A meeting of the Facilities Review Committee was held on Tuesday, November 25, 2003, at 2:00 p.m., in Room RS-5.

**Call to Order**

Jerry Patton called the meeting to order at 2:02 p.m.

**Roll Call**

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

**Members Absent**: ASG Representative, Mike Ellis, and Annette Squires

**Guests**: Mark Eldridge and John Woods

I. **Approval of Minutes**

MSC Hudson/Filbeck None opposed.

The proceedings of the meeting of November 11, 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. **Santar Place/ Public Safety Programs**
   
   Jerry reported that he met with the Assistant City Manager, from the City of San Marcos, regarding Public Safety Programs’ proposal. The City will not make any comments until a drawing of the proposal has been submitted for their perusal but the Assistant City Manager did comment that if there were significant changes to the property, they would not approve the proposal.

   Mark commented that Dean Wilma Owens is now not in support of this proposal even though the Facilities Review Committee received the appropriate paperwork with signatures. Mark indicated that this proposal was never discussed at VP/I Cabinet.

   It was the consensus of the committee that Mark bring the proposal to the next VP/I Cabinet meeting for discussion.

2. **Veteran’s Memorial - Kelley Hudson-MacIsaac**

   Kelley shared that due to Don’s schedule (he is currently building the Campus Police KIOSK); the drawings have been put on hold. This item will be brought forward to the next meeting on December 9th.
3. **Signage - Kelley Hudson-Maclsaac**
Kelley shared that Mike has not received many comments, via email, from committee members regarding the handout he distributed at the November 11th meeting (reference item IV.A.) If you have any comments, please send them to Kelley by email prior to our next meeting on December 9th. This item will be brought forward to the next meeting on December 9th.

### III. Discussion Items

#### A. Project Updates - Kelley Hudson-Maclsaac

1. **High Tech Science Lab/Classroom Building**
The District is still waiting for approval by the Department of General Services. Jerry stated that DGS requested land entitlements for every developed plot/parcel the District owns. Cost for this request: $9,000. Meanwhile, while this project sits, the daily costs are rising. The Marketing Communications department cannot move from its present location until the funds are released for this project.

2. **Campus Police Building**
The Facilities staff has started trenching for the utility installations.

3. **PE/Athletic Fields Project**
Because the Department of General Services has placed a hold on the High Tech Science Lab/Classroom Building, the District has decided to proceed on the PE/Athletic Fields Project. PE/Athletics has proposed some changes. If they are approved, the departments will need to provide funding for new drawings.

### IV. New Business/First Reading

#### A. **Student Union KIOSK - Kelley Hudson-Maclsaac**
Kelley distributed copies of the Student Union KIOSK Proposal. Student Affairs is proposing a four-sided 5x5 foot informational/posting KIOSK to be built in the center of the breezeway between the Student Union dining facility and the public restrooms. Materials will be mainly brick and steel siding (with brick veneer over the frame). The department hopes to identify sufficient funds to place an electronic sign board on the top of the KIOSK on all four sides. The department proposes that the power be brought down from the covered area above the point of installation.

The committee discussed the proposed and expressed concerns about the weight of the KIOSK, the load on the sidewalk, the power installation and the usage of a jackhammer. The committee requested a drawing of the proposed KIOSK. Kelley will meet with Bruce to obtain a drawing.

Funding source: Student Activities fees

#### B. **Bookstore Signage - Kelley Hudson-Maclsaac**
The Facilities Review Committee is still waiting on a drawing of the proposed request for signage from Walt Della-Santina.
C. **Flagpole Area Proposal - Kelley Hudson-Maclaac**

Kelley distributed copies of the Flagpole Area Proposal. Student Affairs is proposing that the brick planter area surrounding the flagpole in front of the Student Union be modified.

This modification would require removing most of the planter area - all except the extreme north and south points - and covering the dirt with a brick “stage” that could be used for performances and presentations. This project would probably require the installation of appropriate safety railing on the west wall of the stage.

The proposal also includes the installation of several masonry brick covered rectangular benches—approximately four feet in length—throughout the grass areas west of the flagpole.

Funding Source: Student Activities Fees

This proposal impacts the Veteran’s Memorial project. Bruce will be meeting with the Veteran’s Memorial Task Force to discuss their proposals.

D. **Softball Storage - John Woods**

John distributed copies of a memorandum to committee members regarding a proposed Softball/Soccer Storage Container.

The Athletic Department is requesting the installation of a 20’ storage container to be located directly behind the softball batting cage adjacent to the fence on the east side of the baseball field. Their justification is as follows:

1. The current storage facility for softball is not secure
   - Thousands of dollars in softball equipment and supplies have been stolen from the facility (three break-ins have occurred over the past six months).
   - The current storage facility is a second attempt to secure equipment and supplies.
   - The storage container for the baseball field has not suffered similar consequences.

2. There needs to be a facility available to store softball (pitching machines, balls, bats, safety net panels and bases) and soccer equipment and supplies (nets, balls, cones and mini-goals).

It is extremely difficult and sometimes impossible for an instructor to carry the equipment and supplies necessary to conduct a class or practice session for softball or soccer. It drains instructional time and inhibits instructional opportunities that may be important in a particular area. Without some type of storage facility, Athletics will not be able to provide the equipment necessary to conduct an effective class session. With the recent problems, our coaches are storing equipment in their offices and carrying it to the field each day. This is not a good situation. Our request, if granted, will address this problem.

The thieves have been breaking into the current facility from the top. Athletics has been keeping the lights on and Campus Police has been increasing their patrols of the area.
It was recommended that the storage container be painted green to match the green screen installed around the baseball/softball fields.

Source of funding: Athletics budget

There were no oppositions to the Athletic Department’s proposal. This item will be brought forward to the next meeting on December 9th.

E. Scheduled Maintenance 5-Year Plan - Kelley Hudson-Maclsaac

Kelley distributed copies of the 5-Year Scheduled Maintenance Plan to committee members. This report is due in December. Kelley shared that all the data was inputted into FUSION and imported into Excel. No monies have been identified for fiscal year 2003-2004 and the district is not submitting any new projects.

The District has scheduled maintenance projects in the queue:

- Re-Roofing of Student Services Center
- Mechanical Replacement

The largest requests are for telecommunications and HVAC replacements.

Rick asked why the District is requesting an electrical replacement for the S Building in year 2009 when the departments within that building will be relocating. Kelley replied that Dental Assisting and Physics and Engineering will remain in that building and those modifications are needed.

Kelley directed the committee to review this document and to email her any comments prior to our next meeting. This item will be brought forward, as an action item, to the next meeting on December 9th.

V. Other Items

A. Institutional Review Documentation - Jerry Patton

Jerry shared that Mike Ellis has requested that the Facilities Review Committee review the Facilities’ Department Institutional Review Documentation (a requirement of the Institutional Review Committee is that a committee be formed to peruse these documents prior to submittal to the Institutional Review committee).

The Facilities Review Committee concurred. Once Donna completes the documentation, copies will be sent to committee members for review. Any comments/recommendations are to be emailed to Donna prior to our next meeting on December 9th.

Meeting adjourned at 2:49 p.m.

The next meeting has been scheduled for Tuesday, December 9, 2003