A meeting of the Facilities Planning Committee was held on Tuesday, March 25, 2003, at 2:00 p.m., in Room RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:06 p.m.

Roll Call

**Members Present**  Mike Ellis, Russ Filbeck, Kelley Hudson-MacIsaac, Jennifer Lebedeff, Rick Sanchez, Ken Swift, and Mark Vernoy

**Members Absent:**  ASG Representative, Cindy Anfinson, Norma Bean, Theo Brockett, Terry Gray and Jerry Patton

**Guest:**  Donna Renner for Terry Gray, Connie Rodriguez

**Recorder:**  Donna Renner for Jo Anne Giese

I.  **Approval of Minutes**

The proceedings of the meeting of March 11, 2003 were approved (Ellis/Sanchez).  None opposed.

II.  **Action Items/Second Reading**

A.  **ETV/CCCSAT Proposal**

The department has determined, at this time, not to remodel the front office.  Mike stated that he had received a cost-proposal of $13,920.00 from Architect, Bob McQuead.  We will need to request a revised proposal from the architect.

Motion to approve concept of ETV/CCCSAT Remodel – Sanchez/Filbeck – none opposed.

Mike explained how the process works to Connie.  Once the architect has re-submitted a revised proposal, the Facilities Review Group will meet with Connie at the proposed remodel site.  Mike directed Donna to prepare a requisition for the architect and to process a Contract Review and Approval form to Ben Echeverria for bid assistance.  The bid process takes approximately 30-45 days.  Connie stated that the funding **must be** awarded prior to June 30, 2003.  Connie will provide the account number to Donna for the purchasing requisition.

B.  **Room Numbering Escondido Center**

No further discussion was needed.
C.  **Facilities Planning Committee – Name Change**

In addition to the suggestions provided at the March 11, 2003 meeting, the committee recommended the following proposed names:

- Facilities Review Committee
- Review Action Committee

The Facilities Planning Committee selected “Facilities Review Committee” as its new name.

Motion to approval name change – Vernoy/Swift – none opposed.

III. **First Reading**

A.  **Proposed Change to Facilities Request Form**

Mike suggested that the Proposed Change to Facilities Request forms be approved for funding prior to coming to the Facilities Planning Committee for review.

For example, recently the Facilities Review Group met at the Escondido Center to inspect room EC-405. Approximately twenty-six staff hours were spent on this project not including the time it will take for each group member to submit their cost-proposal on this project. Most of the remodels proposed recently are just for aesthetics.

Funding must be identified and available from the division vice-president.

IV. **Discussion Items**

A.  Project Updates – Mike Ellis

- **Student Union** – Project is being delayed until May 15th due to DSA approvals for the fire sprinkler system. The overhead door is no longer in production by the specified manufacturer. We are still experiencing problems with the contractor.

- **High Tech Science Lab/Classroom Building** – The project is on schedule for the construction start date of July 1, 2003 however staff members are asking for a change in the building materials that are being used on the exterior of the building. Several staff members are opposed to using the corrugated metal siding on the first floor and are requesting a bid alternate to change this to EFIS or a different type of metal siding. Depending on what is decided and when might delay the start of construction.

Mike indicated that Marlene Imirzian requires a decision ASAP to make design changes. Kelley shared that there is no money left. In lieu of the budget crisis and pending layoffs the committee found it inconceivable that staff members are requesting this change. The committee’s concerns will be forwarded to Jerry Patton.

- **A-6 HVAC Project** - Project started Monday, March 24, 2003 and is expected to be completed within forty-days.
**Library Electrical Upgrade** – Project is in the bid process stage and all work will be completed at night or on the weekends. The new electrical distribution system is a secondary system and it will not interrupt the primary services during the upgrade.

**PE/Athletic Fields** – The plans have been delivered and we are developing the bid package. A task force will be meeting with the City of San Marcos to finalize the agreement for the Use of Palomar College Facilities.

**EME Remodel** – Phase I of the remodel has been completed. The Facilities crews are presently working on the office renovations for the Escondido Police Department and Campus Police. Project is expected to be completed within thirty days.

**B. Educational and Facilities Master Plan Update**

Mike shared that Jim Spencer and Pablo Garcia will be presenting a draft of the Facilities Master Plan at tonight’s Governing Board meeting. The phases have changed again.

**V. Other**

There was none to report.

Meeting adjourned at 2:41 p.m.

*The next meeting will be held on Tuesday, April 8, 2003 from 2:00 – 3:30 p.m.*