MEETING TYPE: Staff x Staff

Product/Project Starting Time: 2:00 p.m.

Special Ending Time: 3:30 p.m.

Place: RS-5

Date: 9/24/02

CHAIR: Jerry Patton   MEMBERS Present: Cynthia Anfinson, Mike Ellis, Russ Filbeck, Kelley Hudson-MacIsaac, Wendy Metzger, Rick Sanchez, Jennifer Lebedeff, Gene Jackson, Ken Swift, Jason Roach (ASG REP)

RECORD: J. Giese

MEMBERS Absent: Theo Brockett

Order of Agenda Items

<table>
<thead>
<tr>
<th>Desired Outcome</th>
<th>Resources Used</th>
<th>Time Allotted</th>
</tr>
</thead>
</table>

A. **CALL TO ORDER**  Kelley MacIsaac (J. Patton a few minutes late)

B. **ROLL CALL**

Guest: Chris Feddersohn

C. **MINUTES**  Distributed late, will approve next meeting

D. **UNFINISHED BUSINESS**

1. **Technology Remodel Checklist**

   Discussion took place about the need for a user friendly checklist which will be put on the web. Major issue is the routing procedure. The large number of computer replacements in labs, etc. is another issue. The newer computers use a lot more electricity than older ones. Direction needs to be given to IS and Purchasing to “flag” requisitions for such purchases and make sure the Facilities Department is advised. If form is to be effective, proper direction needs to be given.

   Jerry will meet with Mike Ellis, Jose Vargas (IS), Jenny Akins and Ken Jay (Purchasing).

2. **EME Renovations**

   M. Ellis asked if there were any questions or concerns about the EME Renovations (plans distributed at September 10th meeting).

   Discussion about how these renovations would impact EFMPTF scenarios. These are minor renovations and will have no impact on the Master Plan.

E. **INFORMATION**

1. **Project Updates - Mike Ellis**

   - **Ballfields** – Backcheck at DSA, once through DSA will begin.
   - **Fiscal Services** – Add new Cashier’s windows. This is a 2 phase project. First phase is complete. Beginning second phase next week.
   - **Painting** – The bid closed and the painting will be scheduled to begin within a month.
   - **Parking Lot One** – Once concrete curbs have been installed around the triangular planter, it will be landscaped.

2. **Student Union Project** – Short delay due to steel shop drawings. The Steel fabrication should start next week.
3. **High Tech Building** –

The “90%” plans are back from the state. There are some issues that are being addressed: 1) problems with the ventilation system in Anatomy lab; 2) the corrugated metal (steel) to be used on elevations; 3) moving NO and SC buildings.

Discussion took place about potential problems with the metal panel, rusting, etc. The task force prefers the “efis” system and the architect prefers the metal panels. Jerry Patton pointed out that the contract with our current architect has been cancelled, although they will finish out the Student Union and High Tech Building projects.

4. **Educational & Facilities Master Planning Task Force:**

The Task Force is reviewing several different scenarios for the Master Plan. Discussion has been focused on potential locations for new centers or campuses.

**F. NEW BUSINESS**

1. **Cabinet/Furniture Technology – Japanese Master Craftsman**

Chris Feddersohn reported that he and Russ Filbeck had gone to Japan and observed the skills and knowledge of the Master Craftsman.

Palomar College will host the Kezurou-Kai workshop on November 9 & 10, 2002 at which time the Japanese visitors will build a “Torii Gate” and demonstrate their skills. Chris Feddersohn is requesting that the Torii Gate be allowed to remain at the T-building. The dimensions of the gate are not known at this time and he will report back to FPC at the October 8 meeting.

Additionally, Chris proposed a temporary shade cloth at the T-Building. He would like to install 3 steel pipes which will hold the cloth and can be removed in between events.

As an FYI – Chris reported that the roof is ready for the Timberframe that was moved to the new Friendship Garden next to the Library. He will arrange with Mike Ellis to have a crane move the roof. Chris would like to secure a piece of steel from the Twin Towers in NY and make a wind chime to be installed in the Timberframe to commemorate 9/11/01.

2. **Signage Requests**

Kelley reported that she receives numerous requests to install “No Smoking Signs” along with questions as to who authorizes various signage across campus. It was discussed that we need to develop a set of standards which also will be included as part of the Master Plan. In the mean time, Jerry will meet with Mike and Kelley to begin to develop standards.

It was mentioned that we now have a manual in place for college logo and standards. Jerry will send Lee Hoffmann an e-mail reminding him to follow this manual when he asked to make a sign.

3. **Project Proposal Process**

This will be discussed when Jerry, Mike & Kelley meet regarding the Technology Remodel Checklist

**G. OTHER ITEMS**

**H. ADJOURNMENT**

The meeting was adjourned at 3:40 pm.