A meeting of the Facilities Review Committee was held on Thursday, October 19, 2006, at 2:00 p.m., in Room RS-5.

Call to Order

Dr. Dowd called the meeting to order at 2:07 p.m.

Roll Call

Members Present: Cindy Anfinson, Norma Bean, Bonnie Dowd, Mike Ellis, Kelley Hudson-Maclsaac, Joe Madrigal, Chris Miller, Rick Sanchez, Tom Sbrega (ASG Rep), Jose Vargas and Mark Vernoy

Members Absent: Karen Mifflin and Ken Swift

Guests: Bruce Bishop and Tony Cruz

A. Approval of Minutes

MSC  Ellis/Hudson-Maclsaac/ none opposed

The proceedings of the meeting of September 21, 2006 were approved. Minutes are posted on the Palomar College web page as follows: http://www.palomar.edu/committees.htm

B. Action Items/ Second Reading

There was none to report.

C. Discussion/ Information Items

1. High Technology Laboratory Classroom Building

Chris reported that roofing is scheduled to start within eight days and the installation of the brick veneer is going as planned. We are still on target for completion by May 2007. Chris reported that he and Kelley have been meeting with Sara Thompson regarding the moving schedule.

An RFQ (request for quotation) will be generated to obtain a moving company.

Rick asked if Information Services could be included in these meetings. Chris replied that C.E. Wylie Construction will host a special meeting just for their department.

2. Project Updates

Mike reported that the New Soccer Field has been utilized by the Palomar College Men’s and Women’s Soccer Teams. We now have the best premium soccer field in the county.
3. **Concert Hour Series Signage**
   Kelley reported that her office met with Randy Hoffmann, Performing Arts, regarding places to display the Concert Hour Series signage. Randy is working with Margery Adcock, Print Services, about producing removable signage with fasteners.

   In other signage news, committee members inquired about the “U are Here” signage status. Mike reported that he and Mary San Agustin, Financial Aid, met recently. The prototype sign is to be installed next week. Mike directed committee members to peruse the signage and provide him with feedback.

   Jose asked if it was possible to supply wireless signage. Kelley replied that the Signage Task Force had not looked at that option. The Task Force has not spent a lot of time looking at temporary signage (cost, reliability, security).

D. **First Reading**

1. **Expansion of Snack Shack**
   Guest, Bruce Bishop, reported that the 5-year contract with Aramark is almost up. In general, Food Services vendors are pulling out of the community college venue as there are no monies to be made.

   Aramark is proposing the following:
   - Remodel and expand services at the Escondido Center
   - Remodel preparation area in the Cafeteria at the San Marcos Campus
   - Remodel JAVA City
   - Expand and remodel Snack Shack (current square footage=362 square feet) especially with the new High Technology Laboratory & Classroom Building coming to completion. Aramark would like to acquire Classroom RF-1 (current square footage=450 square feet) in order to provide better service.

   In order to obtain Classroom RF-1, the District would have to relocate all classes within that facility.

   Mark expressed concern regarding Aramark’s proposal to RF-1. Instructional Services can’t lose another classroom (Recently TCB-3 was transferred from Instructional Services to the Student Services division).

   Kelley recommended that an area previously identified in the new High Technology Laboratory & Classroom Building could be utilized by Aramark but Bruce indicated that Aramark has lost over $200,000 in the last four years and he believes that they would not support this proposal.

   Jose indicated that this proposal clearly hinges on Instructional Services response to Aramark’s request to expand the Snack Shack into Classroom RF-1.

   Bruce stated that the High Technology Laboratory & Classroom Building will free up to 15 classrooms and that RF-1 frees up one classroom. Key is one less class.

   Mike expressed concern about what Aramark would install and stock in the proposed expanded facility. Currently, there is no ADA (Americans with Disability Act) access in the Snack Shack and the floor can only handle one student per square footage. New Coca-Cola vending machines may collapse the flooring.
Bruce indicated that Aramark must grow in order to service the campus community. Chris recommended including areas for food services in the new buildings outlined in the Facilities Master Plan.

2. **2006-07 AIP for Facilities Review**
   Mike indicated that this item is for information only and is not considered a “second reading.” It is time to start the process for Facilities Improvement and Parking Improvement Plans. Mike will email the campus community for projects that are approved by the department/division heads and are then forwarded to the Facilities Review Committee for prioritization. Service levels are then reviewed and forwarded to the Administrative Services Planning Council. Plans must be approved by June 2007.


3. **Committee Relationship between Campus Police & Facilities Review**
   Mike express concern regarding the relationship between Campus Police and the Facilities Review Committees. For example, student parking issues were recently brought to the attention of the Facilities Review Committee who made recommendations to not approve the request. Next thing you know, same issue was brought forward to the Police Advisory Task Force which approved the installation of sandwich signage in Parking Lots 1 and 2.

   Bonnie indicated that this issue will be resolved at the VP level and these areas clearly overlap. Police Advisory Task Force was formally chaired by the Vice-President and is now chaired by the Police Chief – clearly a conflict of interest. Mark stated that the Police Advisory Task Force should not be chaired by the District’s Police Chief. Norma indicated that she serves on both committees.

4. **Scheduled Maintenance**
   Kelley distributed a copy of the Scheduled Maintenance Proposed Projects for Fiscal Year 2006-2007 for One-Time Funds:
### Scheduled Maintenance Projects - Proposed 2006-2007

#### One Time Funds

<table>
<thead>
<tr>
<th>Priority</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA Comet Circle Entrance</td>
<td>$20,000</td>
</tr>
<tr>
<td>2</td>
<td>ES-1/Photo Lab Asbestos Removal, replace floor covering</td>
<td>$30,000</td>
</tr>
<tr>
<td>3</td>
<td>T-Shop Dust Collectors (air filters in 2 units)</td>
<td>$30,000</td>
</tr>
<tr>
<td>4</td>
<td>Chemical Disposal CH Basement</td>
<td>$15,000</td>
</tr>
<tr>
<td>5</td>
<td>ST/AA Rain Gutters</td>
<td>$15,000</td>
</tr>
<tr>
<td>6</td>
<td>Pool Resurfacing</td>
<td>$15,000</td>
</tr>
<tr>
<td>7</td>
<td>HVAC Replacement (D-10, D-11, Q-1, Q-2, SU-60, SU-44, SU-19, SU-21, GJ-12, EC-700)</td>
<td>$400,000</td>
</tr>
<tr>
<td>8</td>
<td>Replace, upgrade Q-1 lighting</td>
<td>$20,000</td>
</tr>
<tr>
<td>9</td>
<td>Classroom/Lab Emergency Lighting (250 units)</td>
<td>$50,000</td>
</tr>
<tr>
<td>10</td>
<td>Replace Hazardous Waste Storage Facility</td>
<td>$15,000</td>
</tr>
<tr>
<td>11</td>
<td>J-Bldg Restroom Expansion/Renovation</td>
<td>$10,398</td>
</tr>
<tr>
<td>12</td>
<td>Telecom Replacement Phase 1 (1/2)</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

**Total** $320,398

#### 50/50 Match

<table>
<thead>
<tr>
<th>Priority</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Telecom Replacement Phase 1 (1/2)</td>
<td>$200,000</td>
</tr>
<tr>
<td>2</td>
<td>Roof Repair/Replacement</td>
<td>$136,860</td>
</tr>
<tr>
<td></td>
<td>(C-Bldg, F-Bldg, P-Bldg)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HVAC Replacement Esc Center - Phase 1</td>
<td>$103,000</td>
</tr>
</tbody>
</table>

**Total** $439,860

**Back up Project** Emergency Communications Upgrade - remaining balance

10/18/2006
Kelley reported that project proposals must be developed by the end of November 2006 submitted to the Chancellors Office. Kelley directed committee members to email her any questions regarding this process prior to Thursday, November 16, 2006.

5. **Escondido Center Classroom ESC-203 Expansion**
   Mike reported that Mollie Smith, Occupational & Non-Credit Programs, has submitted a Proposed Change of Facilities Request Form Step-1 Document to convert a portion of Classroom ESC-203 in order to conduct Wastewater classes.

E. **OTHER ITEMS**
   1. **Main Entrance/ Parking Lots 1 and 2**
      Tony distributed a photo handout depicting issues that occur as vehicles enter the main entrance. Tony reported that the Safety & Security Committee directed him to bring Campus Police’s concerns to this committee for our perusal.
Tony first reported on Picture#2 which depicts two lanes merging into one lane. No signage warns drivers to be aware of their surroundings.

Secondly, Tony reported on Picture #3 which clearly depicts the stop sign in front of the Campus Police Building. Vehicles leaving the campus cannot see to their left if there is a vehicle parked in the last stall.

Mike indicated that Facilities could crosshatch the parking space without obtaining an engineer's approval.

Tony then reported on Picture#1 which depicts the orange cones running parallel alongside the Campus Police KIOSK. The campus community constantly complains about these unsightly cones.

Mike indicated that he would contact a Traffic Engineer to come to the campus to check out our concerns with Picture#1 and Picture #2. He directed Tony to submit a Facilities Work Request form to ask Facilities to cross-hatch the parking space outlined in Picture#3.

A motion was made to approve the cross-hatching of the parking space depicted in Picture#3

MSC Madrigal/Bean none opposed

A motion was made to temporary block and look at areas depicted in Pictures#1, 2 and 3.

MSC Vernoy/Hudson-Maclsaac none opposed

F. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:49 p.m.

**Reminder:** Next meeting scheduled for Thursday, November 16, 2006, 2 p.m., Room RS-5