, for handout Item D.1).

Mike reported that the District is considering starting this project over the summer of 2008.

Cindy stated that the Faculty in her Department (Math) is against it. They feel that Comet Circle is too narrow for traffic and the students drive too fast. Cindy also expressed concern about the Child Care Center's chain link fence which runs parallel to Comet Circle. Cindy distributed a copy of an article that appeared in the Los Angeles Times "L.A. Unified seeks to clear the air" on November 12, 2007. [Reference attached handout Item B.2.](#)

Mike reported that the Child Care Center is expected to be relocated from its present site to the Arboretum area during the fiscal year of 2010-2011 pending sale of Prop M – Series B bonds. However, the exact year the second series of Prop M bonds will be sold will be determined by the completion of the projects in Series A and the spend-down of the bond sales proceeds. Bonnie reported that tax guidelines require the District to spend 85% of bond funds from Series A before the next bond series can be sold.

Concern was also expressed about the proximity of the Child Care Center's playground to Comet Circle.

MSC (Vernoy/Anfinson): To table this item until the next meeting on Wednesday, January 23, 2008.

Committee members were asked to email Mike Ellis their concerns so he can address them in the final proposal.

3. **Modular Building – Parking Lot 2**

MSC (Ellis/Vernoy): Approve Agenda Item B.3 to provide modular buildings in Parking Lot 2 (closest to the DOME). None opposed.

¹ <http://www.usdoj.gov/crt/ada/adahom1.htm>

4. New IT Building Location Change

MSC (Vernoy/Swift): Motion to approve and accept the recommendation that the New IT Building's location be reviewed and moved closer to the center of campus (Facilities upper parking lot). None opposed.

5. Arboretum Adjacent Hillside Usage

MSC (Ellis/Lesser): Motion to establish boundary lines for the Arboretum (reference FRC meeting minutes for October 18, 2007, for handout Item D.3) so a Landscape Architect can be identified and assigned this project.

President Deegan would like to expedite this project if possible. Discussion followed as to the boundary lines of the Arboretum. Mike reported that the "Friends of the Palomar College Arboretum" and the Cactus Garden personnel have requested the whole eastern section of the campus be allocated to them.

MSC to amend the motion (Vernoy/Lesser): The Facilities Review Committee reaffirms the Facilities Master Plan of 2003, which identifies the boundaries for the Arboretum as shown in the Master Plan 2022. None opposed.

The motion will be reported to the Finance and Administrative Services Planning Council at its February 2008 meeting and then subsequently to Strategic Planning Council.

6. Natural Science Building and Campus Signage

MSC (Ellis/Vernoy): a motion to approve architectural drawings by LPA on campus building signage. None opposed.

C. **DISCUSSION/INFORMATION ITEMS**

Jayne Conway, Student Services Division representative, requested an "other item" and brought forth an issue revolving around an Athletics Office requisition#42279 for installing a permanent fence at the Softball Field. She reported that Scott Cathcart/Athletics had contacted the Facilities Office on Wednesday, November 14th, informing that office that he had submitted a requisition to Purchasing (Tri-City Fence) to provide and install fencing for the Softball Team for approximately \$5,054, without bringing the project to the Facilities Review Committee for its approval. Discussion followed including concerns that Facilities has about maintaining the landscape areas around the proposed fence.

Bonnie asked Jayne to report those concerns to the Student Services Council and ask that in the future that the process of review by Facilities Review Committee be followed.

1. Project Updates

Bonnie reported that the Governing Board, at their November 13, 2007 meeting had accepted as complete and final the elevated floor, for the Chemistry Storage Room, for the Natural Science Building and authorized release of retention and bonds and recorded notice of completion. She reminded everyone that the funding for the project is from PROP M Funds.

Bonnie also reported that at the Governing Board meeting of December 11, 2007, RBF Consultants will present the results of the EIR that is being conducted by their firm in

preparation for CEQA certification by the Governing Board for the proposed north education center project in Fallbrook.

Mike reported that there are Natural Science Building Completion & Equipment items (for offices and labs) that the Facilities Review Committee will want to discuss at its next meeting.

D. **FIRST READING**

No items

E. **Other Items**

1. **Prop M Bond Planning and Update**
No report.

F. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:37 p.m.

Reminder: Next meeting scheduled for
Wednesday, January 23, 2008, 3 p.m., Room RS-5