September 23, 2003

A meeting of the Facilities Review Committee was held on *Tuesday, September 23, 2003*, at 2:00 p.m., in Room RS-5.

**Call to Order**

Mike Ellis called the meeting to order at 2:02 p.m.

**Roll Call**

**Members Present**: Cindy Anfinson, Mike Ellis, Terry Gray, Kelley Hudson-MacIsaac, Annette Squires, Ken Swift, Jose Vargas and Mark Vernoy

**Members Absent**: ASG Representative, Norma Bean, Russ Filbeck, Jennifer Lebedeff, Jerry Patton and Rick Sanchez

**Guests**: Bruce Bishop, Tom Plotts, Joe Schaeffer and Alan Wingro/United Methodist Church, San Marcos

I. **Approval of Minutes**

MSC  Hudson-MacIsaac, Squires. None opposed.

The proceedings of the meeting of September 9, 2003 were approved. Minutes are posted on the Palomar College web page as follows: [http://www.palomar.edu/committees.htm](http://www.palomar.edu/committees.htm)

II. **Action Items/Second Reading**

1. **Annual Implementation Plan 2003-04 - Mike Ellis**

   Mike distributed a handout outlying the Strategic Planning Goal for Facilities Improvements.

   The Facilities Improvement Goal is defined as follows: Develop and fund an on-going district-wide maintenance plan for buildings and grounds that demonstrates the commitment to a clean, attractive learning environment.

   **Outline for Development:**

   I. **Agree on Levels of Service and Quality**
      A. Building maintenance and operations standards
      B. Custodial cleaning standards
      C. Grounds maintenance and operations standards

   II. **Develop Implementation Plan for Achievement of Standards**
      A. Length of time for implementation
      B. Short-term objectives
      C. Long-term objectives
      D. Specific improvement projects
      E. Alternative Options
III. Identify Costs Associated with Implementation Plan
   A. Staff levels
   B. Annual funding requirements
   C. Specific project costs
   D. Other

The first report is due on November 1, 2003 and must contain a set service levels and maintenance plans including staffing and funding.

The Facilities Department has purchased three guideline manuals, to assist in reaching these goals and objectives, from the Association of Higher Education Facilities Officers (APPA):
- Maintenance Staffing Guidelines
- Custodial Staffing Guidelines for Educational Facilities
- Operational Guidelines for Grounds Management

Mike distributed a handout outlying the Strategic Planning Goal for Facilities Improvements/Parking:

The Facilities Improvement Goal for Parking is described as follows: Development and implement a flexible parking plan that accommodates the needs of students, faculty, staff and the community.

Outline for Development:

I. Determine Acceptable Parking Ratio
   A. Current ratio and associated problems.
      San Marcos Campus has a current ratio of 4.7-1
   B. Generally accepted standards
   C. District’s desired ratio or level

II. Facilities Master Plan Projects for Parking Improvements
    San Marcos Campus has a proposed ratio of 4.1

III. Short-Term Objectives
    A. LOT 9 - Base Field Construction
       Will initially lose 85 parking spaces but will gain 95 parking spaces upon completion of project.
    B. LOT 9 Review of Island Layout and Changes
       Will gain an addition of 20 parking spaces
    C. LOT 12 Review of East Section and Re-stripe Plan
       Will gain an addition of 100 parking spaces
    D. LOTS 3 and 5 Combined Expansion (outlined in the Facilities Master Plan)
    E. Extra Practice Fields - Pave and Stripe (outlined in the Facilities Master Plan as the site for the Child Care Center)
       Could be used for temporary parking
    F. Triangle Corner of Borden Road Entrance
    G. LOT 4 - Remove Rock Island and Re-stripe
    H. T-Building South-end and West-side Development
    I. Child Care Center Building 3 Entrance - Staff Parking & Drop-off Zone
       (Child Care Center staff not interested).
    J. LOT 15 - Cover Drainage Channel - May Increase Spaces; need cost estimate.

IV. Long-Term Objectives - Facilities Master Plan Projects
V. Alternate Parking Solutions – State will not fund
   A. Ride-sharing program and incentives
   B. Off-campus parking with shuttle service
   C. Valet parking
   D. Public transportation subsidies
   E. Other

2. **Memorial Request - Mike Ellis**
   Mike reported that he had emailed Dale Wallenius informing him of our recommendation that a scholarship be established in the student’s name.

3. **Marketing Trailer Relocation - Mike Ellis**
   LOTS 6 and 13 have been removed from our list of possible sites. LOT C-1 is the best possible site, and the cheapest location, for the Marketing Trailer relocation but the Art and Performing Arts Departments are resisting the proposal. These departments had requested that the IRIS Trailers be moved to that location so they could once again use that site. Jose recommended that once Campus Police moves into their new modular building that Marketing Communications relocate to the existing Campus Trailer by the track. A new location by the Tennis Courts was also proposed and will be studied.

4. **Motorcycle Safety Program - Establishing Range #3 - Mike Ellis**
   This proposal was pulled and is no longer applicable – District received too many complaints from the surrounding housing developments regarding the noise levels.

5. **CFT – Solar Kiln – Joe Schaeffer**
   This item was tabled until the next meeting on Tuesday, October 14, 2003.

III. **Discussion Items**
A. **Project Updates - Mike Ellis**

   **SSC HVAC Project** - The Student Services Center staff starting moving back into the building on Monday, September 22nd. The temporary trailers will be leaving the first week of October. Grounds Services hopes to oversee the area, after seeking Jerry Patton’s approval, with Winter Rye which should take four-to-six weeks to grow.

B. **Educational & Facilities Master Plan - Mark Vernoy**
   Thirty copies of the Facilities Master Plan have been printed one is available for review at the Library Circulation Desk. The final plan is also available on the Palomar College webpage through the following link:

   http://palomar.edu/masterplan

   Mark recommended that committee members read Chapters 5, 6 and 8. Rest of document is basically made up of backup information.

   Mike shared that the bulletin board in the Facilities Conference Room will have a hard copy version of the master plan available for perusal.
IV. New Business/ First Reading

A. Bulletin Board Posting - Bruce Bishop

Bruce Bishop, Director of Student Affairs, reported that he is concerned about the lack of general information bulletin boards on the San Marcos campus. Prior to the exterior painting project, there were approximately 100 bulletin boards on campus of which now there are only about 50. The Student Affairs Office has several glass bulletin boards that they would like to have installed at the new Student Union Building. They would like to install several inside the building and install two glass cases by the elevator/restroom facilities so that students can post items about ASG Elections, Roommate Advertising and Books for Sale. Bulletin Boards will need to comply with requirements outlines in the Graphics and Standards Style Manual.

The committee discussed the above proposal and approved its concept.

MSC Hudson-MacIsaac, Vernoy – none opposed.

Mike Ellis will meet with Bruce to implement the above request.

Bruce also proposed that the college install wooden frames on the outside of buildings to hold butcher paper signage. At present, students hang the butcher paper signage up by duct tape which damages the brick exterior.

Bruce also proposed installing two KIOSKS; one at the Student Union Main Dining Room near the International Students Office and one upstairs by the Patio Area.

Mike directed each representative to take this proposal to their respective employee groups for feedback/comments and bring back their findings to the next Facilities Review Committee meeting on Tuesday, October 14th.

B. Repair/ Resurfacing Asphalt at T Shop - Joe Schaeffer

Joe Schaeffer, Department Chairperson for Trade & Industry, informed the committee that the asphalt around the entire T-Building is in need of repair and resurfacing. This is a safety concern in that a number of individuals have fallen on the rough pavement. Trade & Industry wants to address this issue before someone is seriously injured and/or a claim is filed against the District. The department obtained a quotation of $14,880 from an outside contractor. Mike reported that this issue has been brought to the attention of the Safety & Security Committee and there is no funding designated for this request. Mike noted that the quotation provided does not cover all the repairs needed and does agree that this is a safety hazard.

The committee discussed the above proposal and approved its concept.

MSC Swift, Anfinson – none opposed.

Item will be brought forward to the Administrative Services Planning Council.
C. **Land Use Proposal - Alan Wingro**

Alan Wingro presented the United Methodist Church’s land use proposal for a putting golf course, with 27 holes, adjacent to LOT 14. The Church is requesting that Palomar College make a line adjustment of 24-30" west of the chain-link fence that separates the college’s parking lot from the Church’s property adjacent to Mission Road. If the land use adjustment is approved by the college, the Church plans to build a concrete wall separating the two facilities. The adjustment will provide better visibility and will eliminate the need to maintain the weed problem. The Church will remove the east driveway and the west driveway will become their main entrance. The fire hydrants will be moved and the Church also proposes to improve the drainage. All costs will be incurred by the Church.

The Church wants to also obtain an empty portion of land owned by the college so it can be used for the back portion of the proposed golf course. The Church is willing to accept both or either/or.

Mike directed each representative to take this proposal to their respective employee groups for feedback/comments and bring back their findings to the next Facilities Review Committee meeting on Tuesday, October 14th.

D. **Santar Place/ Public Safety Programs - Tom Plotts**

Tom Plotts, Director, Public Safety Programs informed the committee that this proposal is to remodel the existing Campus Police office space at 182 Santar Place, once Campus Police moves back to the San Marcos campus, into two classrooms to relieve the facilities overcrowding. Classrooms would generate a minimum of 124 FTE/$458,800 per academic year and the District would avoid paying $50 per hour for additional classroom space. Each classroom would hold approximately 35-40 students. If the project is not approved, students will continue to be turned away due to the lack of classroom facilities. The Public Safety Programs will need to serve more students to keep current with the anticipated growth of the law enforcement and fire occupations.

Tom will process the STEP-2 form at a later date along with cost estimates for this proposal. Source of funding will be obtained through the General Fund. This proposal will be forwarded to the Administrative Services Planning Council and the Strategic Planning Council.

E. **Cingular Wireless Communications - Antennae Cell Site - Mike Ellis**

A proposal has been received from Cingular Wireless Communications to install a cellular site that would cover the entire college and the nearby housing developments. Cingular would pay a monthly fee to the college. Sprint currently pays the college $10,000/year for the cell site located on top of the Theatre which is controlled by that department which utilizes the funds for Theatre improvements. Mike indicated that the Administrative Services Planning Council would negotiate the fee schedule. Antennae will be disguised as a tree.

Terry expressed concern about the cellular service and wanted to know if it would affect our wireless technology and satellite instruments on campus.
V. Other

A. Foundation Request - Bruce Bishop

Bruce reported that he had been approached by a Foundation member who indicated that the Foundation would provide funding if the college would have a mural painted on the exterior back wall of the old Student Union Building (near classrooms SU-18, SU-19A and SU-19B). Mike commented that this could pose a long-term maintenance requirement like the Racquetball Court Mural. How will the long-term costs be covered? Bruce was directed to inform the Foundation that a formal request must be submitted to Kelley Hudson-MacIsaac.

Meeting adjourned at 3:24 p.m.

The next meeting has been scheduled for Tuesday, October 14, 2003