October 26, 2004

A meeting of the Facilities Review Committee was held on Tuesday, October 26, 2004, at 2:00 p.m., in Room RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:05 p.m.

Roll Call

Members Present: Cindy Anfinson, Norma Bean, Mike Ellis, Kelley Hudson-Maclsaac, Ken Swift, Jose Vargas and Mark Vernoy

Members Absent: ASG Representative, Russ Filbeck, Terry Gray, Robert Jones, and Rick Sanchez

Guests: Philip de Barros

A. Approval of Minutes

MSC Swift/Hudson-Maclsaac none opposed

The proceedings of the meeting of October 12, 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
   Mike reported that he received an email from Enrollment Services yesterday informing him that the cost for the signage had increased by $1,195 due to the fact that the job had to be re-bid at prevailing wage. Cost for one sign now stands at $6,988. Estimated date for installation: first week of December.

2. Conversion of SU-22
   Mike asked the committee members if they had any comments regarding this proposal; there were none. There was a motion to approve said action.

   MSC Vernoy/Bean none opposed
3. **04-05 Projects for Annual Implementation Plan**

Mike reported that he had received additional input from various areas on additions to the list of Facilities Improvements Projects. Additions are as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dome Renovations:</strong></td>
<td></td>
</tr>
<tr>
<td>• HVAC - ventilation</td>
<td>Dome</td>
</tr>
<tr>
<td>• New insulation/acoustic treatment</td>
<td></td>
</tr>
<tr>
<td><strong>Women's Locker Room renovation</strong></td>
<td>O Building</td>
</tr>
<tr>
<td>** Upgrade storm drains, rain gutters, downspouts**</td>
<td>C Building</td>
</tr>
<tr>
<td><strong>Replace west section of Theatre roof</strong></td>
<td>HBET Building</td>
</tr>
<tr>
<td><strong>Replace Art Department roof</strong></td>
<td>C Building</td>
</tr>
<tr>
<td><strong>Renovate Theatre Control Rooms</strong></td>
<td>HBET Building</td>
</tr>
<tr>
<td><strong>Remodel Admissions Counter</strong></td>
<td>PCEC</td>
</tr>
<tr>
<td><strong>Replace HVAC Units:</strong></td>
<td></td>
</tr>
<tr>
<td>• SU-21 classroom and offices (5 ton H/P)</td>
<td>Various locations</td>
</tr>
<tr>
<td>• SU-60 bookstore workroom (10 ton gas pack)</td>
<td></td>
</tr>
<tr>
<td>• SU-19 classrooms (10 ton H/P)</td>
<td></td>
</tr>
<tr>
<td>• SU-1 Assessment Offices (3 ton H/P)</td>
<td></td>
</tr>
<tr>
<td>• Q-1 RTV/ETV Lab (10 ton electric)</td>
<td></td>
</tr>
<tr>
<td>• Q-2 classroom (10 ton electric)</td>
<td></td>
</tr>
<tr>
<td>• D-10 classroom/lab (10 ton gas pack)</td>
<td></td>
</tr>
<tr>
<td>• D-11 classroom/lab (10 ton gas pack)</td>
<td></td>
</tr>
<tr>
<td>• Bookstores Offices/Merchandising Area (10</td>
<td></td>
</tr>
<tr>
<td>ton gas pack)</td>
<td></td>
</tr>
<tr>
<td><strong>Remove partition walls</strong></td>
<td>S-11</td>
</tr>
<tr>
<td><strong>Install emergency lighting systems</strong></td>
<td>All classrooms, shops, labs, sidewalks, restrooms and parking lots</td>
</tr>
<tr>
<td><strong>Replace existing dugouts with block construction</strong></td>
<td>Baseball Field</td>
</tr>
</tbody>
</table>

Mike reported that previously some of these types of projects were covered under State Scheduled Maintenance\(^1\). Due to budget constraints/restrictions, frozen positions and a $140,000 cut from the maintenance and operations budget, no new scheduled maintenance has been submitted to the Chancellor's Office for the last two years.

The districts and the state share the costs of the projects. Kelley reported that the Chancellor's Office distributes State Scheduled Maintenance funding through a block grant combining State Scheduled Maintenance and Instructional Equipment. The match is 1:1 for scheduled maintenance and 3:1 for instructional equipment.

The Chancellor’s Office uses the district’s annual Scheduled Maintenance Five-Year Plan to substantiate project needs and determine the dollar amounts required to meet those needs.

Mike reported that the State Scheduled Maintenance Program has a legislatively mandated *Maintenance of Effort (MOE)* requirement. Districts must certify as a condition of receiving these funds, it shall maintain or increase its operations and maintenance spending from the 1995-96 level by the amount of the allocation plus an amount to be provided from district discretionary funds equivalent to $1 for each $1 of state funds. Due to the above referenced cuts, our district may not qualify for funding under these guidelines.

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\(^1\) The program’s primary objectives are to protect the state’s investment in community colleges through timely nonrecurring repair and maintenance of their facilities, to correct and avoid health and safety hazards, to maintain an environment conducive to learning, and to improve long term cost effectiveness of facility operations.
The majority of items listed as Facilities Improvement Projects, once approved, will be contracted out.

The committee briefly discussed bond measures; it was stated that the District will try for a bond in two years. Concern was expressed about the public’s perception of the $6.5 million dollar windfall reported by the local media.

Committee members discussed the possibility of requiring that all classrooms have hard-surface flooring versus carpeting. Mike reported that Pat Schwerdtfeger has recommended this requirement to his departments.

**Pro**
- Hard surface flooring lasts longer and is easier to install, clean and maintain
- Eliminates or reduces Indoor Air Quality (IAQ) problems

**Con**
- Noise bounces more
- Carpet is more comfortable

It was recommended by the committee members that this request be brought forward as an agenda item at our next meeting on Tuesday, November 9, 2004. Mark Vernoy requested that a listing be provided to committee members of all classrooms that require carpet replacement. A list will be provided to the membership.

Committee members inquired if it would be possible for them to prioritize the listing of Facilities Improvement Requests; Mike replied, yes. Donna will email each member an updated listing.

C. **DISCUSSION/ INFORMATION ITEMS**

1. **Cell Tower Proposal**
   Mike reported that even though the Facilities Review Committee and the Administrative Services Planning Council (operational committees) had unanimously passed this proposal, the Strategic Planning Council is considering denying our request that the monies be utilized strictly for facilities improvement projects. SPC has suggested that this funding be placed in the general fund.

   Mike expressed his frustration in their decision and appealed to committee members for support. He also stated that these funds are not guaranteed and that the cellular companies have a clause in their proposal that states they can withdraw at any time once a thirty-day notice is given.

2. **Project Updates**
   a. **High Technology Laboratory Classroom Building**
      - Hubbell Structure successfully moved
      - Pre-grading has been completed
      - Trees have been removed
      - Marketing Communications Trailer will be moved on Friday, October 29th
      - Soundproofing Consultant will be providing us with an estimate on soundproofing Redwood City from the construction (a soundproofing curtain may be installed for noise blockage).
      - Groundbreaking Ceremony has been tentatively set for Friday, December 3, 2004 even though grading will already been in progress.
      - The High Technology Task Force has been re-established (they will be monitoring construction and working on equipment and moving requirements).
• The Urban Forestry Program has agreed to build a piece of furniture for
the lobby of the new building from one of the trees removed from the
site. A dedication plaque will be posted on the furniture outlining the
history of the tree/site.

b. PE/ Athletic Fields
The State Department of Fish & Game has one more week before they will
respond to the District.

c. Holiday Break Projects
Mike reported that the following projects will be completed during the holiday
break:
• Student Services Center Sewer Replacement
• Performing Arts Sewer Replacement
• Electrical Replacement - Room A-6
• Electrical Replacement - Escondido Center
• Urban Forestry Program – Dust Collection System

The Library renovation was also discussed and will be scheduled ASAP with some
work taking place over the semester break. Project includes:
- moving LRC to second floor,
- moving DRC lab to front of first floor
- moving AV to front of first floor
- moving Tutoring Services to northeast section of first floor; and
- adds, changes and modifications to the Academic Technology
  Group area

3. Scheduled Maintenance
Mike reported that he transferred the most critical areas into the Facilities Improvement
Plan Project Listing.

4. Student Services Center Expansion
Mike informed the committee that effective October 2004, the cashiering component has
been assigned to Herman Lee of Enrollment Services. The Facilities Department is in
receipt of a Facilities Work Request to renovate four areas on the south-side of the
building impacting Financial Aid who will be losing several offices. Last week Mike met
with Campus Police, Enrollment Services, Financial Aid and Martin Good to brainstorm on
this project.

Kelley distributed up-to-date copies of the Space Inventory Room Usage Assigned Square
Footage to each committee member.

Renovation will encompass the following:
- The Bursar’s Office (SSC-25) will remain as is.
- SSC-57 will be converted to SSC-41 (existing copying machine and microfiche will
  be relocated to the vault)
- Center wall will be removed between offices SSC-53 and SSC-55
- Brick wall will be extended forward eliminating the planter area in front of
current offices (SSC-25 through SSC-27); this will not impact the Facilities Master
  Plan.
- Student Services cashiering area will be modeled similarly to the current
cashiering area in Fiscal Services (we may be able to move existing work
stations/windows to the SSC Building).
- A Secured Vault must be installed
- Approximate cost of project: $300,000+
Mike indicated that this proposal may change again before it is brought back to our committee for action.

D. **New Business/ First Reading**

There were none.

E. **Other Items**

1. **Relocation of BE/ NO Building Loading Zone**

Phil de Barros briefly shared that once the HTLC Building begins, the existing loading zone between the BE and NO Buildings will be eliminated. The Behavioral Sciences and Communications departments heavily utilize the loading zone to load/unload items for easy access/drop-off to their buildings.

Mike recommended that a new loading zone be established in Parking Lot 6. Mark requested a motion to remove the Superintendent/President's parking space in favor of establishing the new loading zone. The committee concurred.

MSC  Vernoy/Bean  none opposed

This recommendation will be brought forward to the Administrative Services Planning Council.

Meeting adjourned at 2:57 p.m.

The next meeting has been scheduled for Tuesday, November 9, 2004, at 2 p.m. in Room RS-5