October 12, 2004

A meeting of the Facilities Review Committee was held on Tuesday, October 12, 2004, at 2:00 p.m., in Room RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:07 p.m.

Roll Call

Members Present: Cindy Anfinson, Norma Bean, Mike Ellis, Terry Gray, Kelley Hudson-MacIsaac, Ken Swift and Jose Vargas

Members Absent: ASG Representative, Russ Filbeck, Robert Jones, Joe Newmyer, Rick Sanchez and Mark Vernoy

A. Approval of Minutes

MSC Hudson-MacIsaac/Anfinson none opposed

The proceedings of the meeting of September 28, 2004 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. Conversion of SU-22

   Mike reported that our Environmental Health & Safety Technician, Don Thompson, recently conducted a sound test in the Game Room by having students play all the games at once.

   The doors have been sealed and the ceilings insulated in room SU-28. Flooring and a portion of the wall may be carpeted, if necessary, to absorb the sound.

   Mike asked the committee members if their constituents had any comments regarding the proposed conversion; there were none.

   The Assessment Office has expressed concern about the potential noise from the games disrupting their testing process. Committee members proposed that the students wear headphones thus blocking out any noise.

   Kelley expressed concern about certain projects not following procedures thus circumventing the process everyone else must adhere to. It was recommended by the committee members that Mike and Kelley attend the next scheduled meeting of the VPI Cabinet to explain the procedural process regarding remodeling projects.
Mike briefly shared that this request was brought to his attention by Joe Newmyer and was driven by the students complaining to the Governing Board that there are not enough English and Math classes available.

3. **Policy Revision - Naming of Buildings**
Kelley asked the committee members if their constituents had any comments regarding the policy revision; there were none.

MSC  Bean/Hudson-Maclsaac  none opposed

Policy revision will be brought forth to the Administrative Services Planning Council.

4. **Parking Lot Recommendations**
Mike asked the committee members if their constituents had any comments regarding the parking lot recommendations; there were none.

After a brief discussion, the committee members recommended the following:

- Parking Lot 7A: remain as a staff parking lot
- Parking Lot 8: convert student parking lot to half/student, half/staff
- Parking Lot 1: convert section of staff parking lot to student parking lot (by Howard Brubeck Education Theatre)

MSC  Swift/Vargas  none opposed

Recommendations will be brought forth to the Police Advisory Task Force and the Administrative Services Planning Council.

5. **Campus Signage**
It was the recommendation of the committee that the District hire a consultant to peruse the current campus and the master plan and make recommendations for implementation of a master signage plan for all new District facilities. Hired consultant would meet with Facilities Review Task Force regarding planned design and implementation process.

Committee members also recommended that a budget be established in the amount of $100,000 to $150,000 for this process. Committee members also requested that once the master signage plan is approved, that the District formulates a commitment to implement said plan.

MSC  Hudson-Maclsaac/Bean  none opposed

Recommendations will be brought forth to the Administrative Services Planning Council, Strategic Planning Council and Resource Allocation Committee.

C. **DISCUSSION/INFORMATION ITEMS**

1. **High Technology Laboratory Classroom Building**
Mike reported that the bid will be awarded at tonight’s Governing Board meeting.

   a. **Hubbell Structure**
   Mike reported that the Hubbell Structure was successfully moved and that Jim Hubbell loves the new location in the Arboretum.

The Robert Driver Family (Robert originally assisted Jim Hubbell in moving the structure from Encinitas to Palomar College) has committed to donating $1500 to Jim Hubbell for the restoration process.
Jim Hubbell has requested that several art students assist him in renovating part of the structure.

b. Construction Site
Pre-grading started at the site on Monday, October 11, 2004. Artifacts have been found. Grading will be completed by the end of this week.

c. Tree Removal
All existing trees will be removed by Monday, November 1, 2004. Mike reported that he has spoken with Dave Thomsen of the Urban Forestry Program. Dave has agreed to make a furniture piece for the lobby of the new building. A plaque will be installed in the building outlining the history of the tree/site prior to the excavation.

d. Groundbreaking Ceremony
Mike reported that a groundbreaking ceremony will be scheduled for the end of October or first week of November 2004.

2. Project Updates
a. PE/Athletic Fields
The State Department of Fish & Game has two more weeks before they will respond to the District.

b. Borden Road/LOT 9
Mike reported that a representative from Forecast Homes recently contacted him and informed us that the light at Borden Road/LOT 9 will start work in approximately two-to-three weeks. Access to the college from this location will be closed Thursday, Friday, Saturday and Sunday. Once date has been confirmed, Mike will email the campus community.

c. Campus Police Building
No new updates

D. New Business/ First Reading

1. Conversion of Two (2) Racquetball Courts into Classrooms

Mike reported that he received a request from the Vice-President of Administrative Services to convert some of the racquetball courts, on the south-side, into classrooms. Each classroom would hold thirty-plus students.

Mike indicated that there are a number of issues that will need to be looked at prior to approval. This request is only in the research stage only and an Architectural Engineer is preparing a feasibility study on the proposed conversion.

Kelley feels that the whole area would need to be evaluated. There is disabled access on the east side of the building but Mike is not sure that DSA would approve this conversion as the building was originally constructed by tilt-up. If ventilation were installed, chain-link fencing would be removed thus establishing a security issue as there is not a solid door at the entrance to the building.

Mike reported that Athletics and the Physical Education department may be unaware of this proposed conversion and feels that we should contact them so that they are not blind-sighted.
Mike directed each committee member to take this request back to their appropriate groups and bring back any comments/concerns. This proposal could jeopardize the Facilities Master Plan so Kelley is going to see how it would impact our capacity load ratios.

2. **List of 04-05 Projects for Annual Implementation Plan**

Mike distributed a copy of the recommended projects for the Facilities Improvement Plan. Plan is outlined as follows:

**Level of Quality**

We are currently operating at a Level 4/5 quality, based on funding and staff levels. A part of the plan is to raise the level of quality by increasing staff and funding on an annual basis.

The lowest level increase for funding was to increase funding in the Facilities Department by $548,771. The plan was to this funding would go into our base budget for repairs, maintenance and operations for the campus facilities. Mike is aware that the District cannot commit to annual funding but even one-time funding would be better than nothing.

**Program Improvements**

This section deals with the various services that we provide and is heavily linked to the available staff levels. Mike is aware that we cannot add new permanent staff but we could use one-time funds to hire additional student or hourly staff to increase the level of services provided by these programs.

**Facilities Improvement Projects**

The following is a list of projects that have been deferred (due to funding), proposed by various departments and groups and projects that need to be completed or purchased for the improvement of the campus and facilities operations.

The list is in the priority that Mike will be submitting to the Facilities Review Committee for input and approval. The total for the projects listed is probably far beyond what is actually available but any funding will assist us with this plan.

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Project Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,000</td>
<td>Install rain gutters</td>
<td>F-Building</td>
</tr>
<tr>
<td>$12,000</td>
<td>Install rain gutters</td>
<td>AA/ST Building</td>
</tr>
<tr>
<td>$5,000</td>
<td>Refinish exterior</td>
<td>T-Building</td>
</tr>
<tr>
<td>$5,000</td>
<td>Replace banquet tables for campus use and events</td>
<td>J-Building</td>
</tr>
<tr>
<td>$40,000</td>
<td>Replace four (4) electric service carts: 2 for Building Services, 2 for Grounds Services</td>
<td>J-Building</td>
</tr>
<tr>
<td>$10,000</td>
<td>Replace trash containers</td>
<td>San Marcos Campus and Parking Lots</td>
</tr>
<tr>
<td>$5,000</td>
<td>Install concrete sidewalk</td>
<td>Comet Circle entrance (ADA request)</td>
</tr>
<tr>
<td>$12,000</td>
<td>Replace shower fixtures</td>
<td>Men's/Women's Locker Rooms</td>
</tr>
<tr>
<td>$8,000</td>
<td>Install permanent night lights</td>
<td>Running Track</td>
</tr>
<tr>
<td>$10,000</td>
<td>Renovate and replace the sidewalks and landscaping</td>
<td>South side of Howard Brubeck Education Theatre (HBET)</td>
</tr>
<tr>
<td>Amount</td>
<td>Description</td>
<td>Location</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>$50,000</td>
<td>Replace asbestos flooring in classrooms</td>
<td>A, B and P Buildings</td>
</tr>
<tr>
<td>$15,000</td>
<td>Grade and pave a storage area for the Urban Forestry Program</td>
<td>T-Building</td>
</tr>
<tr>
<td>$35,000</td>
<td>Replace the set lighting</td>
<td>Q-1 (instructional purposes)</td>
</tr>
<tr>
<td>$5,000</td>
<td>Replace delaminating doors</td>
<td>Campus-wide</td>
</tr>
<tr>
<td>$5,000</td>
<td>Replace old round style door locks with ADA approved lever-lockssets</td>
<td>Campus-wide</td>
</tr>
<tr>
<td>$5,000</td>
<td>Replace old worn-out chalkboards and whiteboards in classrooms</td>
<td>Campus-wide</td>
</tr>
<tr>
<td>$48,000 ($24,000 each)</td>
<td>Replace two (2) of the eight (8) passenger fleet vehicles</td>
<td>J-Building</td>
</tr>
<tr>
<td>$15,000</td>
<td>Expand restrooms</td>
<td>J-Building</td>
</tr>
<tr>
<td>$100,000</td>
<td>Restroom Renovations</td>
<td>San Marcos Campus</td>
</tr>
<tr>
<td>$12,000</td>
<td>Purchase a used portable office trailer for temporary usage</td>
<td></td>
</tr>
<tr>
<td>$10,000</td>
<td>Replace fencing</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>$25,000</td>
<td>Install “You-Are-Here” signage</td>
<td>Parking Lots (4)</td>
</tr>
<tr>
<td>$6,500</td>
<td>Modify Instruction Office layout and room assignment</td>
<td>AA Building</td>
</tr>
<tr>
<td>$23,000</td>
<td>Flooring replacement, HVAC upgrade, new server</td>
<td>HS Building (Heath Services)</td>
</tr>
</tbody>
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The following proposed projects have no current cost estimate:

- Install 100 foot high safety netting along the baseball/softball fields by Mission Road.
- Install an emergency generator/UPS system in the District’s Main Computer Center/Telephone Switchroom.
- Replace the carpeting and paint, not included, in the currently proposed Library Remodeling Project.
- Purchase grounds maintenance equipment to maintain the new PE/Athletic Fields being constructed.
- Campus Signage installation in the parking lots and four (4) new “You-are-Here” maps along the main sidewalk.
- Re-surface the swimming pool plaster (recommended by the County Board of Health).
- Split and renovate Escondido Center Room EC-505 (Norma Bean)
- Replace HVAC unit on Café (Aramark-Food Services)
- Replace old exterior doors to Café (Aramark-Food Services)
- Repave the Parking Lot/Work Space area in front of the J-Building
- Re-build the Grounds Services Plant Storage Enclosure
- Renovate the classrooms and offices in the P-South Building (Kathryn Garlow)
- Renovate the Men’s Locker Room
- D-10 Phase II Renovations
- Renovate and expand parking on the east side of Parking Lot 12
- Proceed with the design and CEQA study for the expansion of Parking Lots 3 and 5 per the Facilities Master Plan.
- Multi-media equipment for all classrooms (standardize)
Mike urged each committee member to share this listing with their constituencies and to email him with any additional projects that could be added to this listing.

Once listing has been finalized, prioritized it will be brought forward to the Administrative Services Planning Council, Strategic Planning Council and the Resource Allocation Committee.

Terry briefly shared that at CSU-San Marcos, each new classroom receives $8,000 for audio-visual equipment and he felt, and the committee members concurred, that the same funding should be allocated for our classrooms here at the District.

E. Other Items

There were none.

Meeting adjourned at 3:10 p.m.

The next meeting has been scheduled for Tuesday, October 26, 2004, at 2 p.m. in Room RS-5