A meeting of the Facilities Review Committee was held on Tuesday, October 14, 2003, at 2:00 p.m., in Room RS-5.

Call to Order

Jerry Patton called the meeting to order at 2:03 p.m.

Roll Call

**Members Present**: Cindy Anfinson, Norma Bean, Mike Ellis, Russ Filbeck, Terry Gray, Kelley Hudson-Maclsaac, Jerry Patton, Rick Sanchez, Annette Squires, Jose Vargas and Mark Vernoy

**Members Absent**: ASG Representative, Jennifer Lebedeff and Ken Swift

**Guests**: Herman Lee, Tom Plotts, Joe Schaeffer and Mary Tennant

I. **Approval of Minutes**

MSC Ellis/Filbeck None opposed.

The proceedings of the meeting of September 23, 2003 were approved. Donna informed everyone that she corrected a spelling error on Page 2 under Facilities Improvements/Parking; the word ration has been changed to ratio. 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 reported that he is developing the annual implementation plan at the highest level of service and quality per the Association of Physical Plant Administrators (APPA). He is also working with Institutional Research & Planning in developing a survey to be sent to all staff specifically dealing with first-year objectives. Mike will provide a draft of the survey in the near future.

2. **Memorial Request - Mike Ellis**
   
   Dale Wallenius emailed Mike and informed him that this request was withdrawn by the family. A scholarship has been established in the student’s name at Vista High School.

3. **Marketing Trailer Relocation - Mike Ellis**
   
   Mike reported that several people expressed concern, visually, about our proposal that Marketing Communications relocate to the existing Campus Police building. Marketing Communications voiced their disapproval regarding our suggestion to relocate their department by the Tennis Courts. Kelley reminded everyone that the High Technology Lab/Classroom Building contingency fund is paying for the Marketing Trailer's relocation and she would like the cheapest resolution. LOT5 8 and 9 have been determined to be cost prohibitive. It was the consensus of the committee to recommend that the IRIS Trailers and the Marketing Communication Trailer be relocated to LOT C-1.
4. **CFT - Solar Kiln - Russ Filbeck**  
Russ informed the committee that he has decided that the solar kiln location should be moved nearer room T-9. Russ indicated that he will require assistance with the grading and cutting the curb/driveway ramp. Mike will go to the T-Building and take a look at the new proposed area. Mike reminded Russ to have Ken Swift create a scaled drawing of the proposed project.

5. **Bulletin Board Posting - Mike Ellis**  
Mike reported that the Facilities crews have installed the glass bulletin boards at the new Student Union Building. The request to hang wooden frames on the exterior of buildings has been denied. Several exterior buildings have been damaged by the duct tape used by students to hang their banners (primarily used during Comet Week, Elections and Homecoming). Mike proposes that we hang up recycled plastic which could be drilled into the grout line. Kelley said that we need to identify solutions. Suggestions made: Disallow duct tape, use sandwich boards; deny building access, use stainless steel clips to hang banners. Mike will inform Bruce that duct tape will no longer be allowed to hang banners and will recommend the use of sandwich boards.

6. **Land Use (United Methodist Church) - Mike Ellis**  
Mike reported that he had received a lot of concerned opinions regarding this proposal. Jerry informed the committee that Mike had brought this proposal to the Administrative Services Planning Council and that committee had denied the request. The Facilities Review Committee briefly discussed the proposed project. It was the consensus of the committee to deny the land use proposals requested by the United Methodist Church.

   MSC Sanchez/Squires, none opposed.

7. **Santar Place/ Public Safety Programs - Tom Plotts**  
Tom inquired if the committee had received any response from their respective groups regarding his proposal for remodeling the existing Campus Police space at 182 Santar Place. Tom briefly gave an overview of his request (reference Facilities Review Committee meeting minutes of September 23, 2003).

Rick expressed concern about the proposal in regards to the room that houses all the electronic components (data, telephone, SBC lines, TV, etc.) which feeds into both buildings at that location. Any modification made to the building must first be approved by the City of San Marcos (owner of the building) plus all work must be out-sourced. Estimated cost would be $15,000.

The committee expressed concern about the funding source (the department reported that the monies were to come from the general fund) and the priority level issued for this request (Priority 1) as there are hundreds of proposals awaiting approval. Mark reported that this proposal had not been discussed at VPI/Cabinet. Jerry informed the committee that we could not seize the funding from the general fund to support this proposal. If the proposal is approved we may be able to utilize redevelopment funds.

Jerry reminded everyone that Step 1 of the Proposed Change to Facilities Request is to develop the concept for the proposal. While Step 2 is to include all the details of the project including the review of phone, data, electrical, HVAC, ADA, cost estimates, floor plans, etc.

Mike informed the committee that if this proposal is approved, the HVAC system and the electrical would have to be totally revamped along with a structural overhaul of the building. Estimated cost would be at least $20,000 to $30,000 and may increase once plans are drawn up.
No decision was made. Mark will take the proposal to the next VPI/Cabinet meeting and bring back any comments/concerns to our next meeting on Tuesday, October 28, 2003

8. **Cingular Wireless Communications - Mike Ellis**

Mike reported that the frequencies were sent to ETV and Information Services. ETV has determined that they will not impact their satellite instruments. Information Services has indicated that they are still researching it and do not have an answer at this time. Committee members questions included: How will funds be distributed? What about the potential health hazard? No decision was made at this time. Item will be brought forward to our next meeting on October 28, 2003.

### Discussion Items

**A. Project Updates - Mike Ellis**

1. **SSC HVAC Project**
   
   Mike reported that this project has been completed.

2. **Campus Police Project**
   
   The site is being graded and the building is currently under construction.

3. **High Tech Science Lab/ Classoom Building**
   
   The plans are still being delayed in the Department of Finance. The government is requiring that we provide them with all documentation pertaining to plots of land plus 500 feet extension. Mike inquired if we should proceed on the grading of the Athletic Baseball Fields and Jerry replied that we should wait.

4. **Repair/ Resurfacing Asphalt at T Shop**
   
   The Administrative Services Planning Council approved the repair/resurfacing of the asphalt at the T Shop. Funding will be borrowed from the parking lot repair account. A formal bid will be issued and the work will be completed over the semester break.

### IV. New Business/First Reading

**A. T-Shop: Traffic Flow & Parking - Joe Schaeffer**

Joe expressed his department’s appreciation for the quick response to his request for repairing/resurfacing the asphalt at the T-Shop.

Joe Schaeffer distributed a layout of the T-Building to the committee. Joe informed the committee that this proposal is to modify the existing T-Building traffic flow and parking to insure student safety and provide a safe learning environment.
There are three parts to this proposal:

1. The proposal would provide a one-way traffic flow around the entire building and road access from the front of the building to Parking Lot 12.

   Joe reported that the department considers the existing two-way traffic flow to be a safety hazard. Currently, vehicles back-up to exit the area after unloading projects. Recommendations by the committee included:
   
   • Leave fire gate open for vehicles to exit through.
   • Provide spotter when vehicles are exiting the premises.
   • Put together procedures

   Mike estimated that the cost to construct the road would be approximately $30,000 to $40,000.

2. Excavate 15 feet of the entire bank to the north side of the building, construct retaining wall and pave.

   Department would be willing to do all the excavation themselves. Vendors will supply materials to department at no cost to the District. The committee expressed concern regarding the depth of the excavation and where the dirt will be disposed. If the proposal is approved, it was recommended that only 4-5 feet be excavated and that the dirt will be hauled away. Retaining wall will not be needed if excavation is kept small.

3. Provide staff parking within a reasonable distance of the T Building

   Joe reported that a number of instructors arrive at the T-Building in the middle of the day and cannot locate any parking by their building or in LOT 12. The department would like to propose that ten (10) staff parking spaces be provided for their usage in LOT 12. Jerry will bring this proposal to the Parking Committee.

B. Veteran’s Memorial - Herman Lee and Mary Tennant

Herman Lee, Director, Enrollment Services, and Mary Tennant, Veteran’s Services Advisor, Veteran’s Services informed the committee that this proposal is to build a new Veteran’s Memorial on campus honoring all Palomar College students who are veterans who died for or have served for their country. Mary distributed two documents to the committee; one document outlined the proposed site where the memorial would be installed and the second document showed a coloring depiction of the memorial. The Veteran’s Memorial Task Force first choice for the memorial location would be in front of the flagpole facing the new Student Union. Their second choice would be directly behind the flagpole and their third choice would be at the bottom of the flagpole complex facing the AA/ST Buildings.
Herman gave a brief overview of the project. Approximately a year ago, Mary approached him about refurbishing the existing memorial which was installed in 1965. A Task Force was established with the following members: Carl McClain, Linda Dudik-Latulippe, Judy Duncan, Mary Tennant, ASG Representative, Veteran's Organizations and several community members. A grant has been established through the Foundation (Veteran's Memorial Fund). The Task Force was tasked with raising $6,000 for the construction of the memorial of which $1800 has been raised thus far. One of the ideas presented to raise funds is to establish a living memorial brick donation. Bart Graves, a local mason, has agreed to participate in this project at a minimal price. Names will be engraved (etched) onto black marble.

Mary reported that the Task Force has obtained names of several deceased veterans who were recently killed-in-action and whose names will be added to the wall. The Task Force has been working closely with the Chaplain at Camp Pendleton and other local Veteran's Groups to obtain these names. Mary mentioned that Southwestern College has a memorial dedicated to the veterans and active military personnel and she had attended a very moving ceremony at their site.

Russ inquired if the Task Force had attempted to contact the ADCOP (Associates Degree Completion Program offered through the U.S. Navy) and the MADCO (Marine Associates Degree Completion Program offered through the U.S. Marine Corps) students who were a fixture on the campus during the 1970's. Russ shared that he was an ADCOP student. Mary replied that she had contacted John George and Rick Gommel both of whom were involved with the program during that time period. Mary stated that information about the Memorial will be distributed through the Telescope, ETV and the local newspapers.

Mike shared that Bruce Bishop and the ASG have proposed to transform the area in front of the flagpole into a performance platform. Mary replied that she had met with Bruce and that he was aware of their proposed memorial project.

Kelley and Mary will meet with Don Thompson to create CAD drawings of the proposed memorial project. Mike thought that if lighting was provided that it would need to be built into the top of the memorial. It was suggested that Mary contact Cindy Sabato, Director of Communications, to get in touch with Rod Luck, KUSI Channel 51 TV Broadcast Community Reporter, to do a segment on our Veteran's Memorial Project.

C. Conversion of Comet Circle to Two-Way Traffic - Mike Ellis

The Traffic Engineer proposed that the two-way traffic extend from the Library down to Mission Road but Campus Police disagrees with this proposal. It was the consensus of the committee to propose that the two-way traffic extend from Borden Road with a four-way stop at the Triangle down to Mission Road. Costs involved would be re-striping and signage.

MSC Sanchez/Ellis to approve the concept of this plan (subject to funding), none opposed.
D. **Changes to Parking Lot 15 - Mike Ellis**

A Facilities Work Request was submitted by the Chief of Police, Jim Stoney, to change the distribution of the parking spaces in LOT 15. The proposed changes are as follows:

<table>
<thead>
<tr>
<th>Current Distribution</th>
<th>Proposed Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 Students</td>
<td>104 Students</td>
</tr>
<tr>
<td>48 Visitors</td>
<td>12 Visitors</td>
</tr>
<tr>
<td>12 Staff</td>
<td>0 Staff</td>
</tr>
<tr>
<td>7 Disabled</td>
<td>7 Disabled</td>
</tr>
</tbody>
</table>

These adjustments are based on the changes that were made in Parking Lots 1 and 2. The number of visitor and staff parking was greatly increased in these lots and the spaces are not being utilized in Parking Lot 15. Norma reminded everyone that staff can park in Student Lots.

It was the consensus of the committee to approve this request. Jerry will take our recommendation to Bob Gilson/Performing Arts.

V. Other

There was none.

Meeting adjourned at 3:43 p.m.

The next meeting has been scheduled for Tuesday, October 28, 2003