



**FACILITIES REVIEW COMMITTEE**  
**MINUTES**  
**February 12, 2009**

A meeting of the Facilities Review Committee was held on Thursday, February 12, 2009, 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., upon establishment of a quorum.

**Roll Call**

**Members Present:** Clyde Campbell, Mike Ellis, JoAnne Lesser, Kelley Hudson-Mac Isaac, Kim Marshall, Karen Mifflin, Chris Miller, Rick Sanchez, Jose Vargas and Mark Vernoy

**Guest Present:** Theo Brockett, Marlene Forney, Ken Jay, Don Sullins, Ken Swift

**Ex-Officio**

**Member Present:** Donna Renner

**Members Absent:** Jayne Conway, Sasha Jonestein

**Ex-Officio**

**Members Absent:** Don Thompson

**I. Approval of Minutes**

The minutes of December 11, 2008, were unanimously approved as written (MSC: Sanchez/Hudson) and will be posted on the Palomar web page as follows:

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

**II Action Items/Second Reading**

N/A

**III. First Reading**

**A. Proposed Change to Facilities – EC 200 & 200A**

Mike Ellis gave background information about the request to approve the conversion of rooms 200 and 200A from a computer lab to Library Services. Kelley said it would not have a huge impact on the capacity/ratio load for Escondido Center. (This is related to discussion item D at the December 11<sup>th</sup> meeting.) Mike drew an illustration on the white board to show the rooms' current arrangement as well as the proposed change. There were no questions except that Bonnie confirmed with Dean Vernoy that the Instructional Division was in agreement with the change from lab to Library space. Mark confirmed and then requested that the item be moved to action to keep the change aligned with the remodeling work being done to establish the TRC at Escondido Center. A vote was taken to move Item 3a from first reading to second reading (MSC: Vernoy/Hudson), and from second reading to action (MSC: Hudson/Vernoy). Bonnie inquired as to funding source. Mark reported that there was no financial impact to the district as the funds will come from the Library's

Foundation account. The motion to convert rooms 200 and 200A from a computer lab to Library Services was approved.

**B. Proposed Change to Facilities - MDF/IDF Room Construction**

Don Sullins presented a request for reconstruction work at the Escondido Center to accommodate the addition of a telecom room, storage room move, and classroom move, (MSC: Vernoy/Lesser). Don distributed handouts describing the proposed change, which has been reviewed with VP Cuaron. Don reported that Prop M includes funds available for technology projects. An assessment of the technology infrastructure was conducted by a vendor specialized in this area. The vendor has determined that the college needs to add some telecom space to accommodate the technology needs to the Escondido Center something that had not been done when originally purchased by the college. Remediation needs to be done at Escondido, and Don is requesting that space for the telecom rooms be allocated to IS in the educational and facilities master plan for this site. The request is not a commitment to any equipment, but to simply allocate space to support the technology needs of the Escondido Center. Mike illustrated the proposed plans on the white board. Don and Mike also talked about the proposed changing of the EC-13 storage room to the new EC-104A IDF Room, the EC-700 classroom move to the new EC 707 IDF room, and the new EC-800 MDF/IDF room. The MDF/IDF room will be used to house all of the equipment necessary for communications distribution and off-site data back-up. IS has the funds for the remodeling, but Mike pointed out that this back-up site will increase the electrical consumption of the Escondido Center dramatically. Bonnie asked everyone to take this item back to their constituencies for discussion, and it will be placed on the agenda for the next meeting for second reading. Don thanked Mike publically for his work on planning these reconstruction projects.

**IV. Discussion/Information Items**

**A. Faculty Parking Status**

Mike Ellis reported that Lots 1, 2 and 12 were monitored over the last two weeks, and there seems to be plenty of faculty parking available in those lots. He distributed a handout showing the results of the monitoring. In reply to a question of why this was done, Mike said that 50 spaces were taken away last semester, and Facilities agreed to monitor the situation this semester. Bonnie also mentioned that the student trustee spoke at the Board meeting about the possibility of more student parking spaces be identified.

**B. Parking Improvement Plan (Marshall)**

Kim said her questions were resolved by the handout provided by Mike. Mike said he had received an email from the student trustee requesting that the master plan for parking improvement be revisited. Mike said that they are working on only parking improvements right now that do not cause a domino effect, and that's the expansion of Lots 3 and 5. All of the other parking plans necessitate the building and tearing down of buildings before parking lots can be redesigned for additional student parking.

**C. ASG Table Resolution**

Clyde explained the current housing of the ASG officers, and requested permission to purchase a table from ASG funds that the students could use to do outreach efforts in 5 designated locations on campus in order to have more visibility to students. He explained that the current procedure is that paperwork must be submitted with three-week's notice for "use of facilities set-up". Instead, the students would like to purchase their own table, set it up and take it down themselves, and use the various approved designated locations each time to reach a wider variety of students. He agreed that the Facilities Department would be notified each time they set up their outreach table. Bonnie asked Clyde to submit a written proposal for the plan to be considered as a 1<sup>st</sup> reading item on the next agenda.

**D. Surveillance Cameras DRC**

Mike reported that the Committee discussed a request to install surveillance cameras at the Wellness Fitness Center, and it was brought up in that discussion that the Math lab and DRC have surveillance cameras. There was an issue, because neither area had gone through the district's shared governance process for approval. Bonnie said that the bookstore and food services, as part of their contract have surveillance cameras both of which had been reported through the appropriate governance process. No surveillance cameras should be installed without going through the appropriate process. At Escondido we have cameras that have gone through the whole process, she said. She discussed it with President Deegan who requested that she discuss with the other VP's and she has asked each of them to identify any cameras that exist for their areas. As a result, Mike received an email from Ron Haines which said that for two years they had been using video cameras and DVR's to monitor their test proctoring rooms. Ron just learned that he needed to bring this to FRC, and requested temporary permission to continue using the cameras until he had shared governance approval.

Time being limited Bonnie requested a motion to extend the meeting to conclude pressing items. The committee unanimously agreed to extend the meeting to continue the discussion of the DRC camera request. (MSC: Campbell/Sanchez)

The committee decided to approve the request for permanent surveillance camera use at the DRC. (MSC: Vernoy/Campbell)

**E. Pay Phone Services on Campus**

Ken Jay reported that the vendor currently supplying and servicing the 10 pay phones on the San Marcos campus and the Escondido Center has requested a revision of the existing arrangements with his firm. Until now there was no charge to the district for the pay phones with the vendor receiving the revenue generated. However, the vendor has informed the district that the revenue being generated is insufficient for him to continue to provide pay phones to the district and as a result he wants to be paid \$65 per month per phone. The vendor has couched his proposal based upon the fact that even though most students probably have cell phones that it might be a "security issue" for college campuses if there were no pay phones available. Ken brought the issue to Safety & Security Committee for their input as well as soliciting input from Theo Brocket (Escondido Center) and

Sherry Titus. Ken reported that according to input he received that it was felt that continuing with the service based upon the proposed fees was probably not necessary given the fact that most students and staff use cell phones and the College already has the emergency blue phones. Ken felt that if it was a security issue, it was probably a minor one, and that payphones were a dying industry.

Bonnie reported that she had questioned the possibility of reducing the number of payphones on campus so that there could be at least a few pay phones for students who do not have cell phones. Per Ken, the vendor came back with a new proposal stating that he would continue to service all of the phones for a flat \$400 per month flat fee as the vendor needs \$400 per month to continue to provide any service. Discussion followed about emergency situations that might arise.

Bonnie reported that the topic had also been discussed at the last Finance and administrative Planning Council meeting, and had also asked Ken to research other options such as contacting the North County transit agency to see if they would provide a payphone at the Sprinter and/or bus station. Soon, she said, we were going to be at Fallbrook and there will be a transit center there as well. North County Transit should not expect the college to provide payphones, she said. Discussion followed including the fact that the District has blue emergency phones located on the San Marcos campus. Bonnie reported that the blue phones automatically dial the Campus Police as long as dispatch is open and it goes directly to the Sheriff's office when dispatch is closed. She also reported that dispatch is open on weekends. Two of the blue phones (located in the parking lots) are not in working condition, but a work request has been created in IS to fix them. Rick Sanchez brought up the question of responsibility for testing and maintaining the blue phones. They are district phones, but he wondered which department is in charge of testing them. Mike responded that Campus Police are responsible for the blue emergency phone testing and reporting of any repairs needed. Donna Renner commented that Campus Police has been doing that for years, and should have generated an email to Don. Don said that he believed the two phones that don't work are two radios. He got back to the Campus Police and asked them to test them, and they reported that they are radios and in working order.

Don also stated that he contacted AT&T about providing pay phone services to the college, and was told that they dropped payphone service December 2006. Refurbished phones could be purchased for approximately \$300, but then they must be installed, maintained, and there is a monthly fee to hook up to AT&T, which is our local provider. Another company in San Diego will provide payphone service and his charge is \$65 per month, same as the current vendor.

Clyde Campbell, ASG representative, reported that this item had been discussed at their meeting and the consensus agreed that payphones are unnecessary right now in this time and day of cell phones, but they enjoy the security aspect of having the payphones. They would like to have one payphone on campus, and the rest of the payphones replaced with blue phones. They would like the blue phones installed before the payphones are taken out. If it helps one person, it is worth the total payment for the phones, the students felt. Rick said that he had

been researching the cost of the blue phones, and the ones which dial Campus Police directly start at \$450. Blue phones with dial tones start at \$600. The enclosures for them start at \$400. Clyde said that the ASG discussion included assigning designated areas in offices for students to use the phones. Bonnie replied that many students may not know the blue phones are already there for the purpose emergency calls and perhaps signage by each phone would help clarify.

Don stated that the last time he tested the payphones by dialing 911 the call went to San Diego Police, where it was routed back to Campus Police.

Ken added that everyone must understand that the payphone is a dying industry. Every year there will be fewer players in it and fewer incentives to stay in it. The vendor may want increasing amounts of money to stay in it, or might suddenly say he's no longer in business. Kelley said that phones are being installed in every classroom now, and each one has a speed-dial to Campus Police.

Although the vendor is pressing the district for a decision, Bonnie pointed out that the payphone situation was really a dilemma, and encouraged everyone to talk with their constituencies. Ken added that he had not yet received from the vendor the usage reports he had requested. Bonnie informed the committee that FASPC meets next Thursday, Feb. 19 and FRC meets next on Feb. 26. She said we need to make sure the blue phones are working, that people know what they are used for (signage should be considered to communicate the purpose of the phones), We have the police security 24/7 at the San Marcos campus. Jose Vargas mentioned that in Escondido, although there are no Campus Police security services, there are surveillance cameras and many surrounding vendors. Bonnie stated that the item will be on next meeting's agenda for a first reading.

### **III. FIRST READING**

#### **V. Old Business**

##### **A. HBET Timber-Frame Move**

N/A

##### **C. Renaming to Pulver Pavilion**

N/A

### **III. Other Items**

#### **VII. Adjournment**

There being no further business, the meeting was adjourned at 4:07 p.m.

Next Meeting, February 26, 2009  
3:00 P.M. - RS-5