



FACILITIES REVIEW COMMITTEE MINUTES

February 13, 2008

A meeting of the Facilities Review Committee was held on *Wednesday, February 13, 2008*, at 3:00 p.m. in room RS-5.

Call to Order

Dr. Dowd called the meeting to order at 3:05 p.m.

Roll Call

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

Ex-Officio Member Absent: Don Thompson

Guests: Theo Brockett, Pam Keinath and Sherry Titus

A. Approval of Minutes

MSC Ellis/Anfinson none opposed

The proceedings of the meeting of November 15, 2007 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>

Bonnie requested that the agenda be suspended to allow guests present to speak on the first reading items. Agenda Item, D. First Reading – #1 Student Union Building Reconfiguration and #4. Child Care Center Paint Exception items were moved by consensus. Bonnie asked the ASG representative, Pulkit Kanotra to introduce himself.

D. First Reading

1. Student Union Building Reconfiguration

Sherry Titus, Interim Director for Student Affairs, distributed copies of the Student Union Building Reconfiguration proposal on behalf of the Associated Student Government (ASG). [Reference attached handouts Item D1, pages 1-3.](#)

SU Reconfigure Update 01/31/08:

Sherry gave the following report on behalf of the ASG, which met with Jose Vargas and Mike Ellis in November 2007 to discuss Phases one, two, and three of the reconfiguration.

Phase One: The ASG is looking at the drawings for the possible reconfiguration of the SU-104 and SU-103C. Sherry setup a time with Yasue O'Neill, International Student Office, on January 31, 2008, for the ASG to look at the space on Friday, February 1, 2008. The ASG will make a decision on that space, Sherry believed at their meeting next week.

[ASG Motion Failed \(no changes to this area\).](#)

Phase Two: The ASG is concentrating on the proposed SU-204 “Diversity Center” and the new computer lab area in SU-28 and SU-28A. SU-204 will become the new “Diversity Center” open for student clubs, events, and forums. Mike Ellis informed us that since the usage of the area will change it must go through the Facilities Review Committee first. SU-28 and SU-28A need to be designated as lab space. The college has several state regulations that must be followed in order to change usage. We have already requested that the video game vendor remove the games – that is complete.

ASG Motion passed – drawings will be presented to the Facilities Review Committee.

Phase Three: As for the SU-202 reconfiguration, the space was not designated as office space. Paul Groom has an office in SU-202. Sherry will request that the Comet Center space be designated as office space and continue to be used as the PIC center office. Sherry would like to reconfigure the set-up of the space; move the office to the other side of the room and student workers computers, but nothing more.

ASG took no action on this but is informing the Facilities Review Committee as it appears this was not done in the past.

Sherry reported that Joe Madrigal informed her that we have the funds available for the projects. Bonnie asked Sherry to clarify who the ‘we’ refers to with regard to funding.

The Facilities Department will look into the Phase Three issue as the change of usage space impacts state funding. Kelley reported the following according to the District’s master records related to building space classification:

SU-204 is classified as meeting room

SU-104 is classified as the PIC Center (Executive ASG Office); space inventory not correct per Kelley

SU-202 PIC Center

This item will be brought forward to the March 27, 2008 agenda.

4. **Child Care Center Paint Exception**

Pam Keinath reported that the Child Development Center has hired an outside contractor to paint Building 1’s Hallway and Offices including wall paneling dating back to the 1970’s. The Department would like to paint the interior a Pastel Blue instead of the District’s standard Navajo White.

Motion: To move D4 from first reading to second reading
 Moved: Mark Vernoy
 Seconded: Karen Mifflin
 Total: None opposed

Motion: To approve the Child Development Center’s request to purchase Pastel Blue paint instead of the District’s standard Navajo White.

Moved: Ken Swift
 Seconded: Mark Vernoy
 Total: None opposed

Agenda resumed.

B. Action Items/Second Reading**1. Comet Circle Changes/Reconfiguration**

Committee members discussed the proposal to change a portion of Comet Circle to two-way traffic, which will modify the traffic flow to avoid the new construction zones.

Cindy, again, expressed concern regarding the narrowness of Comet Circle and the air quality surrounding the Child Development Center.

Motion: To change Comet Circle from a one-lane road to a two-way road.
Moved: Mike Ellis
Seconded: Kelley Hudson-MacIsaac
Total: 12 Ayes, 1 Nay (Kanoetra)

Rick asked if the upcoming MIB Building will be affected by the two-way road. Mike replied, no; but indicated that the new Library Building will be impacted.

C. DISCUSSION/INFORMATION ITEMS**1. Project Updates**

Mike distributed (and read) a handout outlying the Project Updates. [Reference attached handout Item C.1.](#)

2. Natural Science Building Dedication Plaque

Bonnie reported that she had emailed the proof to LPA, Inc.; the District's Architects and has not yet heard back from them. Kelley will follow-up with Chris Torrey and report back their recommendations at our next meeting (reference FRC meeting minutes for November 15, 2007, handout Item C.2.)

3. Energy & Sustainability Policy

Mike distributed the following handouts ([Reference attached handouts Item C.3.](#)):

- ♦ Board of Governors, California Community Colleges, January 14-15, 2008, Energy and Sustainability Policy 3.1 Presented by Erik Skinner, Vice Chancellor, Fiscal Policy.
- ♦ Proposed New Energy Efficiency-Building Codes by Jakalyne Pfannenstiel, Chairman, California Energy Commission

Mike requested that committee members review these documents so we can develop a plan to meet these requirements.

Example:

In order to conserve purchased energy resources, districts are encouraged to heat their facilities at or below 68°F and cool facilities at or above 78°F. These limits should not apply in areas where other temperature settings are required by law or by specialized needs of equipment or scientific experimentation.

Kelley reported that the District's Architects are utilizing checklists for energy sustainability.

4. Japanese Garden

Bonnie reported that Mike Ellis, Jay Schultz, and Rick Kratcoski met this morning to discuss how to proceed with the request to convert an area adjacent to the Art Department into a Japanese Garden.

Mike reported that it was decided that a "working group" be set up that includes JoAnna Bigfeather, Director of the Boehm Gallery, Norma Bean, Interim Dean, Arts, Media, Business & Computing Services Division, Jay Schultz, Art Department Chairperson, one person from Performing Arts Department, Rick Kratcoski, Supervisor for Grounds Services, Richard Talmo, Advancement/Foundation, Mike Ellis, Director of Facilities.

This group will review the current suggestion and bring back any recommendations/plans to the Facilities Review Committee.

D. **FIRST READING**

[Reference the suspension of this meeting after the approval of the November 15, 2007 meeting minutes.](#)

2. Proposed Change to Facilities: Library Office LL-115

Katherine Gannett, not present at today's meeting, had previously forwarded the Proposed Change to Facilities for Library Office LL-115 documentation to the Facilities Department. Documentation was provided to the Facilities Review Committee representatives for perusal ([Reference attached handouts Item D.2, pages 1-14](#)).

Kelley indicated that room LL-115 is not classified as an office and that the District is reaching the tipping point of office space and CAP.

Mark reported that this request is just a simple remodel and the justification for it is a privacy need for the employees in that area.

3. HBET Timber frame Move

Mike reported that the Theatre Timber frame must be relocated prior to the start of the Theatre remodel. Rick Kratcoski has recommended that the Timber Frame be relocated to the Arboretum. The Art and Performing Arts Departments are aware of the move but the department that actually built the Timber Frame, Trade & Industry/Woodworking needs to be notified. Committee member, Ken Swift, is a member of that department and will so notify.

Concerns were expressed as to the impact on the annual Pottery Sale and parking; it was reported that once the Theatre remodel starts, the Art Department will no longer be able to host the Pottery Sale at their present location adjacent to Parking Lot 15.

Kelley will bring these concerns to the Architect assigned to the Theatre remodel project.

[This item will be relocated to C. Discussion/Information Items](#)

5. Designated Smoking Areas

Jayne Conway reported that the ASG is continuing to discuss the designated smoking areas. Considering that Faculty and CCE/AFT expressed concerns related to this issue as it is a working condition, the ASG revisited the item and have decided to withdraw their original request and establish at this time Designated Smoking Areas for students only.

E. Other Items**1. Prop M Bond Planning and Update**

No report (items covered under Item C.1. Project Updates.

F. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:40 p.m.

Reminder: Next meeting scheduled for
Wednesday, February 27, 2008, 3 p.m., Room RS-5