



FACILITIES REVIEW COMMITTEE

MINUTES

April 23, 2009

A meeting of the Facilities Review Committee was held on Thursday, April 23, 2009 at 3:00pm in room RS-5.

Call to Order

Dr. Bonnie Ann Dowd called the meeting to order at 3:07 upon establishment of a quorum.

Roll Call

Members Present: Campbell, Ellis, Hudson-MacIsaac, Lesser, Marshall, Mifflin, Miller, Vernoy

Members Absent: Conway, Jonestein, Sanchez, Vargas

Guest Present: Tony Rangel, Richard Henderson, Jamie Moss, Monika Brannick, Theo Brockett

Ex-Officio Member Present: Donna Renner

Ex-Officio Member Absent: Don Thompson

I. Approval of Minutes

The minutes of April 9, 2009 were unanimously approved as written (MSC: Mifflin/Campbell) and will be posted on the Palomar web page as follows:

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

II. Action Items/Second Reading – None on agenda

III. First Reading

A. Naming of Faculty Senate Office

Monika Brannick of the Faculty Senate (FS) brought forward the FS's request to re-name SU-30 "The Bill Bedford Senate Room". Monika talked about Bill's many contributions to Palomar and his major role in the formation of the Faculty Senate at Palomar College. Bonnie suggested that perhaps it would be better to not identify an existing room location given the construction projects yet to be undertaken on the campus but rather request that wherever the Faculty Senate meeting room is located, that room be named in honor of Professor Bedford. Monika reported that she had reviewed the District Policies and Procedures regarding "naming rights" and Professor Bedford meets the criteria. The only cost associated with this request is the purchase price of a commemorative plaque. Mark Vernoy said that if funds are required to pay for the plaque, his division budget will assist. Motion was made to move to second reading (MSC: Ellis/Hudson-MacIsaac)

(MSCU: Ellis/Hudson MacIsaac) To approve the re-naming of the existing Faculty Senate Center (currently located in SU-30) "The Bill Bedford Faculty Senate Meeting Room" with the understanding that wherever the Faculty Senate meeting room is located in the future it will be similarly named.

B. Commemorative bench in memory of Mike Barber

Bonnie Dowd received a letter from the Alumni Association via the Palomar College Foundation to have a commemorative table/bench purchased by the Alumni & Friends in honor of Mike Barber to be placed in the courtyard area outside of the Finance and Administrative Services area. Mike worked for Fiscal Services for 20+ years and was much loved by staff members. Funds to purchase the bench will come from existing Alumni & Friends funds and through a solicitation campaign for donations campus-wide.

Motion was made to move this item to second reading (MSC: Campbell/Miller)

(MSCU: Mifflin/Lesser) To approve the request to have commemorative table/ bench purchased by the Alumni & Friends in honor of Mike Barber. Funding will be provided by the Alumni & Friends from existing funds and through a campus wide donation campaign.

C. Hanging of signage for the Cactus and Succulent" plant sale

The Palomar Cactus and Succulent Society (PCSS) would like to hang a sign for the upcoming plant sale on May 2 and 3 at the entrance of Comet Circle and Mission. Dick Henderson who manages the cactus garden on a volunteer basis was present along with Tony Rangel, Palomar College landscape staff member. The society would like to hang the sign on Friday, April 24th in preparation for the plant sale that will be conducted on campus on May 2nd and 3rd.

(MSC: Vernoy/Ellis). To move to second reading for action.

(MSC: Vernoy/Ellis). Approve the hanging of signage by the society. Mike requested that Dick give the sign to Donna so a work ticket can be prepared and the sign posted immediately.

D. SSC Signage

Student Services (SS) contacted Mike about a need for additional signage for the Student Services Building. They have concerns about confusion students experience finding which building different student services are offered. The Facilities Department has been working with the District's architect (LPA) this past year on a master signage plan. Kelley Hudson-Mac Isaac distributed a visual of the signage LPA is developing and stated that additional signage for Student Services should conform to that concept design. Another area of concern SS brought to Mike's attention is that the students and guests have problems finding the Governing Board Room (GBR) and it was suggested that a sign be placed at the entrance of the ramp leading up to the GBR. Kelley mentioned that Facilities is still working on obtaining a cost estimate before presenting it to Linda Halttunen for consideration. Mike reported that SS will pay for the additional

signage they are requesting from restricted funds, which must be spent within the current fiscal year.

(MSC: Vernoy/Lesser) To move to action/second reading

(MSC: Vernoy/Ellis) Committee approved the request to have additional signage placed at the SSC building in accordance with the master signage plan prototype being developed by LPA. Funds for the signage will be provided by Student Services from restricted funds by end of fiscal year.

E. Special Parking permits for Lot 4 (not on distributed agenda)

Bonnie requested permission to add to the agenda a request received yesterday from a staff member regarding special parking permits being issued for Lot 4.

(MSC: Ellis/Hudson MacIsaac) Add: First Reading item: Special Parking permits for Lot 4.

Mike reported that staff are concerned about the number of special permits issued to ASG Senators for Lot 4 (between the pool and library), which makes it difficult to find parking spaces particularly when staff return from lunch breaks. Clyde Campbell mentioned that the permits are issued to ASG Senators for any lot and that it shouldn't be a problem to ask that the Senators use lots other than Lot 4. Bonnie feels that this matter should be brought to Sherry Titus, Student Activities Director for consideration. The committee agreed.

IV. Discussion/Information Items

No Items for discussion.

V. Old Business

No update on old business.

VI. Other

Bonnie mentioned that the Groundbreaking on Friday May 17 went well. Kelley reported that the steel for the HS building could be up as soon as May 18. Bonnie also reported that the company working on the HS building (Swinerton) recruited for and hired a Palomar College student to assist on their team working at the campus. She reported that twenty students applied and the applicant chosen was at the ground breaking event. Bonnie hopes to encourage our other consultants to consider doing the same as they identify additional staffing needs. Bonnie mentioned to keep the May 14 meeting date on the calendar, but if there are no pressing agenda items for that meeting that it may be cancelled.

VII. Adjournment

Meeting was adjourned at 3:46pm.

Next Meeting, May 14, 2009

3:00 P.M. - RS-5