A meeting of the Facilities Review Committee was held on Tuesday, April 8, 2003, at 2:00 p.m., in Room RS-5.

Call to Order

Jerry Patton called the meeting to order at 2:05 p.m.

Roll Call

Members Present: Cindy Anfinson, Norma Bean, Theo Brockett, Terry Gray, Kelley Hudson-MacIsaac, Jennifer Lebedeff. Jerry Patton and Mark Vernoy

Members Absent: ASG Representative, Mike Ellis, Russ Filbeck, Rick Sanchez and Ken Swift

Guest: Chris Miller for Mike Ellis

Recorder: Donna Renner for Jo Anne Giese

I. Approval of Minutes

The proceedings of the meeting of March 25, 2003 were approved (Hudson-MacIsaac/Vernoy). None opposed.

II. Action Items/Second Reading

There were none.

III. First Reading

A. Enrollment Services Proposal

Kelley distributed a copy of the Enrollment Services proposal to the committee members. Kelley briefly described the proposal.

The International Student Office will be moving into the Student Union upon completion of the remodel. Enrollment Services is requesting that the wall between offices SSC-42 and SSC-43 be removed so that the offices can be remodeled to accommodate three separate offices. The Systems Module Functional Specialist assigned to that area requires her own office space.

The remodel will definitely impact the HVAC and Electrical services to that area. If the project is approved the committee recommended that the remodeling take place at the same time as the SSC HVAC project.

Source of funding for this proposed project will be covered by Non-Resident Capital Outlay Funds.
IV. Discussion Items

A. Project Updates – Chris Miller and Kelley Hudson-MacIsaac

**High Tech Science Lab/Classroom Building** – Kelley reported that the Division of the State Architects (DSA) has approved the project and it will be going to the Chancellor’s Office by the end of the week. Ben Echeverria, Contracts Office, will make some minor title clearances.

**Escondido Center (EME, PC Campus Police and Escondido Police Department) Remodel** – Chris reported that the Facilities crews are completing the punch list for this remodel project. Chris has been working with Donna on coordinating the signage for the EME and Police Offices. Chris is in the process of obtaining flooring quotations for the installation of carpeting in the EME storage area and the Police Offices.

**Library Electrical Upgrade** – Project will be adding power to all three floors 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.

**HBET Dust Collection System** – Project is scheduled to be completed over Spring Break (4/14/03 through 04/17/03).

**Student Union** – Scheduled completion date: May 15, 2003. We are still experiencing problems with the contractor. Jerry reported that the District met with an attorney who strongly urged us to go to mediation. The owner of Marcotte and Hearn does not want to go to mediation and has pleaded with the District to meet one more time to resolve outstanding issues. If the District goes to mediation the cost will be split 50-50. Jerry has prohibited any further change orders.

B. Educational and Facilities Master Plan Update

Mark reported that the Educational and Facilities Master Plan Taskforce met for the last time on Thursday, April 3, 2003. Written draft was sent to Spencer Hoskins Associates on Monday, April 7, 2003 and a draft of the Facilities Plan portion of the Master Plan will be presented at the Governing Board meeting on April 22, 2003. Document will be available on the Palomar College website: [http://www.palomar.edu/masterplan](http://www.palomar.edu/masterplan).

The Library has been moved from Phase 8 to Phase 4. The final draft of the Master Plan will be presented at the Governing Board meeting in May 2003.

The committee had no questions.

C. Police Building Move

Jerry reported that it has been mutually agreed upon to relocate the College’s Campus Police from Santar Place back to the San Marcos Campus. The District is hoping to relocate the trailer from the front of campus to the Facilities yard. The Instructional Division has discussed moving other departments/programs, in relation to emergency services, to Santar Place.

Source of funding for this proposed project will be covered by Redevelopment Funds.
D. **Information KIOSK**

Jerry reported that an Information KIOSK will be built in-house and will be installed in the medium at the entrance to LOT 1. The KIOSK will be staffed by Community Services Officers (CSOs).

E. **Library “Cost Savings” Proposal**

Mike Ellis asked Kelley to report that Carolyn Funes, Librarian, had approached him recently at the Library and asked if Mike was there to discuss their proposed remodel. Carolyn proceeded to inform Mike that the Library had submitted a cost-savings proposal to the Instructional Planning Council to move the Learning Resource Center from its present location on the first floor to the second and third floors of the Library.

The Library estimates this remodel to cost only $7000 where in reality the cost would be closer to $50,000 and may be up to $60,000.

Terry briefly shared that the Academic Technology Resource Center will be submitting a Facilities Work Request to have the HVAC system on the first floor of the Library evaluated to determine whether it can support twenty-four (24) additional computers in the public lab. Terry also stated that his department is requesting a cost on installing additional electrical wiring for this request.

Mike feels that this proposal should come through the Facilities Review Committee. Mark indicated that this proposal did not come through the Instructional Planning Council. Jerry directed Kelley to contact Diane Lutz regarding the Library Proposal.

V. **Other**

A. **Palomar College Escondido Center Logo Signage**

Theo distributed photographic copies of the current logo signage at the Escondido Campus and the proposed logo signage. Theo reported that she obtained pricing from a signage company on replacing the existing logo signage with the college’s new logo: Learning for Success. Cost proposed was $3,986.00.

Source of funding for this proposed project would be covered by the Escondido Tenancy Funds.

Due to budget constraints, it was the committee’s recommendation that the signage not be replaced at this time.

B. **Signage Task Force**

Norma reported that her department had recently spent $1300 to have the signage changed at the Education Centers to reflect the Centers name. Recently she heard that the Centers are now going to be referred to as Palomar College at Ramona, Palomar College at Escondido, etc. and she does not have the monetary funding to make additional signage changes.

The committee briefly discussed the Signage Task Force that established the current graphic standards manual. The committee expressed interest in re-establishing a Signage Task Force. Norma Bean expressed interest.
C. **Budget Cuts/Office Spaces**

The committee briefly discussed the proposed budget cuts for DSPS and EOPS and asked what will happen to the empty offices. Some offices will revert back to classrooms – others could be used for faculty offices although Mark indicated that we do not need any more faculty offices.

Jerry reported that the Administration will be providing a trailer, to be located in LOT 8, for adjunct faculty. Norma recommended that the trailer be setup similar to the adjunct office they have established at the Escondido Center.

Meeting adjourned at 2:46 p.m.

The next meeting will be held on Tuesday, April 22, 2003 from 2:00 – 3:30 p.m.