



## FACILITIES REVIEW COMMITTEE

### MINUTES

*October 8, 2009*

A meeting of the Facilities Review Committee was held on Thursday, October 8, 2009 at 3:00pm in room RS-5.

#### **Call to Order**

Dr. Bonnie Ann Dowd called the meeting to order at 3:06 upon establishment of a quorum.

#### **Roll Call**

**Members Present:** Aragon, Ellis, Hudson-MacIsaac, Miller, Sanchez, Swift, Titus

**Members Absent:** Jonestein, Lesser, Owens

**Guest Present:** Christine Amely, Allison Tyra, Scott Cathcart, Jamie Moss, Medel (in for Owens), Monika Brannick, Bruce Bishop

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

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

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

The minutes of September 24, 2009 were unanimously approved as written (MSC: MacIsaac/Swift) and will be posted on the Palomar web page as follows:

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

#### **II. Second Reading**

No items on Agenda

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

##### **A. IS/Campus Police Contractor Request**

The contractors for the IS/Campus Police generator upgrade project have requested 3 parking spaces for equipment storage units close to the work site (by A-6) that will begin shortly. Discussion followed on which spaces to use without disrupting staff and visitor parking in Lot 1. Visitor spaces are already limited as are disabled parking spaces in Lot 1. It was recommended that an end cap on one of the staff rows be used. Mike Ellis mentioned that the project should be done by January 3. Facilities did a review of how many vacant spaces exist on a regular basis in this lot. Mike reported that approximately 50 spaces are vacant from 10am-2pm every day, but not in the area the contractors requested. Discussion followed regarding the safety of the units being placed in an end cap area. Once the decision is made on where the storage units will go, a general email will be sent out informing staff of

the temporary elimination of 4 parking spaces to accommodate the contractors' equipment for the generator projects.

(MSC: Miller/Ellis) Move to second reading.

(MSCU: Miller/Titus) Committee approved Chris Miller working with Mike to identify 4 spaces for the contractor's equipment that will have the least impact on staff parking in Lot 1. Disabled and Visitor spaces will not be impacted.

**B. Motorcycle Safety Program Relocation of Ranges and Storage Units**

Alison Tyra from DCART met with Kelley Hudson-MacIsaac and Chris Miller to discuss possible range locations that will not interfere with the upcoming construction zone. One of the ranges proposed is unusable due to the surface in that area. The two ranges locations would work according to Alison allowing the program the ability to operate at full capacity during the construction period. The other issue is location of the storage units being close to the ranges. Mike Ellis mentioned that without taking up parking spaces (which are at a premium), the only place to put them is in the landscaped area on the West side of the lot 12.

(MSC: Hudson-MacIsaac/Miller) Move to second reading.

(MSCU: Hudson-MacIsaac/Miller) Committee approved the movement of ranges and storage units to a specified location mutually agreed upon by DCART and Facilities that will have minimal impact on student and staff parking in Lot 12 with no more than 5 spaces being impacted.

**C. TLC Signage**

Tom Medel spoke to the committee about the need for building signage for the Teaching Learning Center (TLC) at the Escondido Center. The remodel was done, but a sign was never requested to identify the TLC. Signage is absent both inside and outside the TLC. Tom mentioned that WolfPack Sign Company was out to the Escondido campus to develop schematic drawings for signage. An area that was suggested for signage was the outside of the double doors to the center. WolfPack offered to provide some ideas for different signage that is in unison with Palomar's master signage plan. Tom mentioned that there is funding available for the TLC signage. Concerns were expressed that WolfPack shouldn't design the sign as the District's Architects, LPA, has been assigned to develop a master signage plan for the district. Kelley Hudson-MacIsaac mentioned that she wasn't too concerned because WolfPack has done a lot of signs in the past for the college; however, if they are already in process of developing designs for the TLC, she wanted to be involved to make sure that it fits into the master signage plan. Discussion followed including the type of font and whether it should be one sign rather than individual signs for each word in "Teaching Learning Center".

(MSC: Titus/Sanchez) Move to second reading.

(MSCU: Titus/Hudson-MacIsaac) Committee approved Tom Medel, Jamie Moss, and Kelley to work on a design that conforms with the district's master signage plan and work with the vendor to get the signs made as soon as possible.

**D. Soccer Field Netting**

Facilities' has the forms and are ready to move forward with an architect. Mike Ellis reported that the design will then need to go to DSA. Item will be moved to second reading on October 22.

**E. Student Art Sale Location and Signage Placement**

Art sale is December 3-5<sup>th</sup>. Item will be moved to second reading on October 22 as Sasha was not present at today's meeting.

**IV. Discussion/Information Items**

**A. Kiosks**

Monika Brannick, President of the Faculty Senate wanted the committee to consider placing 4 multi-sided kiosks around campus to post information from/for students, faculty, and staff. Monika reported that President Deegan and the ASG are in favor of having information kiosks on campus. Proposed locations are in front of the Student Union, near the Theatre/Performing Arts area, near the NS building, and one near the Snack Shack. Monika stated that ASG offered to help fund the kiosks. Discussion followed on what area would be in charge of the maintenance and approved postings on the kiosks. Discussion followed as to current procedure for approving bulletin board postings. Monika stated that she would like to see a section on the kiosks where students could post without having to go through an approval process. The committee concurs with the idea of kiosks. It was suggested that perhaps the kiosk designs could be incorporated into the district's master signage plan.

**B. Update on Construction Projects**

Chris informed the committee that stairwells are going up on the MIB and construction is proceeding as planned. The High Voltage project is moving along as planned as well.

**C. Review/Update Soccer field master Plan and Memorial Plaque**

No new updates

**V. Old Business**

**A. Lot 15 – Request by Campus Police to increase Visitor parking spaces**

No new reports

**VI. Other**

**VII. Adjournment**

Meeting was adjourned at 4:04pm.

Next Meeting, October 22, 2009

3:00 P.M. - RS-5