A meeting of the Facilities Review Committee was held on Tuesday, February 10, 2004, 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, Jerry Patton, Rick Sanchez, Ken Swift, Jose Vargas, Mark Vernoy and Ariel Zeballos

**Members Absent:**

Rick Sanchez and Annette Squires

**Guests:**

Bruce Bishop, Herman Lee and Mary Tennant

1. **Approval of Minutes**

MSC Filbeck/Vernoy none opposed

The proceedings of the meeting of December 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)

2. **Action Items/ Second Reading**

1. **Signage - Mike Ellis**

Mike reported that the following employees have volunteered to be on the Signage Task Force: Margery Adcock, Mike Ellis, Kara Garavito, Kelley Hudson-MacIsaac, Becky McCluskey and Donna Renner. Bruce Bishop asked that he be sent notifications of the meetings. Mike concurred. Donna will request a Faculty representative from the Committee on Committees.

2. **ETV Front Office Proposal - Kelley Hudson-MacIsaac**

Kelley distributed a copy of a memorandum from Marlene DeLeon addressing the concerns/questions the Facilities Review Committee had regarding this proposal.

- **Job Level Necessitates Request for Office**: Employee trains and meet with TV and Telenet faculty on a one-to-one basis on how to use Blackboard; handle telecourse sales and licensing contracts with other institutions and the community to generate revenue; as President of the Directors of Educational Technology in California Higher Education (DETCHE), employee participates in several audio conferences and web conferences and prepares detailed statistical distance education reports. These are some of employee's duties that require uninterrupted time and privacy to perform her duties effectively.

- **Office Specialist**: The Office Specialist assists employee with class scheduling, the ETV website; responsible for customer service to our distance learning students and assists faculty with preparing and duplicating course materials. Employee does not assist her other than trying to answer the phone calls whenever possible when Office Specialist is on vacation or absent. Employee will be able to see if someone walks in the front office when Office Specialist is absent because of the window in the proposed office.

- **Fire Lane**: Nothing would be placed in that area that would obstruct access/exit.
Mike expressed concern about the air flow, partition height and lack of ADA accommodations. The committee briefly discussed these concerns and recommended the following stipulations:

- Add supply and return over space (approximate cost $200.00)
- ADA access: nearby conference room meets ADA requirements - employee to meet disabled clients in this location.

**MSC Filbeck/ Bean none opposed**

It was the consensus of the committee to approve this proposal with the above stipulations. Kelley will send a notification to Marlene DeLeon.

3. **Student Union KIOSK - Bruce Bishop**

Bruce reported that he is still waiting on a drawing of the Student Union KIOSK from Architect, Marlene Imirzian. This item will be tabled until the meeting of Tuesday, February 24, 2004.

4. **Flag Pole Area Proposal - Bruce Bishop/ Herman Lee**

Herman Lee gave a brief synopsis of their proposal (reference IV.B, October 14, 2003 minutes). The proposal entails building a new Veteran’s Memorial on campus honoring all Palomar College students and alumni who served in the U.S. Armed Forces and in loving memory of those who gave their lives in defense of our country. Mary distributed a document to the committee showing a colored CAD depiction of the proposed Veteran’s Memorial (draft was compiled by Don Thompson/Facilities).

The proposals for the Veteran’s Memorial and the Flag Pole Area will now be combined as one proposal. The Veteran’s Memorial will remain in its present location. Existing planters will be removed. The brick will be refurbished to create a uniformed look with the memorial at the center. Black-iron railing will be installed around the top with the stage focused toward the Student Union Building.

Bart Graves, a local mason, has agreed to participate in this project at a minimal price. Jerry requested drawings of memorial/staging area. Russ requested an update of donation process. Mary replied that $7000 has been raised thus far and that she is currently working on fund-raising. Bruce and Herman both have sources for funding.

The committee agreed to proceed with the aesthetic drawings.

**MSC Vernoy/Anfinsen none opposed**

III. **Discussion Items**

A. **Project Updates - Mike Ellis**

1. **High Tech Science Lab/ Classroom Building**

The District is still waiting for approval by the Department of General Services. The boundary limits didn’t match drawings. The bond attorney inadvertently included land not owned by the college into the drawings.

2. **Campus Police Building/ KIOSK**

Underground utilities and final grading will be completed by next week. Aurora Modular Builders will be installing the foundation. The KIOSK is waiting for the old Campus Police Building to be disconnected. The old Campus Police Building will be utilized as an Adjunct Faculty space. At the present time, we are checking for possible sites.
3. **PE/Athletic Fields Project**  
   This project will be completed in two phases with the practice fields and amenities completed in one phase and the rough grading for the baseball fields being completed in the second phase.

4. **SSC Re-Roofing Project**  
   This project was completed during the semester break.

5. **PCEC Hallway Carpeting/ Upholstery Cleaning**  
   These projects were completed during the semester break.

6. **Faculty/ Staff Dining Renovation**  
   We are waiting on the doors and window frames.

7. **HBET Dust Collector/ Air Filter**  
   This project entails purchasing and installing air filters.

8. **Urban Forestry Dust Collections System**  
   This project entails a former bidding process, scheduling and installing a dust collection system at the T-Building.

9. **A-6 Computer Electrical Upgrade**  
   This project entails a former bidding process, scheduling and replacing the underfloor cords with a conduit system.

10. **SSC Sewer Line Replacement**  
    This project entails a former bidding process including a scan of the lines with a camera in order to determine the condition of the lines, scheduling and replacing the sewer lines.

11. **Escondido Center EC-405 Room Renovations**  
    This project entails a former bidding process, scheduling and renovating room for a dedicated lab for ESL.

12. **Swimming Pool Filter Replacement**  
    Filters and miscellaneous parts and sand have been ordered. Completion date: Spring Break or after commencement.

13. **Tennis Court Resurfacing**  
    This project entails developing bid specifications for resurfacing the Tennis Courts and scheduling the work to be completed after Commencement.

14. **Running Track Repairs**  
    This project entails developing bid specifications for removal of “Tartan” surface, repair of asphalt, installation of asphalt slurry seal coat and non-sticking surface coating. Work to be scheduled during Spring Break {combined with the T-Building}.

15. **T-Building Asphalt Repairs**  
    This project entails developing a list of areas that require repair and developing bid specifications for a former bidding process. Work to be scheduled during Spring Break {combined with the Running Track Project}.

16. **ADA Signage**  
    Signage is on order and will be installed this semester.
17. **ADA Locksets**  
This project entails surveying all classrooms, labs and major offices that require lever locksets (required by Federal law). Quotes will be obtained and locksets will be ordered for installation this semester.

18. **D-10, D-2A/ B Classroom Renovations**  
A February 20th meeting has been scheduled with the Performing Arts Department to determine the scope of these projects. Paperwork will be processed to hire engineers and consultants for these projects. These projects entail a former bid process.

19. **Q-9 Convert to MAC Lab**  
This project entails developing specifications for bid/quotes, moving equipment from the Escondido Center (room EC-405). Work to be scheduled for completion after Commencement.

20. **Restroom Renovations**  
We will be cleaning up and renovating various campus restrooms. This project entails developing schedules and material requirements, ordering materials and obtaining quotes for outside vendor services.

21. **Classroom/ Lab Floor Coverings**  
This project entails replacing the floor coverings in classrooms and labs. The following classrooms/labs are schedule for spring break: A-5, A-11, A-12, A-13, A-18, B-7, B-9, B-12, SC-4 and SC-5. Tile has been ordered and we will be obtaining quotes for outside vendor services. Other classrooms will be scheduled in May and June depending on funding.

22. **Rain Gutter Installations**  
This project entails developing specifications for replacement of rain gutters at the AA/ST and F Buildings. This project entails a formal bid process. Project currently pended.

23. **Exterior Building Refinishing**  
The Facilities maintenance painters are completing the SU Building, Racquetball Courts and minor painting on the buildings inside Comet Circle.

24. **Library Paint & Carpet Renovations**  
This project requires a Master Plan and will need to be divided into phases. This project entails meeting with the Library staff to discuss future plans, moves, and changes and to discuss the process for painting and carpeting. This project entails a former bid process and scheduling with the least amount of disruption.

25. **Emergency Telephone Units**  
We are working with Information Services to install three (3) emergency telephone units along the main sidewalk.

IV. **New Business/ First Reading**

A. **EOPS Request to Hang Banners - Kelley Hudson-Maclsaac**

Kelley reported that the Facilities Review Committee has received a request from TRIO to advertise their services by hanging banners on the north and south walls of the TRIO Building and on the fences in LOTS 8 and 12.
It was the consensus of the committee to approve the concept of this proposal with a time limit of thirty days per semester. Kelley will notify the department.

Ariel, ASG Representative, feels that the TRIO Department is not in the best location for students. He recommended that a KIOSK be installed inside the Student Services Center, during registration, with information pertaining to EOPS and TRIO. KIOSK should be manned by one person. Ariel shared that he felt the EOPS and TRIO Offices were too small and scary for students. Kelley responded by stating this issue has been resolved within the master plan. Kelley will provide Ariel with the link to the Master Plan webpage. Jerry recommended that Ariel bring this information forward to Bruce Bishop, Student Affairs, and to Cindy Sabato, Communications Office for linkage to e-services.

B.  **ETV/CCCSAT Proposal – Kelley Hudson-Maclsaac**

Kelley distributed a copy of Educational Television's proposal to remodel the ETV/CCCSAT Network Operations Center/Physical Plant (room P-31A) to provide and integrate infrastructure for ETV operations, direct broadcast and archiving to CCCSAT video server, "DCP (Digital California Project, form 4CNet), satellite and videoconferencing activities. Transform the Center's workstations into an efficient broadcast work-environment to enhance work and office space for staff and related activities.

This item will be tabled until the meeting of Tuesday, February 24, 2004, due to its unclearness.

C.  **Conversion of EC-602, 603 and 604 to EME Labs – Kelley Hudson-Maclsaac**

Kelley distributed a copy of the Emergency Medical Education Department's proposal to convert rooms EC-602, 603 and 605 to dedicated EME labs. This project will entail re-keying and tiling all the rooms and window-tinting EC-603. This proposal will meet the Accreditation requirements.

It was the consensus of the committee to approval the concept of this proposal.

MSC  Hudson-Maclsaac/Vernoy  none opposed

V.  **Other Items**

A.  **EI R for Las Posas Development – Mike Ellis**

Mike reported that an Environmental Impact Report has been prepared for the Palomar Station. This project involves a general plan amendment and rezone from Industrial to Specific Plan Area (SPA) on 14.5 acres to allow the construction of 337 residential condominium units, 46,240 square feet of commercial use, a 9,000 square foot office building, 8,101 square feet of restaurant/food court use and 1,385 square feet of homeowners' recreation space.

The project include a pedestrian bridge to access the existing transit center at Palomar College. Traffic will access the station via Las Posas. The developer has all their permits and the traffic studies are addressed in the documentation.

The Environment Impact Report and the Technical Appendices are available for viewing at the Facilities Office through Friday, February 27, 2004. Dr. De Barros (Behavioral Sciences) and Dr. Carpenter (Life Sciences) will be reviewing the project for any archaeological/botany concerns. Jerry stated that we should make some sort of statement regarding Palomar College's concern regarding traffic.

Meeting adjourned at 2:57 p.m.

The next meeting has been scheduled for **Tuesday, February 24, 2004, at 2 p.m. in Room RS-5**