A meeting of the Facilities Review Committee was held on Tuesday, March 8, 2005, at 2:00 p.m., in Room RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:01 p.m.

Roll Call

Members Present: Cindy Anfinson, Mike Ellis, Kelley Hudson-MacIsaac, Karen Mifflin, Donna Renner (for Gray), Rick Sanchez, and Mark Vernoy

Members Absent: ASG Representative, Norma Bean, Russ Filbeck, Terry Gray and Jose Vargas

A. Approval of Minutes

MSC Sanchez/Hudson-MacIsaac none opposed

The proceedings of the meeting of February 8, 2005 were approved. Minutes are posted on the Palomar College web page as follows: http://www.palomar.edu/committees.htm

B. Action Items/ Second Reading

1. Enrollment Services/ Exterior Signage
   No new discussion - will keep this action item on agenda until the signage has been installed.

2. Carpet vs. Hard Flooring Surfaces
   No new discussion - will keep this action item on agenda until after survey is disbursed.

   Mike recommended that we move these two action items under a new item (unfinished business).

C. Discussion/ Information Items

1. High Technology Laboratory Classroom Building
   Mike reported on Chris Miller’s recent email newsletter (“In Touch with the High Tech):

   Recent dry weather has provided an opportunity for construction progress to resume on our new High Technology Laboratory & Classroom Building. The site has been far too wet to operate any of the earth moving or rock breaking. However, the construction of a large “curtain drain” system, installed at bedrock depth, is nearing completion. This drainage system was designed as a permanent solution to channel water away from the building and it seems to be working. Water from our surrounding hillsides is still draining into the site creating unplanned lakefront property. C.E. Wylie Construction will continue in their efforts to complete the grading and the ever popular rock breaking phase of the project starting
next week. They will also be trucking broken rock off-site via Borden Road. The Contractor’s traffic control personnel will be on staff for safety.

2. Project Updates

a. Escondido Center Electrical Upgrade Project
   This project will be completed during spring break (March 21-25, 2005) and will require a complete shutdown of the Escondido Center.

b. T-Building Urban Forestry Dust Collector System
   Parts are on order.

c. A-6 Electrical Upgrade
   Parts are on order.

d. IS Training Trailer
   This project is scheduled for completion by Thursday, March 31, 2005 with the IRIS Trailers scheduled for removal by Friday, April 1, 2005.

e. Adjunct Faculty Offices
   Facilities crews are currently working on the old Campus Police Building which will be utilized as temporary space for the adjunct faculty. Permanent facilities will be established on the east side of Parking Lot 12 just south of the Child Care Center once the addition to the building is approved through DSA.

f. FPP - “S” Building
   Kelley reported that we are working on an FPP (final project proposal) for the “S” Building which will primarily house the Dental Assisting and Nursing Education Departments and will follow the District’s master plan.

3. Emergency Generation Working Group
   Mike reported that the Working Group has not met since the initial presentation. A Co-generation design team will be meeting on Monday, March 14th, to establish costs associated with a new co-generation project at the Swimming Pool area.

4. Memorials: Policy/Procedures
   Kelley reported that Mary Tennent, Veterans’ Education, has been approached by a campus employee about establishing a memorial to Angelo Carli, English Department. Mary feels she was contacted because of her recent involvement in the Veterans Memorial that was dedicated in November 2004. Mary is retiring from the District in June and doesn’t have the time or energy to work on this request.

   Committee members seem to remember that a moratorium was established several years ago regarding the dedication of memorials on the San Marcos campus. The memorial bench, and plaque, that was dedicated to Robert Kuretich, Cooperative Education, was paid entirely with funding provided by his son.

   Kelley will conduct research and contact other community colleges regarding policy and procedures.

   Cindy recommended that individuals provide monies through the Foundation to establish a memorial scholarship.
5. **RFQ: District Architect**
Kelley reported that it has been six years since the District has conducted an extensive search for a District Architect and she is currently working on an RFQ (request for qualification) for this process which will be completed by the end of this week.

Kelley requested volunteers from the committee to be on the Working Group for this process. It was the recommendation of the members present that the following employees serve on this group:

- Mike Ellis
- Kelley Hudson-MacIsaac
- Rick Sanchez
- Ken Swift
- Mark Vernoy

D. **First Reading**
1. **EOPS Banner Request**
Kelley reported that the EOPS Department is requesting that they be allowed to display banners in the following locations on the San Marcos Campus which will be displayed for thirty-days:

- Entrance off Comet Circle
- TCA Building (south end)
- Parking Lot 12 (across from the B-Building)
- Parking Lot 8 (east end)

They are requesting that the banners be hung by the following dates (for thirty-days)

- Summer session: Friday, June 10th through Sunday, June 12th
- Fall session: Sunday, August 12th through Tuesday, August 14th

*This item will be brought forward to our next meeting on Tuesday, April 12th.*

Several members of the committee commended on the numerous banners currently on display on the San Marcos campus (ASG, Bookstore). It was noted that no one from those disciplines brought forth their requests prior to displaying them.

Kelley will contact Bruce Bishop/Student Affairs Office.

2. **IPPs for Submittal**
Kelley reported that an IPP (initial project proposal) for the Learning Resource Center, Child Care Center and the Planetarium/Multi-Media Building will be forthcoming.

The District will be resubmitting the IPP for the LRC. Kelley is presenting working with Diane Studinka, Child Development Department, on the IPP for the Child Care Center.

The Planetarium is being submitted as a Multi-Media Building as the State does not normally fund “planetariums.” This building will be approximately 4,000 square feet and will function as an IMAX Theatre and be utilized primarily as a large lecture facility.

3. **Public Safety Program Request**
This agenda item was pulled and will be brought forward to our next meeting on Tuesday, April 12th.
4. **Facilities Review Committee Meeting Frequency**
Mike recommended that the regular meetings of the Facilities Review Committee be reduced to meeting once a month on the second Tuesday of each month but that committee members retain the fourth Tuesday of each month for special meetings.

*This item will be brought forward to our next meeting on Tuesday, April 12th, for a second reading.*

E. **OTHER ITEMS**

1. **Escondido Center Rental Wing Proposal**
Mike reported that a proposal is in the works to convert the rental wing at the Escondido Center to be operated strictly for non-credit classes. Ellen Michaels, County Counsel, has ruled that non-credit classes can be held in non-DSA buildings. If the proposal is approved, non-compliance signage must be installed.

Mike also reported that the ASG is in the process of requesting that a student fee be implemented for the Escondido Center for the purpose of obtaining funding for a Student Union at that site.

Follett College Stores may be taking over Food Services at the Escondido Center and the ASG and Follett may be jockeying for space (Five Star Market) for their enterprises.

Theo Brockett, Berta Cuaron, Jimmy Diaz, Mike Ellis, Joe Madrigal and Joe Newmyer are working together to determine space usages according to the master plan.

Mike also reported that Facilities Operations at the Escondido Center may also be evicted to make way for Faculty Offices and a CISCO storage facility.

Once all the tenants have vacated from the Escondido Center, there will be no further need for Retail Management (Jim Kelly) to oversee the property maintenance which included: parking lots, lighting, trash, water and landscaping.

Mike has assured the committee that he will keep us informed of the progress.

F. **ADJOURNMENT**
Kelley welcomed Karen Mifflin as the newest faculty representative on our committee. There being no further business, the meeting was adjourned at 2:36 p.m.