September 9, 2003

A meeting of the Facilities Review Committee was held on Tuesday, September 9, 2003, at 2:00 p.m., in Room RS-5.

Call to Order

Jerry Patton called the meeting to order at 2:00 p.m.

Roll Call

Members Present: Mike Ellis, Russ Filbeck, Terry Gray, Kelley Hudson-MacIsaac, Jennifer Lebedeff, Jerry Patton, Rick Sanchez, Annette Squires, Ken Swift, Jose Vargas and Mark Vernoy

Members Absent: ASG Representative, Cindy Anfinson and Norma Bean

Guests: Linda Kurokawa and Teri Safranek

Recorder: Donna Renner for Jo Anne Giese

I. Approval of Minutes

MSC Ellis, Filbeck

The proceedings of the meeting of April 22, 2003 were approved. Minutes are posted on the Palomar College web page as follows: http://www.palomar.edu/committees.htm

II. Action Items/ Second Reading

There were none.

III. Discussion Items

A. Project Updates - Mike Ellis

   Student Union - Marcotte & Hearne have completed the building. The Facilities Department is in the process of completing a few tasks. The final change order will be approved at tonight’s Governing Board meeting.

   SSC HVAC Project - The vendor, Cal-Air, will be completed with this project by the end of this week. The Facilities crews are in the processing of installing the new counter in the Admissions/Financial Aid areas and will be touching up the paint in several areas. New flooring will be installed starting Friday, September 12th with the majority of the Student Services Center staff moving back into the building starting the week of September 22nd. The temporary trailers will be leaving the first week of October.
**High Tech Science Lab/Classroom Building** - The plans are being delayed in the Department of Finance. The government is requiring that all properties be deeded to the State which would then lease back the property to the college for thirty (30) years. At the end of the thirty (30) years, the college would once more own the property. The department submitted a list of requirements to Palomar College which were answered expediently by Chicago Title who guaranteed all titles were free and clear. The Department of Finance rejected our response and submitted a new list of requirements. Chicago Title was offended and has withdrawn from assisting Palomar College. The Department of Finance is requiring all this information because in years past they have been burned on other projects. The College has hired another firm to try and answer their requests.

**PE/Athletic Fields** - Mike reported that the district is delaying the project (which is short of money) in order to award the grading bid to the same contractor that will be doing the High Tech Science Lab/Classroom Building. The Joint Use of Facilities Agreement has been signed by the City of San Marcos and will be brought to the Governing Board for approval.

**Campus Police Building** - The Facilities Department is waiting for the budget to be implemented. Once the funding has been setup we will be ready to proceed.

B. **Educational & Facilities Master Plan** - Mark Vernoy

Spencer Hoskins has delivered the final document to the college. The Governing Board approved the master plan at the Governing Board meeting of August 26, 2003. The Governing Board requested that a few minor modifications be made to the document. Michelle Barton, Mike Ellis, Kelley Hudson-MacIsaac and Mark are currently perusing the document for errors. The document will be published in approximately three weeks. The district plans to distribute the document via CD and it will be uploaded to the Master Plan web page. The master plan will accommodate 25,000 at the San Marcos campus and encompasses 18-20 different phases.

IV. **New Business/ First Reading**

A. **Annual Implementation Plan 2003-04** - Jerry Patton

The Facilities Review Committee has been directed by the Strategic Planning Council to:

- Develop and find an on-going district-wide maintenance plan for buildings and grounds that demonstrates the commitment to a clean, attractive learning environment.
- Develop and implement a flexible parking plan that accommodates the needs of students, faculty, staff and the community.

Jerry reported that the State of California has a computerized database that provides a tool to convince the legislature to provide more funding for capital outlay projects.

The committee discussed various parking plans including:

- Parking Structure – this would be an expensive proposition.
- Ridesharing with discounted parking permits being given to those students who participated in the program.
- Shuttle Service from off-site parking lots (students are very receptive to this idea)
- Underground Parking Structure – this was deemed too expensive and unsafe
- Valet Service where your vehicle was dropped off and parked.
It was noted by the committee that the Master Plan includes several areas of parking expansion.

The District is currently in negotiations to purchase the land located behind San Marcos Gas. If we are successful, the land would provide the college with an additional 237 parking spaces.

It was noted that with the expansion of LOTS 1 and 2, the college obtained an additional 163 new parking spaces and with the upcoming expansion of LOT 12, the college will gain another 100 parking spaces in the east portion of the lot.

Mike Ellis, Kelley Hudson-MacIsaac and Jerry Patton will design the framework for this request. Committee members are encouraged to provide suggestions. Requested Item #1 is due to SPC by November 2003 with requested Item #2 due to SPC by January 30, 2004.

B. **Memorial Request** - Mike Ellis

The Foundation received a request from a family whose son had passed away in May 2003. This student had gone through the Vista school system and had attended Palomar College. The student's mother is a principal in the Temecula Unified School District. The family received some money that was raised in the name of Ricky Hayes. It is his family's wish that a memorial be placed on the grounds of Palomar College where those who attend from Vista High School can remember him.

At the discretion of the committee and in cooperation with the college's overall landscape plan, the family would like to donate $400 towards a tree and plaque or a bench and plaque in Ricky's honor to be used for students.

The committee discussed the request and recommended the following:

- Establish a scholarship in the student's name (Mike will follow-up with Dale Wallenius).
- Plant tree with plaque informing people of the plant species name, plant's common name and that the tree was planted in honor of student Ricky Hayes.

Memorial benches were discussed and it was suggested by Mike Ellis that they should not be approved because of the long-term maintenance costs.
C. **Marketing Trailer Relocation** - Mike Ellis

The Office of Communications/Marketing has requested that the TS Trailer be moved to LOT C-1 to accommodate the construction of the High Tech Science/Lab Classroom Building. If approved by the committee, the area will lose approximately five staff parking spaces. The Art Department does not want the trailer moved to their area – may be problems with noise and air quality.

The committee discussed the above proposal and recommended the following campus sites:

- LOT 8/East end
- Dirt Lot/South side of LOT 9 (phone/data too expensive)
- ES/LS parking lot (would lose six parking spaces – power availability must be considered)
- LOT 6
- LOT 13 (phone/data available)

The trailer is not required to move until approximately 90 days after the state releases the monies allotted for the High Tech Science Lab/Classroom Building.

D. **Motorcycle Safety Program - Establishing Range #3** - Linda Kurokawa

Linda Kurokawa, Community Development, informed the committee that this proposal is to request the third area of Parking Lot#12, creating a third range to augment the Palomar Motorcycle Safety Program by offering an Experienced Rider Course and for use to accommodate the overflow of participants attempting to enroll in the Basic Rider Course program.

The California Motorcyclist Safety Program (CMSP) is designed to increase motorcycle safety on California’s streets and highways. The program accomplishes this task by (1) providing motorcycle training courses for both novice and experienced riders, and (2) increasing the public’s awareness of motorcyclists on the road. This program began operating publicly in July 1987. *Since 1986, the number of annual motorcycle fatalities has dropped by 67 percent, and motorcycle accidents also have declined by 70 percent.*

Palomar College, with the support and approval of the California Highway Patrol's Motorcycle Safety Foundation has become one of Southern California’s premier rider education and training sites. This program is accredited by the national Motorcycle Safety Foundation and licensed by the California Department of Public Safety. We are a California State sub-contracted motorcycle training facility, recognized by the DMV.

Linda stated that Community Development offers the basic level of motorcycle safety training utilizing two large areas of Parking Lot#12 on weekends only. However, they have many requests from our past CMSP graduates and from many of the Motorcycle Riding Clubs to offer an Experienced Rider Course. In addition, request for training in the Basic Motorcycle Program outstrips our ability to keep up with the demand creating lengthy waiting lists, disappointed clientele, and a loss of revenues. **Parking Lot#12 is the only Palomar College parking lot to pass the stringent safety requirements mandated by the California State Motorcycle Foundation.**
A careful one-year assessment of Parking Lot#12 by our program personnel and by the Contracted Organizer of the weekend Motorcycle Classes reveals that the impact to the college would be minimal. It is clear from the diagram provided that the parking areas nearest the classroom buildings used on the weekends would not be required by the motorcycle classes and provides more than enough parking spaces for the weekend students needing to park in LOT 12. Since the new area proposed is located farther away from the housing developments than what is already in usage by our current riding classes, any additional noise concerns would not be a factor. To provide a safe and accident free “riding zone” Community Development would set forth the following safety procedures:

- Signs to be posted in key areas directing cars to available parking areas for classroom access.
- Yellow “police tape” to clearly mark and partition off the new range
- Cones placed around all ranges to clearly mark and partition off the three ranges
- Voices and excess noises kept to a minimum, cognizant of keeping good relations with our neighbors.
- Any other safety measures that are required by either the Facilities or Safety Committees

The revenues generated by utilization of a third range are projected to be approximately $50,000 per year for Community Development. This translates into an indirect cost of about $10,000 per year going into Palomar College’s general fund. As the need arises, these funds should be made available for the upkeep and repair of Parking Lot#12.

Mike stated that the Facilities Master Plan will cut through Parking Lot#12 which could impact this proposal.

The committee asked if the program could be moved to Parking Lot#9. Linda replied that the California State Motorcycle Foundation did not pass this lot because of all the burrs (inclines).

Jerry reported that he will be meeting with several homeowners from the neighborhood that live adjacent to the specified parking lot who have been complaining about the noise. Linda and Terri indicated that they would like to attend the meeting and Jerry concurred. Linda will provide copies of the decimal findings that were taken by the City. The findings indicate that the readings are low (traffic noise only).

Jose inquired about the motorcycle program starting later in the day. Linda replied that a later start time would greatly impact the program.

E. **Milk Vending Machines**

Jerry reported that the college has received a formal proposal from North County Vending to provide milk vending machines on campus. The vendor is confident that milk will be a successful addition to our vending program. For a $1.50 vend price, the vendor is prepared to offer Palomar College a 15% commission of which the vendor is proposing to install two machines on the San Marcos campus around the new Student Center and Building C.

Mike replied that the 15% commission will not pay for the utilities affected by the installation of these proposed machines. It costs approximately $25 per month to provide power for each vending machine on campus.
Mike will contact Bruce Bishop, Student Affairs, and have him conduct a poll among the students to see if they are receptive to the proposal.

F. CFT - Solar Kiln - Russ Filbeck

Russ reported that Cabinet and Furniture Technology have received funding from a student benefactor to build a “Wood Miser” solar kiln to dry the urban lumber that has been sawed on the saw mill. CFT recommends that the kiln be built next to the evaporative kiln currently in use (south side of the "T" Building).

A solar kiln fits very well into the conservation/recycling theme of our urban forestry program with efficient, low-cost drying of lumber. Electrical service is required to run the fans that circulate the air. The location selected is convenient to an electrical substation. Buildings dimensions are: 19’ 6"w x 14’ 10”d x 16’ feet. The unit costs approximately $3500.

The committee requested a drawing made-to-scale of the proposed location. Russ will provide information to Ken who will create a drawing for the committee. Mike indicated that the kiln will need to be approved by the Fire Marshall as the doors will open into the fire lane. The committee recommended that sliding doors be installed thus eliminating the need for the Fire Marshall to peruse the area.

V. Other

A. Palomar Station - Mike Ellis

Mike briefly shared that he has received a Notice of Preparation of an Environmental Impact Report for the Palomar Station Specific Plan. If you would like to review this proposal, please call Donna at extension 2629. This project includes the development of a 14.5 acre site, across Mission Road from the San Marcos Campus. The project includes 337 residential condominium units, 46,240 square feet of commercial use and 1,385 square feet of homeowner’s recreational space.

Development of the project will occur in two phases. Phase I focuses on the two lots south of Armorlite Drive. Phase I/LOT 1 is 1.95 acres and is located at the corner of Los Posas Road and Armorlite Drive. Proposed development for this lot includes a 20,600 SF general retail building and a 2,000 SF restaurant. Phase I/LOT 2 is 6.21 acres and is located east of Phase I/LOT 1. Proposed development within this lot includes 211 residential condominium units, nine general retail units, a restaurant unit and a recreation unit. Residential product types include studios, one-, two-, and three-bedroom units, as well as live/work units. Phase II/LOT 1 will be set aside as a 1.85-acre passive open space area. Phase 2/LOT 2 is 4.31 acres including 126 residential condominium units, 5 general retail units, two restaurant units, a trolley station and a 9,000 SF office building.

A pedestrian bridge spanning West Mission Road will connect the project site with the existing Palomar College Transit Station.
The views of responsible and trustee agencies, other interested agencies and parties, and members of the general public are requested as to the scope and content of the environmental information which is germane to the proposed project. Responses to these comments will be incorporated in the EIR. The EIR will be subject to a 45-day public review. Deadline for responses is: September 20, 2003. Please send your comments to:

City of San Marcos Planning Division  
Attn: Jerry Backoff  
1 Civic Center Drive  
San Marcos CA 92069  
760/744-1050

The committee asked if it was possible for Academic Technology Group to insert a pop-up screen on the Palomar College webpage that would ask student/staff if they would support the pedestrian bridge. Pop-up would remain on the webpage through September 20th.

Meeting adjourned at 3:48 p.m.

The next meeting has been scheduled for Tuesday, September 23, 2003