A meeting of the Facilities Review Committee was held on *Tuesday, April 12, 2005*, at 2:00 p.m., in Room RS-5.

**Call to Order**

Mike Ellis called the meeting to order at 2:04 p.m.

**Roll Call**

**Members Present:** Cindy Anfinson, Norma Bean, Mike Ellis, Terry Gray, Kelley Hudson-MacIsaac, Karen Mifflin, Jose Vargas and Mark Vernoy

**Members Absent:** ASG Representative, Russ Filbeck and Rick Sanchez

**A. Approval of Minutes**

MSC Hudson-MacIsaac/Bean none opposed

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

**B. Action Items/ Second Reading**

1. **EOPS Banner Request**

   Mike reminded everyone of EOPS’ request that they be allowed to display banners in the following locations, on the San Marcos Campus:
   - Entrance off of Comet Circle
   - TCA Building (south end)
   - Parking LOT 12 (across from the B-Building)
   - Parking Lot 8 (east end)

   Banners will display for thirty-days prior to the start of the summer and fall sessions.

   MSC Hudson-MacIsaac/Vernoy none opposed

2. **IPPs for Submittal**

   Kelley reminded everyone that the IPP for the LRC has already been submitted and approved. Kelley and Diane Studinka, Chairperson for the Child Development Department, have been working together to develop an IPP for the Child Development Center specifically following the Facilities Master Plan.

   Kelley reported that she met, today, with the Architects who will be developing the FPP for the Science Building renovations. On another note, Kelley reported that the FPP scope for the Multidisciplinary Building has been approved by the Chancellor’s Office and CPEC1. Kelley spoke at length, yesterday, with a representative from the Department of Finance who was confused about the areas scheduled for demolition. Next step for this building is the funding source.

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1 California Postsecondary Education Commission
MSC  Vernoy/ Ellis  none opposed

FRC Meeting Frequency
It was the consensus of the committee members that the Facilities Review Committee holds their meetings once a month on the second Tuesday of each month during the school year.

Mark requested that Mike keep the committee members informed by emailing them periodically on project updates and Mike concurred.

MSC  Hudson-McLaar/ Bean  none opposed

C. Discussion/ Information Items

1. High Technology Laboratory Classroom Building
Mike reported that the District opted to purchase sound blankets that surround the rock breaking area. Noise has considerably dropped as a result. The excavating contractor agreed to pay an additional $200 more a day to bring in an over-sized, heavy duty, piece of earthmoving equipment to try and expedite the rock breaking process.

2. Project Updates
   a. Athletic Fields

   Mike reported that the U.S. Department of Fish & Game is basically holding the District at ransom with our mitigation plan. The contractor will reduce grading on one site and will simply turn the dirt on the other site to avoid disturbing the coastal sage.

   b. Library Remodel

   The remodeling of the second floor offices should be completed by the end of next week (April 22, 2005).

3. Emergency Generation Working Group
There was no update to report.

4. Memorials: Policy/ Procedures
Kelley will provide an update on this item at our next scheduled meeting.

5. RFQ: District Architect
Kelley reported she will be finished with the RFQ (request for qualification) for this process by May. Timeline would be as follows:
   • Submittals due: 4-6 weeks
   • Recommendation made: June 2005
   • Final decision made by VP for Finance & Administrative Services and President Deegan mid-July 2005
D. **First Reading**

1. **Public Safety Programs Request**

   Kelley distributed a copy of the proposal to renovate Santar Place submitted by Tom Plotts; Director for Public Safety Programs, who could not attend today's meeting.

   This proposal encompasses the following:

   On September 17, 2003, a proposed Facilities Request form was approved by Berta Cuaron, the Vice President for Instructional Services, to remodel the vacated Campus Police Office at 182 Santar Place, San Marcos, into two Public Safety Programs classrooms to generate growth for the District. The result of this remodel will:

   - Create additional growth to the District of approximately 50 FTES ($185,000.00) per year.
   - Reduce the amount of students being turned away (approximately 200 per year) from the programs due to lack of discipline specific classrooms and facilities.
   - Alleviate additional rental cost to the District for existing city classrooms at the facility (outside the scope of our existing lease) of $50 per hour.
   - Respond to Public Safety Programs Advisory Committee requests for additional classes to be offered at the facility for access to the fire tower and heavy instructional equipment.

   The architectural plans, bid and contract specifications have been completed for this project. The cost of the project is estimated at $75,000 to $90,000. The District has dedicated $30,000 from city redevelopment RDA funds for this project. A proposal was presented and accepted to the Instructional Deans for the remaining funds of $60,000 (part of the one-time funds to the District).

   The recommendation for the additional funding is being presented to the Instructional Planning Council on Wednesday, April 13, 2005. The timeline for the project involves the City of San Marcos bidding the project in May 2005 with construction concluding the first part of August 2005. Classes will be scheduled in the new classrooms starting in fall of 2005.

   Mike directed each member to take back this proposal to their constituents for comments/concerns. A copy of the plans and specifications is located in the Facilities Office for perusal.

   *This item will be brought forward to our next meeting on Tuesday, May 10, 2005.*

2. **Arboretum: Planning/ Usage**

   Kelly briefly shared that she recently received an email from Joe Newmyer on expanding the usage of the Arboretum. Someone from the Friends of the Arboretum contacted President Deegan proposing a better utilization of this area.

   Kelley will contact the Friends of the Arboretum concerning an action plan and she requested volunteers from the committee to be on a Working Group for this process. It was the consensus of the members present that the following employees serve on this group:

   - Phil De Barros (or Dennis O'Neil)
   - Mike Ellis
   - Kelley Hudson-MacIsaac
   - Diane Studinka
   - Life Sciences representative
3. **Escondido Center Proposed Floor Plans**
   - ESC-505 modifications
   - ESC-707 modifications
   - Rental Wing Conversion

Mike reported that he has met with the Vice Presidents, Kathryn Garlow and the Escondido Center staff and has developed the following proposal for the Escondido Center remodels:

**ESC-707 Complex (change to faculty offices and storage):**
There are two floor plans attached; the first one will provide three (3) faculty offices and one (1) large storage space for the CSIS Program; the second floor plan will provide five (5) faculty offices and one (1) small storage space for the CSIS Program.

**North Wing (rental space) conversion to Non-Credit Classrooms:**
There are two floor plans for this project on the assumption that the “Career Center” will remain as rental space. The benefits of this remodel are as follows:
   - Campus Police will obtain a large office/work space area including a dressing room/restroom area. It is also possible to remove the existing walls and divide up the space to provide a smaller front office, an interview/storage room and a small restroom.
   - There will be six (6) new classrooms for non-credit instructional purposes (specifically ESL and Occupational & Non-Credit Programs courses but could also be used by Community Development and as a “Use of Facilities” venue); one with thirty (30) desks, one with thirty-six (36) desks, one with forty (40) desks, one with forty-two (42) desks, one with forty-nine (49) desks and one with fifty (50) desks.
   - There will be a Men’s and Women’s restroom available for use in the new space.
   - There will be a Staff Lounge with a Staff restroom in this wing.
   - There is an identified storage space of 281 square feet for Student Services usage.
   - There will be adequate space for the relocation of the current Facilities Operations and the ability to take over the maintenance and operations for the entire center – assuming that it will be adequately funded.

**ESC-505 Room Division:**
It would be possible to divide room ESC-505 into two smaller classrooms both of which would be the same size but one room would accommodate forty-five (45) desks and the other room would accommodate forty-two (42) desks because of the required access to room ESC-505B.

At present, this room is largely being under-utilized. Norma indicated that there has been discussion about moving the Library into this room with a proposal being discussed about renovating the current Library into a Science Lab. Mike expressed concern about the lack of ventilation in this area.

The proposed plans are subject to change by the Instruction Office. Space is needed by August 20, 2005.
E.  **OTHER ITEMS**
   There was none to report.

F.  **ADJOURNMENT**
   There being no further business, the meeting was adjourned at 2:38 p.m.

Reminder: Next meeting scheduled for Tuesday, May 10, 2005, 2 p.m., Room RS-5