February 24, 2004

A meeting of the Facilities Review Committee was held on Tuesday, February 24, 2004, at 2:00 p.m., in Room RS-5.

Call to Order

Mike Ellis 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, Ken Swift, Jose Vargas, Mark Vernoy and Ariel Zeballos

Members Absent: Jerry Patton, Rick Sanchez, Annette Squires, Ken Swift and Jose Vargas

Guests: Connie Rodriguez

I. Approval of Minutes

MSC Hudson-Maclsaac/Vernoy none opposed

The proceedings of the meeting of February 10, 2004 were approved. Minutes are posted on the Palomar College web page as follows: http://www.palomar.edu/committees.htm

II. Unfinished Business/ Second Reading

There was none to report.

III. Discussion Items

A. Project Updates - Mike Ellis

1. High Tech Science Lab/ Classroom Building

Eileen Poole, Contracts Office, received a telephone call from Jeff/Department of General Services. Plans are being stamped and will be forwarded to the Department of Finance.

2. Campus Police Building/ KIOSK

Final grading is on hold temporarily due to the rain. Foundation was scheduled to start Monday, March 1, 2004 but may be delayed due to rain. Move-in date scheduled for April 1, 2004.

3. T-Shop, Running Track and Comet Circle Repairs

The Contracts Office will be advertising for a RFQ for Asphalt Repairs for the T-Shop, Running Track and Comet Circle. This project will be completed during spring break (March 15-19, 2004).
IV. New Business/First Reading

A. ETV/CCCCSAT Proposal - Connie Rodriguez

Connie distributed a copy of ETV/CCCCSAT proposal for remodel/renovation. The Network Operations Center (NOC) Remodel Project will help ETV/CCCCSAT meet the recently adopted Strategic Plans. Increased need of instructional broadcast content for students and staff and reduced staff support further sustain the required need to efficiently utilize space for staff to perform their respective duties. The remodeling of the NOC facility will address further growth of ETV/CCCCSAT and meet the increasing demands Helpdesk Technical Support for Palomar students, staff and CCCSAT affiliates. Although a new facility would be the ideal solution to correct and improve the current identified deficiencies, the proposed improvements would provide a relocated space utilization enhancement, production equipment storage, lunch area, file cabinet storage, computer workstations, and reduction of space occupied by equipment.

Remodel of the existing facility will:

- Increase network operations center (NOC) work space and centralize equipment to improve staff ability to perform day-to-day activities.
- Allows staff to better carry out day-to-day activities by providing the staff with the workspace, tools, and equipment to perform their job. Currently staff must perform almost simultaneous tasks within multiple rooms to carry out an activity.
- Allows department to incorporate multiple activities within one central location; such as, video duplication, media transfers, digitization, and video recording into the network operations center.
- Reduces staff stress, confusion and inefficiency by providing one central location to perform activities.
- Improves staff ability to monitor programming feeds and “on-air” broadcasts while performing tasks within the NOC.
- Reduction in potential staff mistakes due to working in multiple rooms.
- Improved quality control in delivery of services and products.
- Creates two computer workstation areas for staff to utilize for a support center to assist staff, students and CCCSAT affiliates.
- Allows staff the ability to better focus on their duties and responsibilities by not having to excuse staff to another room to use a computer, print a document, and to answer or reply to phone calls or emails.
- Provides safe and convenient lunch area for evening and weekend staff.
- Lunch area reduces potential hazard to staff and damage to equipment by not eating in the NOC.
- Provides secure and proper storage space for expensive production equipment.
- Reduce need to hire additional staffing to perform tasks one person can accomplish
- Facilitates access to equipment for technical staff to maintain and troubleshoot problems with interfacing systems.
- Reduce need for two (2) technicians to troubleshoot problems with interfacing systems.
- Improved utilization of square footage and free up facility space for other uses (production equipment storage, lunch area, file cabinet storage, computer workstations and reduction of space occupied by equipment).
- Enhanced utilization of equipment (multi-purpose equipment for multiple activities and emergency uses)
**Proposed Construction:**

a. The size of the project is sufficiently large and/or complex to require major emphasis on the qualification of the contractor to have specific expertise in performing highly specialized cost estimating, value engineering and scheduling during the design process with continuity of construction management through construction phases.

b. The project is an alteration of an occupied facility, which requires working around staff and systems while keeping the facility fully operational.

The proposal would entail the following:

- Removing walls and doors from rooms P-33A/B; adding sliding door to room P-33A
- Relocating of equipment rack, electrical circuits (rooms P-33A to P-33B)
- Installing additional electrical outlets (room P-33B)
- Move existing light switch from room P-33C to P-33D.
- Relocation of data and additional phone lines required (room P-33A)
- HVAC air flow distribution requires evaluation for rooms P-33A/B/C
- Workstation counter and cabinet added to NOC
- Storage cabinets and folding door added to room P-33I
- Storage Cabinet added to Vestibule
- Equipment Rack Electrical Circuits required in room P-33C
- NOC Laminate flooring
- Entire facility to be painted
- Replace entire facility carpeting (exception: rooms P-33, P-33C, P-33D, P-33H, P-33K, and Vestibule and rear entryway).
- NOC Fluorescent light fixtures will need to be relocated for even lighting

In January 2004, ETV/CCCSAT laid off thirteen employees (full and part-time). If this proposed remodel is approved, the department will not need to add additional staff to their department. If this proposed remodel is not approved, three additional employees will need to be hired.

Russ asked is there any time that this facility is not in utilization. Connie replied no, the facility is always running and is never shutdown. Connie would like this remodel to be completed prior to the end of this fiscal year.

Funding source: ETV Revenue account and CCCSAT

Mike directed the committee members to take this proposal to their appropriate groups for comments and to bring back any concerns to our next meeting on Tuesday, March 9, 2004.

V. Other Items

A. Location of Adjunct Faculty Office Building - Mike Ellis
   
   Mike reported that Jerry has suggested that the existing Campus Patrol Building (DSA approved building) be utilized as an adjunct faculty office building. Mike asked for recommendations on possible locations for this building. The most logical location would be LOT 11 behind Health Services. Power could be drawn from the “B” Building. The building would be completely gutted inside with work stations around perimeter and in center. Approximately 20-30 computers would be setup and several committee members recommended that a small conference room be added also so that the adjunct could meet with their students. The large number of adjunct teaches in the English and Math departments. There is no action needed at this time regarding this item – it is an information item only. LOT 11 would lose approximately ½ the parking spaces.
Mike directed the committee members to take this item to their appropriate groups for comments and to bring back any concerns/recommendations to our next meeting on Tuesday, March 9, 2004.

Meeting adjourned at 2:32 p.m.

The next meeting has been scheduled for Tuesday, March 9, 2004, at 2 p.m. in Room RS-5