

FACILITIES AND SUSTAINABILITY COMMITTEE MINUTES

Thursday, November 10, 2011, 2:00 p.m. – 4:00 p.m.

College Center Fourth Floor Conference Room



The Facilities Committee is mandated to review and plan for Facilities to house sites, programs, and college operations.

The Sustainability Committee will explore and promote avenues of Sustainability that the college can use to become a more environmentally responsible campus. In addition, the committee will enable sustainability in Coastline's college community through education and training.

Members:		
Interim VP, Student Services & Economic Development	Lois Wilkerson	
Interim VP, Administrative Services	Christine Nguyen	
Acting VP, Instructional Services	Dan Jones	
Classified	Ann French	X
Classified	Kathy Bledsoe	
ISD Rep.	Judy Garvey	
Director, M &O	Dave Cant (Chair)	X
Faculty (Dean Costa Mesa Center)		
Faculty (DSP&S)	Celeste Ryan	X
Faculty (Senate)	Marilyn Fry	
Faculty (Senate)	Lorraine Krampe	
Student (Associated Student Government)	Lucian Oprea ltoprea@yahoo.com	X
Student Services (Manager)	Cynthia Pienkowski	
Classified	Kathy McKindley	X
Faculty (Senate)	Michael Warner	
Interim Director Fiscal and Human Resources	Richard Kudlik	X
Faculty (Senate)	Anita Preciado	X
Faculty (Senate)	Jeanette Ellis	
Guest:	Vince Rodriguez	X
Committee Support:	Shirley Spencer	X

The meeting convened at 2:10 p.m. Dave welcomed the committee members and introduced our newest member Lucian Oprea, our Student Representative.

Selection of Tangram Coastline Standard Chair:

At the last meeting, Kimberly our representative from Tangram discussed two new chairs that are being introduced as a possible standard to replace the *Springboard* chair (which is a current Coastline College standard) that has been discontinued. Kimberly introduced the *Amia* and the *Reply* chairs. Both of these are ergonomic and are budgeted at a lower price point. The committee and employees were asked to try out these two chairs. Dave stated that the committee selected the *Amia Chair* along with our *Leap as Standard Chairs*. The *Amia Chair* is the same task chair as the *Leap*, it just does not have some of the bells and whistles that the *Leap* does, but it is still an ergonomic chair.

Update on ISD Relocation:

Dave-ISD Update – Dave stated that initially we heard from the City of Fountain Valley that potentially we could lose the ISD Site and we might have to vacate in June/July of 2012. With that news Christine and Dave began looking at the property behind the College Center to lease. It was noted that Christine received notice yesterday that the developer got the financing to move forward with project and we have to vacate the Tech Center by June or July 2012. Dave stated it has really worked out well though, as we are acquiring the property behind us for 80 cents a square foot which is about 1/3 of the rate for what office space is going for. It will be a real benefit for the College. We are presently waiting for the Letter of Intent from Daniel Howse representing Pelican Properties. Once the Letter of Intent is signed Pelican Properties will prepare a lease for our legal review and approval from the Board of Trustees. Term of the Lease is for 5 years. There is presently 16,000 square feet available to lease and we have agree to lease 10,000 square feet. Presently Christine Nguyen is negotiating for the other 6,000 square feet. Dave stated that Dan Jones is presently working on plans on the layout for the space. As part of the agreement, we will acquire a lot of the office furniture that is currently there. We will have to furnish part of the private office. Much of the office furniture that is over at the Tech Center now, we will be able to incorporate into the Newport Beach Center to save costs.

We are trying everything we can to cut costs on furnishing at the Newport Beach Center. We will be working with Tangram Interiors to evaluate what is presently there and how it will fit in to the Newport Beach Center. Overall it will save us thousands of dollars in the long run.

Dave said we are going out to bid. We are going to advertise the bids in December for all the case work and the furnishings that are going into Newport. We will be doing some interior modification on Newport. The developer is giving us a \$50,000 allowance. The developer will be hiring the architect and will pull the permits and we will do the work in house. The first three months are free rent. Things are going along well.

Computer Services will be also moving into the back lot building. We as a committee and as a college need to have long term discussions on what we want to do with that vacated College Center 4th floor space, once Computer Services moves to the back lot. Discussions are will include moving the President's Office and Office of Instruction to the 4th floor. We would like all of student services activities down on the 1st and 2nd floor. It involves a lot of integral planning and work.

Update on Newport Beach Learning Center:

Dave stated as soon as the NBLC is completed, the Art Gallery can move in. He said we are going to start doing a lot of planning on the move and how to phase all these moves. Dave went over the configuration of the Newport Beach Learning Center on the first, second and third floor plan layout and precisely where the Art Gallery will be located. He gave an overview with pictures on the following:

- ✓ Installation of storm water management system
- ✓ Cudo Cube System
- ✓ Excavation of land
- ✓ Start of rebar installation
- ✓ Elevator pit & Elevator shaft
- ✓ Wall forms and taking shape
- ✓ First floor kitchen and office space
- ✓ Parent Education
- ✓ Performance rooms
- ✓ Art rooms
- ✓ Foundation for office space
- ✓ Second floor elevation
- ✓ Second floor science labs
- ✓ Cantilever deck

Copies of the PowerPoint Presentation may be reviewed and located on your Dashboard with the minutes.

As we get closer to the Newport Learning Centers completion date, we will be able to plan the move. We can slowly start moving the CMC's files. We will make sure when the move occurs that public information will be provided to all students. A lot of public information will be disseminated to employees, faculty and students leading up to the move.

Facilities Evaluation Survey:

Dave stated in reviewing the Master Plan and self study, he suggested that it would be a good idea if we distributed a survey to staff, faculty and students with questions/suggestions about our Coastline facilities. Basically he would like to know how everyone would rate our facilities from cleanliness to the appearance of the grounds to ADA access. We would like this survey to specify how we are doing and suggestions on how we as an educational facility could improve things. Dave is presently preparing a survey and it will be submitted for review to the Facilities/Sustainability Committee sometime in January 2012. He would like the committee to review, add, modify and make suggestions and ultimately this draft will be forwarded to Jorge Sanchez to distribute. The committee and our Student Representative agreed to move forward with this idea.

Custodial Monitoring System:

The Safety Committee made a recommendation to College Council for funding a Security Monitoring System. College Council has approved funding for this request. Dave stated his concerns over the safety of the Coastline custodians, working graveyard shifts by themselves. He provided an example if “what if one of them they fall off a ladder or if something happened that would compromise their security if they were by themselves.” He asked Gary Stromlund to look into the cost of purchasing a monitoring system that the custodians could wear around their belt. They would be able to physically push the buttons on the device and that call would go into a call center where a person physically talks to you if they had an emergency. Once you push the button there is a GPS system on it and it will notify the company at the other end. The company would then notify the police, fire, etc immediately. Dave mentioned he is very concerned presently about this problem and stated “six months ago, one of our custodians had a major stroke. Fortunately, it did not happen at the College, it happened at the custodian’s house. But what would have happened if that had happened in the College Center working late on a Friday evening. He emphasized that we need a monitoring system in place at the college. Dave moved forward and a company was selected. Kathy stated that we are presently purchasing 7 monitoring devices. The cost would be \$4,000 per year for all 7 devices. Ted asked that we consider adding additional monitoring devices for our Costa Mesa evening staff. Dave agreed and will purchase extra transponders. Dave will ask Gary to do another review off all sites where they have personnel working evenings.

Other Business: District Bond Initiative:

Dave Cant: The District is very interested in another Bond in 2012. District has put out two RFP's to gauge the interest in the area. We will see what happens. As this moves forward we need to be prepared if this does happen. Dave recommended to the committee to read the Master Plan on our Web Site. Dave suggested we as a committee look at putting together a list and prioritize that list. Include things which we feel are most important and get the process started so if we do get the Bond, we will be ready to go. Vince said to go to the college web and click on research planning and instructional effectiveness.

NBLC December 8, 2011 Tour:

Dave recommended that instead of holding a December meeting, that the committee will tour the Newport Beach Learning Center. The committee agreed and the tour will be held on December 8, 2011. Kathy will arrange for transportation. Dave requested that all committee members meet in front of the College Center at 2:00 p.m.

The meeting adjourned at 4:00 p.m.

Copy to: Laila Rusamiprasert/Dashboard

