



**FACILITIES REVIEW COMMITTEE**  
**MINUTES**  
**October 9, 2008**

A meeting of the Facilities Review Committee was held on Thursday, October 9, 2008, at 3:00 p.m. in room RS-5.

**Call to Order**

Dr. Bonnie Ann Dowd called the meeting to order at 3:06 P.M.

**Roll Call**

**Members Present:** Clyde Campbell, Jayne Conway, Bonnie Ann Dowd, Mike Ellis, Sasha Jonestein, JoAnne Lesser, Kim Marshall, Karen Mifflin, Rick Sanchez, Jose Vargas, and Mark Vernoy

**Guest Present:** Theo Brockett

**Ex-Officio**

**Member Present:** Donna Renner

**Members Absent:** Kelley Hudson-Mac Isaac, and Chris Miller

**Ex-Officio**

**Member Absent:** Don Thompson

**I. Approval of Minutes**

The minutes of September 25, 2008, were unanimously approved as written (MSC: Sanchez/Ellis) and will be posted on the Palomar web page as follows:

<http://www.palomar.edu/committees.htm>

**II Action Items/Second Reading**

**A. Remove lockers from north side of F-Building and replace with display cases**

A motion was unanimously passed (MSC: Vernoy/Vargas) to approve the removal of lockers currently located on the north side of the F-Building, and replace with four (4) display cases to be purchased by the Communications Department. Clyde Campbell reported that the ASG will be conducting a survey as to whether there is actually a need to relocate the lockers on campus and if so, where to place them for the most effective utilization. ASG will submit appropriate paperwork should they wish to relocate. In the meantime, Facilities Department will store the lockers for possible future placement.

**B. Arboretum User Group**

A motion was unanimously approved (MSC: Ellis/Vernoy) to appoint five (5) Facilities Review Committee members who volunteered to serve on the Arboretum User Group, a working group of FRC. The group's kickoff meeting will be October 31<sup>st</sup>. The members appointed are Kim Marshall, Sasha Jonestein,

Kelley Hudson-Mac Isaac, Mark Vernoy and Mike Ellis. This project is being undertaken primarily to comply with ADA access requirements so all faculty, staff and students may enjoy the Arboretum. The time period for this project will be short in order for architects to collect information from the group before the end of the semester and allow them time to complete the design during winter break.

C. **Natural Sciences Building interior seating selection**

After discussion, a motion was unanimously approved to accept the interior seating furniture recommended by the architect for the Natural Sciences Building as submitted by Dean Francis (MSC: Vernoy/Ellis). Members of the FRC expressed that seating in new buildings should compliment the personality and character of the building itself, while at the same time creating a synergy of design, particularly with regard to outdoor seating, among all buildings.

D. **Escondido Center Teaching Learning Center (TLC)**

A motion was unanimously approved (MSC: Ellis/Lesser) to accept a change to the original approved plan for the Escondido Center TLC from the 700 wing rooms to rooms 204 & 205. Both of these rooms will have to be modified, but the cost is much less than renovating the 700 wing, which was not possible with the limited grant funds allotted. Both 204 & 205 have been removed from the Fall & Spring semester class schedules and the change will actually improve overall alignment of the campus (classroom/lab/ office space) ratio.

III. **First Reading**

N/A

IV. **Discussion/Information Items**

Bonnie asked if there was any objection to moving to Item B until Sherry Titus, Director of Student Services, arrived at the meeting to speak on Item A. There being no objection, the agenda moved to Item B.

B. **Energy Consumption & Conservation**

Bonnie provided the latest information regarding electrical power consumption on the Palomar campus. She indicated that since the last outage on September 9<sup>th</sup>, usage is up considerably. She further stated that there is nothing further SDG&E can do with the current infrastructure on the campus and that conservation must be more diligent if we want to avoid future outages. She also solicited ideas from the FRC as to why consumption might be up so high and asked for suggestions on how to get the word out in addition to the emails that have been distributed by Facilities and President Deegan. Kim Marshall reported that one of the problems might be the refrigerators in the Natural Sciences Building. She said many of the units are nearly empty and she will talk to her department about possibly consolidating contents in order to unplug some of the units. Kim also stated that it's so cold in the NS Building that many faculty members wear jackets and suggested perhaps Facilities could recheck the thermostats. Sasha Jonestein suggested that someone monitor rooms such as ADAs or someone from Facilities

to ensure doors are closed and thermostats are properly set. Mark Vernoy felt that Campus Police would be a logical choice as it increases their visibility and the request may be taken more seriously. Several members stated they've often seen empty classrooms with the doors open and the lights on. To that end, Bonnie responded that she has asked Facilities to prepare a flyer that will be placed on every classroom door on campus reminding people to keep the doors closed, as well as turn off the lights when not in use. It is hoped that by getting the word out that conservation is a must, not only will faculty get on board but the students will as well. Jayne Conway suggested tying it into the "Going Green" campaign that the students are currently running.

**A. Apple on Campus Program**

Sherry Titus presented clarifying information with regard to the Apple on Campus program. She stated that Apple has several programs they offer college campuses, including an instruction-related program, which is not what she is seeking. Sherry further explained that Apple is offering a 2-3% commission on products sold that would go directly to the Foundation to fund scholarships. She also explained that she will be finishing up the last of several meetings suggested at the last FRC meeting regarding any contractual aspects of the request. Mark Vernoy stated that while Instruction can't promote any one company with regard to tools in the classroom, they would not stand in the way of the business side of Apple on Campus. Bonnie clarified that the request before FRC would only be for the placement of the table or kiosk. Sherry indicated that she will bring the request to FRC for First Reading at a future meeting.

**C. Energy & Sustainability Policy working group**

Mike Ellis asked for FRC member volunteers for the Energy & Sustainability (E&S) Policy working group. Mike indicated the work of this group is important because they will recommend policies that will have a significant impact on the campus. The E&S working group will not only set temperature standards college-wide, but will also be responsible for reducing energy usage 15% by 2011, as mandated by the state. Several members expressed interest in the working group and were encouraged to work with Mike on meeting time availability.

**E. Facilities Annual Implementation Plans (AIP's) for 2008/09**

Bonnie reported SPC approved the AIP objectives for 2008/09 at its last regular meeting of October 7<sup>th</sup>. Objectives #11 and #12 directly and indirectly affect the FRC. Objective #12 is related to Safety & Security and a handout of the recommendations of the Safety & Security Committee was distributed, which will be forwarded to F&ASPC for their information. They will then be forwarded to SPC for their approval. Objective #11 is related to the master signage plan and Bonnie reported that the objective is nearly complete. There is no action for FRC to take; the agenda item is for information only.

**D. Status update on construction projects**

Mike Ellis gave members an update on the status of various construction projects including the MIB which is currently out for bid, with a groundbreaking ceremony scheduled for November 14th; and the Health Sciences Building, which

will be going out to bid this month with a groundbreaking ceremony scheduled for January 30, 2009.

**G. Information disbursement to absent committee members**

Mike Ellis stated the importance of disseminating information to committee members who are absent from FRC meetings and asked how information is disbursed to absent members. Bonnie stated that handouts are sent via campus mail to absent members within a few days of the meeting.

Bonnie asked if Item F could be moved to Old Business if there were no objection. There being none, the item will be placed under Old Business on the next meeting agenda.

**V. Old Business**

N/A

**VI. Other Items**

N/A

**VII. Adjournment**

There being no further business, the meeting was adjourned at 4:06 p.m.

Next Meeting, Thursday, October 23, 2008  
3:00 P.M. - RS-5