



## FACILITIES REVIEW COMMITTEE

### MINUTES

March 12, 2009

A meeting of the Facilities Review Committee was held on Thursday, March 12, 2009, at 3:00 p.m. in room RS-5.

#### **Call to Order**

Dr. Bonnie Ann Dowd's designee Mike Ellis called the meeting to order at 3:05 p.m., upon establishment of a quorum.

#### **Roll Call**

**Members Present:** Ellis, Lesser, Mifflin, Miller, Sanchez, Vargas, Vernoy

**Guests Present:** Anna-Kate Hilton, Pam Keinath

**Ex-Officio Member Present:** Donna Renner

**Members Absent:** Campbell, Conway, Dowd, Jonestein, Hudson-MacIsaac, Marshall

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

#### **I. Approval of Minutes**

The minutes of February 26, 2009 were unanimously approved as written (MSC: Vernoy/Sanchez) and will be posted on the Palomar web page as follows:

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

#### **II Second Reading**

A. No Action Items Discussed

#### **III. First Reading**

##### **A. Relocation/Elimination of T-Building Smoking Area**

The Safety and Security Committee (SSC) introduced the topic related to the designated smoking area in front of the T-building. Mike demonstrated on a campus map and explained that complaints have been received that smoke is blowing into the Child Development Center (CDC). The SSC took action to immediately suspend the IT-Building as a designated smoking area and reported that it would designate a better smoking area that will not impact the CDC. The Facilities Review Committee (FRC) had previously approved five (5) designated smoking areas on the San Marcos campus and two (2) at Escondido. As a result of the concerns for CDC, the committee is reviewing the following:

- 1) Whether a designated smoking area on that side of the campus is even required?
- 2) If we do, where?

Mike asked the committee whether or not it wanted to make recommendations to be reported to constituency groups or have Safety and Security department work with T-building staff to see if they can come up with a recommendation where it won't impact the CDC.

MSC (Vernoy/Lesser) to move to second reading the elimination of the T-building designated smoking area.

Rich Sanchez stated that there are a lot of wood workers that smoke and wondered how we going to enforce the rule. Mike responded that the primary issue at this time was to protect the CDC children. Ellis asked CDC staff present if a sign had been posted that the site is closed and that an alternate location is being explored.

Pam Keinath stated that she did not know; however, there is a small sign not facing the street. Mike stated that because the recommendation has been accepted, he would report back to Jane Conway's so the Tobacco Education group can be asked to identify an alternate site.

#### **IV. Discussion/Information Items**

##### **A. Student Services Request for Building Signage**

Mike reported that there was a request from Student Services to make changes to several signs around their building. No one from Student Services was present to discuss this issue. Mark mentioned that Linda Halttunen had matriculation funds to cover the costs. Mike reported that the item is on the agenda for Discussion/Information only because details have not been worked out yet. In addition, the District Architect's LPA are working on a Master Signage Plan so any signs created must be in conformity with that plan. Mike has suggested to Student Services that they meet with LPA and Facilities staff. After that happens, this request will come back for consideration by FRC. Mike reported that the issue is that Student Services want the building marked on different locations, as opposed to one central sign. Mark mentioned that Student Services is also considering electronic signs but that brings up the issue of power. Mike responded that perhaps the signs' data might be linked so important information can be relayed at all times and for emergencies but other data be limited as to how often it is projected. The concept of electronic signs will be discussed at the meeting with LPA.

Joanne Lesser brought up the issue of students and visitors having a hard time finding the Governing Board room also known as SSC-1. Rick mentioned that he has answered a lot of questions as to where SSC-1 located because there is no signage on the corner facing the parking lot. Mike responded that he would discuss with Kelley and Student Services and have a meeting set up with LPA. Once there is more of a concept plan for the signage it would be brought back for first reading.

**B. Review of Facilities Improvement Plan**

Mike distributed copies of the Proposed Facilities Improvement Projects list of projects, priorities, and project numbers approved by FRC on May 10, 2007. There are 113 projects on the list, which tracks the year projects are submitted, prioritization assigned as one, two, or three, along with the current status of each project. Most of the priority one projects has been completed as have several of the priority two and three projects. Discussion followed. Mike reported that as project requests come in, projects are added to the list to develop the next year's proposed Facilities Improvement Plan and prioritization rankings are re-assigned. The list is then reviewed/revised to validate and update the list on a regular basis and then subsequently shared with FRC for its review with no action required by FRC.

**III. Old Business****A. HBET Timber-Frame Move (Info)**

Mike reported that when the Theatre expansion begins, the two timber-frames on each side of the theatre will need to be moved. There has been some interest in incorporating the frames into the Arboretum project design. This item will remain on the agenda as "old business" until a recommendation is submitted to this committee for approval.

**B. Naming of "Pulver Pavilion"**

No Report

**VI. Other Items**

N/A

**VII. Adjournment**

Meeting was dismissed at 3:26pm

Next Meeting, April 9, 2009

3:00 P.M. - RS-5