November 11, 2003

A meeting of the Facilities Review Committee was held on Tuesday, November 11, 2003, at 2:00 p.m., in Room RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:04 p.m.

Roll Call

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

Members Absent: Jason Roach/ASG Representative, Jerry Patton, and Ken Swift

Guests: Joe Schaeffer

I. Approval of Minutes

MSC Sanchez/Bean None opposed.

The proceedings of the meeting of October 14, 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

1. Annual Implementation Plan 2003-04 - Mike Ellis
   MSC Sanchez/Bean None opposed.

   The November Progress Report for both Facilities Improvement Goals was approved.

2. Marketing Trailer Relocation - Mike Ellis
   MSC Vernoy/Sanchez None opposed.
   The committee approved the relocation of the Marketing Trailer to Parking Lot C-1. The Marketing Trailer and both IRIS trailers will fit in that Lot. The High Tech project will cover the cost of relocating the Marketing Trailer.

3. CFT - Solar Kiln - Russ Filbeck
   Russ Filbeck requested that this item be tabled indefinitely.

4. Bulletin Board Posting - Mike Ellis
   The request to have the Bulletin Boards at the Student Union installed has been completed.

5. Santar Place/ Public Safety Programs -
   Jerry Patton was to check with the City of San Marcos regarding restrictions on any remodeling for the building at Santar Place. At this time no source of funding has been identified. The item was tabled until Jerry Patton reports back to the committee.
6. **Cingular Wireless Communications - Mike Ellis**  
MSC Sanchez/Bean None opposed

The committee approved the installation of the Cingular cell tower to be located at the north end of the Facilities upper parking lot. This installation will not impact any district operations.

7. **T-Shop: Traffic Flow and Parking - Joe Schaeffer**  
The Facilities staff has completed their reviews and identified areas that would need to be addressed:

- grading on the back section will need to be aware of rock, tree roots and drainage;
- the new proposed road would necessitate the relocation of the main irrigation line and distribution valves;
- a new sidewalk would need to be installed along the roadway;
- the storm water discharge lines would have to be redesigned;
- a pole light would need to be relocated and main electrical sub-feed is only 18” deep and may need to be lowered;
- Roadway would need to be designed by engineer to protect the district.

The project is feasible but could be very costly.

Three issues were identified:

- The need for more space in the back of the building for instructional space,
- staff parking close to the building, 
- And the safety hazard posed when students back up in the fire lane after unloading their class projects.

The parking issue will be brought to the Police Advisory Committee for resolution. The proposed new road into parking lot 12 could be very costly and may cause additional safety concerns. Students that do not take classes in the T-Shop may use that road as a short cut causing increased traffic moving through an area with many students. Joe Schaeffer and Russ Filbeck will work within their department to resolve the safety issue by requiring a flag person to direct any cars that may need to back up.

MSC Vernoy/Vargas None opposed.  
The committee approved the proposal to grade the back area of the T shop. Joe Schaeffer will work with the Facilities Department to resolve any potential problems.

8. **Veteran’s Memorial**  
This item was tabled until November 25th. Kelley and Don met with the group working on the memorial and are developing a CAD drawing.

9. **Campus Police Building Layout**  
The building will be located so that it faces Parking Lot 1. The Police Department has requested an additional 20 feet on the southeast side of the building. This area is needed for storage. The area will be fenced so that it will not be visible from the main entrance.

### III. Discussion Items

A. **Project Updates - Mike Ellis**

1. **Campus Police Building**  
Rough grading is completed and our Construction Manager is soliciting quotes for foundation work. The Facilities Staff will soon start on the utility installations. The completion date is dependent upon quotes for foundations. If it is above the limit, it may have to go out for formal bid.
2. **High Tech Science Lab/ Classroom Building**
   Final documents requested by the Department of General Services were mailed today and we hope to hear by next Monday whether we will receive the approval to proceed to bid.

3. **Repair/ Resurfacing Asphalt at T Shop**
   The Facilities staff is currently working on specifications. The project will need to go through the formal bid process. Facilities will try to link this project with additional roadway repairs on Comet Circle. The time frame for this project will be between semesters. Russ Filbeck informed Mike that a Timberframe class is scheduled for January 6th – 8th. Mike will work with Chris Feddersohn.

4. **PE/ Athletic Fields Project**
   Mike reported that the Committee working on this project is scheduled will be meeting on November 25th to determine whether they should continue to wait for the High Tech Project. It was hoped that if they could combine the grading for the two projects, a cost break would be realized.

**IV. New Business/ First Reading**

**A. Signage - Mike Ellis**

Mike Ellis distributed a handout identifying items that are needed to complete the Signage sections of the Graphics & Style Manual. Each committee member has been asked to review what is currently in the manual and come back to our next meeting on November 25, 2003 with suggestions. Bruce Bishop indicated that he has posting regulations for students and visitors in the Free Speech and Symbolic Expression. Committee members should also review that document.

**B. Student Union Signage - Bruce Bishop**

Bruce Bishop pointed out the lack of identification for specific offices at the Student Union Building. The ASG, Comet Center, and International Student Offices have expressed the need for more visible signage for their offices. A faculty member also pointed out the lack of visible signage for the rest rooms.

Bruce has also received a request from the Bookstore to install a new sign on the west end of the building.

**C. Student Union Kiosk - Bruce Bishop**

Bruce would like to install a 5’ x 5’ Information Kiosk under the walkway at the Student Union. It would be made of steel and brick with an electronic sign at the top on each of the four sides. Bruce will submit a Capital Outlay Request Form.

**V. Other**

There was none.

Meeting adjourned at 3:30 p.m.

The next meeting has been scheduled for Tuesday, November 25, 2003