



## FACILITIES REVIEW COMMITTEE MINUTES

February 27, 2008

A meeting of the Facilities Review Committee was held on *Wednesday, February 27, 2008*, at 3:00 p.m. in room RS-5.

### Call to Order

Dr. Dowd called the meeting to order at 3:11 p.m.

### Roll Call

**Members Present** Jayne Conway, Bonnie Ann Dowd, Mike Ellis, Kelley Hudson-MacIsaac, Pulkit Kanotra, JoAnne Lesser, Karen Mifflin, Chris Miller, Rick Sanchez, Ken Swift and Jose Vargas

**Members Absent:** Cindy Anfinson and Mark Vernoy

**Ex-Officio Member Absent:** Don Thompson

**Guests:** Sherry Titus

Bonnie requested that the agenda be suspended to allow the presentation of Agenda Item D. First Reading #1 Change to meeting days requested by Instruction and to allow guests present to speak on the second reading items. Agenda Item B. Second Reading #1 Student Union Building Reconfiguration and to allow FRC committee member, Pulkit Kamatra, to add late agenda item C. Discussion/Information Item #5 Wood Signage to the agenda. Agreed to by consensus.

Bonnie explained that because the Brown Act requires that agendas be posted 72 hours in advance of a meeting, committee members should submit agenda items as soon as possible.

### D. First Reading

#### 1. Change to meeting days requested by Instruction

Berta Cuaron, Assistant Superintendent/Vice-President for Instruction, has requested that the Facilities Review Committee change their meeting days from the second and fourth Wednesdays, from 3:00 p.m. to 4:00 p.m., to allow Dr. Vernoy to attend the Curriculum Committee meetings held on Wednesdays at 3:00 p.m.

Initially, it was recommended that the Safety & Security Committee and the Emergency Response Plan Working Group flip their meeting days with the Facilities Review Committee but a majority of committee representatives present indicated that that day/time would not work for them.

After some discussion, it was recommended that the Facilities Review Committee change their meeting days to the first and third Thursdays, from 2:00 p.m. to 3:00 p.m. pending feedback from absent members: Anfinson, Mifflin and Vernoy. Bonnie asked Donna to email this proposal to them to confirm their availability.

Bonnie will also discuss this change with the Administrative Services Planning Council as this change would also impact their current meeting days/times.

**B. Second Reading**

1. Student Union Building Reconfiguration

Sherry Titus, Interim Director for Student Affairs, reported that VP Madrigal has recommended that the funds for the Student Union Building Reconfiguration comes from the Student Body Center Fee (Fund 73)

Kelley reported that the space inventory for this project does not impact state funding.

Motion: To approve Student Union Building Reconfiguration  
 Moved: Hudson-MacIsaac  
 Seconded: Ellis  
 Total: None opposed

Agenda resumed.

**A. Approval of Minutes**

MSC Ellis/Hudson-MacIsaac none opposed

The proceedings of the meeting of February 13, 2008 were approved. Minutes are posted on the Palomar College web page as follows:  
<http://www.palomar.edu/committees.htm>

**B. Action Items/Second Reading**

2. Proposed Changes to Facilities: LL-115

Motion: To approve Proposed Change to Facilities: To construct two (2) 10' x10' offices in area of LL-115 currently serving as common space for faculty and staff members.

Moved: Hudson-MacIsaac  
 Seconded: Kamatra  
 Total: None opposed

Kelley indicated that the space inventory for this project does not impact state funding; however Kelley did state that we would need to check the modifications to the HVAC system and the IAQ issues in Text Services to see if these issues would impact the proposed change.

Mike shared that the Library did not identify a funding source for this proposal.

Motion: To table Agenda Item B2  
 Total: 9 Ayes, 1 Nay (Ellis)

3. Modular Building Placements

Motion: To accept electronic vote (email) to approve Test Fit Plan 2  
 Moved: Miller  
 Seconded: Mifflin  
 Total: None opposed

11 of 14 members voted for Test Plan 2 (as it has the fewest lost spaces and provides the best access to the modular classroom site), Bonnie reported that as a general rule, because she is chair of the committee and does not wish to influence committee votes, in accordance with Robert's Rules of Order, she will not vote unless a tie-break vote is required on any action item.

Pulkit inquired about reserving one of the modular buildings for a snack bar; Bonnie responded that this would not be possible as the sixteen modular buildings are being paid with Proposition M bond. However, possible suggestions to accommodate students included contacting Business Services/Contracts regarding moving or adding vending machines near LOTS 1 and 2 for easy access by students.

JoAnne reported that everyone in the Student Services Center is very upset about losing their parking lot (107 staff and 10 disabled stalls). Mike and Bonnie responded that this was the only area on the campus that would provide the necessary access for water, sewer, electric and technology infrastructure. However Mike reported that once Parking LOT 12 is re-done, there will be 175 additional spaces and recommended we identify 107 as staff and 10 as disabled spaces in fall of 2008.

Bonnie requested that the agenda be suspended due to the time of day to allow Agenda Item C. Discussion/Information Item #5 – Wood Signage to be presented by Pulkit Kanotra.

C. **DISCUSSION/INFORMATION ITEMS**

5. Wood Signage

Pulkit reported that the ASG would like to be able to install three 2x4 boards, on the brick walls of campus buildings paralleling the main sidewalk, to attach posters for advertising events for students.

Rick informed the committee that Bruce Bishop, the former Director of Student Affairs, inquired about this same request and he was informed at that time that we could not install wooden signage as it would damage the bricks on buildings. It was recommended, instead, to install electronic signage which Student Affairs did at the Student Union Building.

Kelley reported that the Emergency Response Plan Working Group has been working with Mark Oggel to install more electronic signage campus-wide. Access will be available by the Communications Office (non-academic) and Student Affairs, ASG, etc.

No Action Needed.

Agenda resumed.

1. Project Updates

No report.

2. Natural Science Building Dedication Plaque

Kelley reported that she and Chris Torrey have not been able to connect. She will report back regarding LPA's recommendations at our next meeting (reference FRC meeting minutes for November 15, 2007, handout Item C.2.)

3. Energy & Sustainability Policy

Mike reminded the committee members to review these documents so we can develop a plan to meet these requirements by July 1, 2008. Bonnie asked for the request to be on the next agenda item to set up a "working group" to work on the plan.

4. HBET Timberframe Move

No report

E. Other Items

1. Naming of P-32 to the Ray Dahlin Room

Mike reported that he received an email from the Faculty Senate asking about the status of naming P-32 in memory of long-term former faculty member, Ray Dahlin. The committee was asked if anyone was aware of this request and no one had ever heard of such a request. Mike reported that he reviewed former meetings of FRC and could find no record of a request and would report this to the Faculty Senate to inform them of the process if they want to proceed with such a request under the naming of facilities policy and procedures.

F. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:05 p.m.

Reminder: Next meeting scheduled for  
Wednesday, March 12, 2008, 3 p.m., Room RS-5