

FACILITIES, SAFETY AND SUSTAINABILITY COMMITTEE

MINUTES (FSSC) 2013/2014

Thursday, November 14, 2013, 2:00 p.m. – 4:00 p.m.
College Center, Fourth Floor Conference Room



College Mission Statement: Coastline Community College promotes academic excellence and student success for today’s global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and, career and technical education.

The Facilities, Safety, and Sustainability Committee (FSSC) is mandated to review and plan for facilities to house sites, programs, and College operations. FSSC is to review and recommend procedures and practices to ensure maximum levels of safety and health for all College operations including ADA compliance. FSSC will explore and promote avenues of sustainability that the College can use to become more environmentally responsible. Additionally, the committee will seek to encourage sustainability in the College community through education and training.

Present	Members:	
	Vice President, Administrative Services (Manager)	Christine Nguyen (Co-Chair)
X	Director, Maintenance and Operations	Dave Cant (Co-Chair)
X	Security Coordinator for Coastline College	Gary Stromlund (Co-Chair)
X	Student Services (Manager)	Lois Wilkerson (last meeting, moving to NBC)
	Interim Vice President of Student Services	John Colson (New member)
X	Faculty (Senate)	Marilyn Fry
X	Classified Senate Rep.	Brenda Perdue
X	Classified Representative	Kathy McKindley
	ADA Officer	Cynthia Pienkowski
X	Faculty (Senate)	Michael Warner
X	Classified (Area Facilitator) Le-Jao Center	Janice DeBattista
X	Classified (Area Facilitator) Garden Grove Center	Cynthia Berry
	Classified (Area Facilitator) Newport Beach Center	Kathy Bledsoe
X	Faculty (DSP&S)	Celeste Ryan
	Student (ASG)	Vacant
X	Committee Support/Minutes:	Shirley Spencer (Non-Voting)

Welcome Committee and Approve Quorum & Minutes of October 10, 2013 – Co-Chairs.

The meeting convened at 2:00 p.m. The Co-Chair's, welcomed the committee members to the meeting. D. Cant informed the committee that we have a quorum. He requested that the committee review the minutes of October 10, 2013. The committee reviewed the minutes. A motion was made by L. Wilkerson and seconded by Michael Warner to approve the minutes. The minutes of October 10, 2013 were approved unamously.

Approval of the Facilities, Safety and Sustainability "Charge".

D. Cant requested that the committee review the "Charge" of the committee with the recommended changes from John Colson and Marilyn Fry. The committee reviewed the final "Charge" of the Committee and approved them as stated:

The Charge of the Committee

The Facilities, Safety, and Sustainability Committee (FSSC) is mandated to review and plan for facilities to house sites, programs, and College operations.

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Update – Lois Wilkerson: -

It was announced that Lois Wilkerson will be leaving the committee for her new position as Dean, of the Newport Beach Center. John Colson, Interim Vice President for Student Services will be taking her place on the committee. Welcome John and farewell Lois.

Updates – Shirley Spencer for Christine Nguyen:

CCC Facilities Usage Report for 2012-13 Annual Report

S. Spencer provided an update on the Usage Report for 2012-13. She stated that annually, each facilitator at each Coastline site, plus Michelle Ma, will turn in to C. Nguyen their total Facilities Usage Report for the year. In turn, C. Nguyen will incorporate the information with a breakdown of Co-Sponsored events and Facility rentals for the year. C. Nguyen will then combine the totals into one report which will be forwarded to the District, Vice Chancellor of Administrative Services. After he approves the report, it then goes to the Board of Trustees for approval. Within the report is the date of the event, the location and name of the event, total rental costs (Facility, staffing equipment), facility rental fee charged, facility rental fee waived and expenses charged for staffing and equipment. S. Spencer reminded the facilitator's that the next annual report will be due in April

2014. D. Cant and K. McKindley stated they do not believe this report provides a true picture of costs. D. Cant said that with the amount of fee's that are being waived, we are not in the business to make money. We are just trying to get our costs in Maintenance and Operations covered. They would like to discuss waiving fees, budget and rental fees with C. Nguyen in the near future. C. Ryan believes the college is moving towards really having people being transparent about what things costs and it is only reasonable that you would be able to give the college back some information of what the college cost is for these events. **SEE ATTACHMENT A.**

Facilities – D. Cant:

Scheduled Maintenance Priority List for CCC – D. Cant

D. Cant passed out a copy of the Scheduled Maintenance Priority List for the next five years. This is a list that he put together for Coastline based on the needs that he is aware of. He wants the committee's input on any other ideas that may have or what is needed at the college. Some of the items on the list are being funded through Prop 39. He asked the committee to review his prioritization list, and noted that he would like to move to "replace the sinks and faucets at the Garden Grove Center which will be \$25,000 by the vendor." This should be somewhere near the top of the priority list. He went over the priority needs of each Coastline site. He asked the committee if anyone has any additional items that they want to add. The committee stated there were not any additional items that they want to add. **SEE ATTACHMENT B.**

Keeping Newport Beach Center "Green" – D. Cant

The Newport Beach Center was designed to be a "Lead Platinum Building", so it has some systems installed when it comes to the mechanical and energy management systems; it is designed to do a lot of what they call trending. This allows them to see if the systems are working well. At present, we do not have any personnel from Coastline who are energy management specialists who can make sure that the system is operating correctly. D. Cant met with a company called Glue Mac, and asked them if they have anyone that can come in throughout the year and make sure everything is working correctly. They stated yes, and in turn submitted a proposal to Maintenance and Operations for an energy management specialist to oversee this Newport Beach System. D. Cant said we need to have the maximum efficiency out of this building and by contracting with an energy management company, this should make it happen. He recommended hiring someone to come in on a monthly basis to monitor the Newport Beach systems. He said typically one or two technicians will come out and look at all the systems and make sure everything is running property, gathering all the data, and spending two or three days analyzing the data. They do all this to find out where the energy consumption is being used and to improve the system. M. Fry made a motion to make the recommendation to the College to look into hiring a company to oversee the energy management systems at Newport Beach on a monthly basis for the first year. L. Wilkerson seconded. The motion was approved and the recommendation will go to the College Council for approval.

Purchase of Event Furniture & Stage – D. Cant

D. Cant asked this committee to approve a recommendation to College Council to purchase new event furniture for the Newport Beach Center. This will help Maintenance and Operations from moving event furniture back and forth for events between the college sites. A motion was made by D. Cant recommending to College Council the purchase of furniture which is tables, chairs and the stage. The cost should be between \$5,000 - \$6,000. After discussions with the committee, a motion was made by Marilyn Fry and seconded by Michael Warner to recommend to the College Council that the Coastline Foundation pay for the purchase of the furniture. The motion is approved and will go to College Council for approval.

Policy Regarding use of “E” Cigarettes – D. Cant

D. Cant stated that e-cigarettes, also known as electronic cigarettes and vaporizer cigarettes are devices that emit doses of vaporized nicotine that are inhaled. The device is battery-operated and can also emit non-nicotine vaporized solutions. Manufactures say they are an alternative for tobacco smokers who want to avoid inhaling smoke. Manufacturers and a significant number of users say the e-cigarette provides a similar sensation to inhaling tobacco smoke; however, there is no combustion (no smoke). A small percentage of products are throw-away ones – disposable e-cigarettes. D. Cant stated he does not think it looks good for students to use E-Cigarettes. At the present, we have a smoking policy in place that states “NO SMOKING within 20 feet of an entrance”. What he would like to do is make the recommendation as a committee to the College that we make the policy regarding E-cigarettes the same as the “NO SMOKING for Cigarettes Policy.” We as a committee need to make a recommendation to the college that we change from current policy of no smoking within 20 feet of an entrance to these designated smoking zones. M. Fry made the motion to recommend that, and L. Wilkerson seconded that motion. D. Cant stated to S. Spencer that included with those recommendations, he will prepare a site map that will show on that map where the committee decided where these designated smoking areas will be located. This will be presented to College Council for approval. Lois made a motion that we make the same policy for the E-cigarettes as we did for regular smoking within designated areas. M. Warner seconded and the motion was approved.

Storage Needs for Maintenance and Operations – Dave Cant

D. Cant stated at the present we do not have enough storage space in our storage building to hold any additional storage items. We are now looking for offsite storage space of at least 2,000 square feet to store items. We are anticipating new computers arriving soon, and need a place to store them. He will keep looking around the area for property to lease.

Announcement of 25Live Task Force. Upcoming date and members: – D. Cant

D. Cant apologized as he has not had time to schedule this 25Live Task Force Meeting. He will do this in the near future. K. McKindley recommended that Brenda Perdue be part of this Task Force

Committee as she is very knowledgeable about 25Live and has attended several classes in the past regarding 25Live. The committee agreed and Brenda Perdue is now on the Task Force Committee. Again to clarify, 25Live is a web-based event publishing calendaring, and scheduling solution. 25Live enables users to view event information and request the use of campus space 24 hours a day, seven days a week from any computer with internet capability.,

Current members:

1. Christine Nguyen
2. Gary Stromlund
3. Shirley Spencer
4. Kathy McKindley
5. Janice DeBattista
6. Kathy Bledsoe
7. Cynthia Berry
8. Dave Thompson
9. Brenda Perdue

Safety/Security- Gary Stromlund:

Blackboard Connect Emergency Notification System: - G. Stromlund

G. Stromlund presented an overview on the Blackboard Connect Emergency Notification System , which is called ALERT CCC. the rapid notification system used to contact students and employees of emergencies Blackboard Connect is a mass emergency notification system that allows authorized Coastline officials to send information and instructions simultaneously to individuals through land line phones, cellular phones, text messaging and e-mail. The benefits to the Blackboard Connect services are its immediacy and direct access to members of the College community through multiple points of contact. **SEE ATTACHMENT C.**

Orange County Intelligence Assessment Center (OCIAC) – G. Stromlund

G. Stromlund passed out an Intelligence Report and presented an update.

ORANGE COUNTY INTELLIGENCE ASSESSMENT CENTER Information

Purpose Statement

The purpose of this privacy, civil rights, and civil liberties protection policy is to promote OCIAC and user conduct that complies with applicable federal, state, local, and tribal law.

- Increasing public safety and improving national security.
- Minimizing the threat and risk of injury to specific individuals.
- Minimizing the threat and risk of physical or financial injury to law enforcement and others responsible for public protection, safety, or health.

- Minimizing the threat and risk of damage to real or personal property.
- Protecting individual privacy, civil rights, civil liberties, and other protected interests.
- Protecting the integrity of the criminal investigatory, criminal intelligence, and justice system processes and information.
- Minimizing reluctance of individuals or groups to use or cooperate with the justice system.
- Supporting the role of the justice system in society.
- Promoting governmental legitimacy and accountability.
- Not unduly burdening the ongoing business of the justice system.
- Making the most effective use of public resources allocated to public safety agencies.

ATTACHMENT D:

Great Shakeout Exercise:

Gary stated that everyone, everywhere, should know how to protect themselves in an earthquake. These drills are an annual opportunity for people in homes, schools and organizations to practice what to do during earthquakes, and to improve preparedness. The Great California Shakeout drill, held at Coastline on October 17, 2013, was a success. . This year each of the learning centers, and the College Center, held their drills at different times so that M&O and security staff could participate and evaluate each location. At the College Center, a Field Command Post (FCP) was setup in the northeast corner of the parking lot using the Coastline Emergency response vehicle.

Emergency Preparedness Training – G. Stromlund

A Coastline College Emergency Preparedness notice was passed out on the upcoming different dates for emergency preparedness training. Please see Attachment E

ATTACHMENT E:

Area Updates – Gary Stromlund, Janice DeBattista, Cynthia Berry and Kathy Bledsoe:

None

The meeting adjourned at 4:00 p.m.

Cc: Chris Johnston (IT)

Fiscal Year 2012/2013, CCC Facilities Usage

Attachment A.

Date of Event	Location	Name of Event	Total Rental Costs (Facility, Staffing, Equipments)	Facility Rental Fee Charged	Facility Rental Fee Waived	Expenses Charged (Staffing, Equipments)
CO-SPONSORED EVENTS						
6/1/13	Le-Jao	Congressman Alan Lowenthal Town Hall	\$345	\$0	\$225	\$120
4/20/13, 4/27/13, 5/18/13, 5/25/13, 6/22/13, 6/29/13	Le-Jao	BCVA Alumni Association free computer training for seniors	\$1,800	\$0	\$1,000	\$800
11/3/12	GGC	Bright Futures 4 Kids Child Abuse Prevention Fair	\$420	\$0	\$100	\$320
10/18/12	GGC	Orange County LULAC Foundation meeting	\$140	\$0	\$140	\$0
9/28/12, 9/29/12, 9/30/12	GGC	Arab American Day festival parking (parking lot, all spaces)	\$2,840	\$0	\$2,000	\$840
9/22/12, 9/29/12, 10/13/12, 10/27/12	Le-Jao	BCVA Alumni Association free computer training for seniors	\$1,210	\$0	\$650	\$560
8/10-8/12/12	Le-Jao	Vietnamese Language Instructors Conference	\$7,100	\$0	\$5,500	\$1,600
FACILITY RENTAL						
6/20/13	NBC	Richness of Life Institute Financial Education Course	\$75	\$75	\$0	\$0
6/13/13	NBC	Richness of Life Institute Financial Education Course	\$195	\$75	\$0	\$120
5/22/13	NBC	Richness of Life Institute Financial Education Course	\$155	\$75	\$0	\$80
3/25/13, 3/26/13, 3/27/13, 3/28/13	GGC	Master Exercise Practicioners Program (CalEMA/FEMA)	\$7,940	\$0	\$6,300	\$1,640
3/2/13	NBC	Pearson Education Workshop	\$563	\$263	\$0	\$300
2/19/13	NBC	Newport Crest HOA Annual Membership Meeting	\$75	\$75	\$0	\$0
1/26/13	NBC	LPA Leader's Retreat	\$1,120	\$840	\$0	\$280
1/14/13, 1/15/13, 1/16/13, 1/17/13	GGC	Master Exercise Practicioners Program (CalEMA/FEMA)	\$8,480	\$0	\$7,200	\$1,280
2012/13 Grand Total			\$32,458	\$1,403	\$23,115	\$7,940

Department/Division	Maintenance and Operations
Planning Year	2013-14

Attachment B.

3. Proposed Projects Requiring Additional Resources (not listed in Section B-Action Plans/Resource)

Project Name and Description	Total Additional Dollars/Staff Needed
Replace cooling tower (HVAC) at Garden Grove Campus	\$80,000 / Vendor
Upgrade Energy Management System at Le-Jao	\$100,000 / Vendor
Public Restroom ADA upgrades and renovation at College Center	\$80,000 / Vendor
Exterior Parking & Security lighting at the College Center	\$40,000 / Funded 2013-14
Chiller GGC	\$150,000/Vendor
Replace emergency lighting system at College Center	\$90,000/vendor
Replace Lighting contactors College Center	\$35,000/Vendor
Replace Carpet Garden Grove Center	\$80,000/vendor
Replace sinks and faucets Garden Grove Center	\$25,000/vendor
Replace damaged concrete Garden Grove Center	\$100,000/ Funded 2013-14 (Prop 39)

4. Outcomes (from most recent Program Review or Annual Program/Department Reports)

Student Learning/Service Area Outcomes Statements	Strategies to Achieve or Improve SLOs/SAO Goals	Outcome Data or Other Assessment Results (i.e. Data from Student SLO Survey)
To ensure a safe, secure, and inviting teaching, learning and working environment using sustainable resources and materials; provide a broad range of repair and support services to the college.	Be as proactive as the budget allows in dealing with hazardous issues so a safe environment is the norm.	The survey results show that 43.6% strongly agree and 36.3% agree (total of 79.9% are satisfied) and 17.9% it is not applicable. This provides only 2.1% rating that the college is safe.
To make learner success its core focus and help the College increase student access & maintain sites; improve the operation and maintenance services-from maintaining College grounds to operating and maintaining sophisticated equipment-and supporting technical expertise.	Provide skilled maintenance workers that do general maintenance at each learning sites that include plumbing, electrical, painting, roof repair and HVAC maintenance.	The survey results show that 46.4% strongly agree and 30.9% agree (total of 77.3% are satisfied) and 2.2% disagree and 1.3% strongly disagree with 20.3% it is not applicable. That is only a 3.4% negative rating which we believe shows the



Attachment 2

CCC Alert Notification System

CCC Alert is the Coastline Community College Emergency Notification System. This mass notification system is designed to notify the campus community of a significant emergency or dangerous situation, involving an immediate threat to the health or safety of students and staff occurring on campus.

CCC Alert will only be used in the event of an actual emergency on campus, such as:

- Adverse weather conditions
- Campus or building closures
- Utility Failure
- Earthquake
- Other Emergencies

In case of an emergency, you will receive time-sensitive voice messages, text, and/or e-mails to your PRIMARY CONTACT information in MyCCC. Please check your student or staff contact information each semester to make sure that it is current.

INSTRUCTIONS TO UPDATE PERSONAL INFORMATION:

1. Login to your MyCCC account.
STAFF/FACULTY: if you are unfamiliar with MyCCC, please contact Shaunick Barber at SBarber@coastline.edu to reset your information.
2. Click on **Employee or Student** Tab.
3. In the **Banner Self Service** folder choose "**PERSONAL INFORMATION**".
4. Click on "**UPDATE PERSONAL CONTACT INFORMATION**".
5. Update information in all areas.
Make sure to **check the boxes for "EMERGENCY ALERTS"**.
Do not use telephone extensions, as the system does not recognize extensions.
6. When finished you must click "**Submit**".

If you have any questions, please contact Kathy McKindley at kmckindley@coastline.edu or extension 16350.

PRE-INCIDENT INDICATORS

Recognizing and reporting the indicators and warnings that may be associated with terrorism may aid in preventing the next attack.

Surveillance

If terrorists have chosen a specific target, they will most likely conduct surveillance in the area to determine the strengths, weaknesses, and number of first responders who respond to an incident. They may monitor activities of as high-tech firms, financial institutions, government/military facilities, tourist attractions, etc. with recording devices, by drawing diagrams, annotating maps or blueprints.

Elicitation

Elicitation is the use of ordinary communication methods in order to gain information without being obvious about it. Attempts to gain information about facility operations, capabilities, security procedures, and vulnerabilities, should raise a red flag. Elicitation attempts may be made by mail, email, telephone, or in person. This could also include eavesdropping or engaging in friendly conversation.

Tests of Security

Tests of security are usually conducted by going to the target, moving into sensitive areas and observing security or response times. Terrorists would be interested in the time in which it takes to respond to an incident and/or the routes taken to a specific location. They may also try to penetrate physical security barriers or procedures in order to assess strengths and weaknesses. They often gain legitimate employment at key locations in order to monitor day-to-day activities.

Financing

In order to fund an attack, terrorists will seek financial resources. Suspicious transactions involving large cash payments, deposits or withdrawals are common signs of terrorist funding. Collections for donations, solicitation for money and criminal activity such as fraud and counterfeit goods may also be warning signs.

Acquiring Supplies

This may be a case where someone is purchasing or stealing explosives, weapons or ammunition. It could also be someone storing harmful chemicals or chemical equipment. Items that can be used to access secure locations are also important. Acquiring official uniforms, vehicles, decals, manuals, passes or badges (or equipment to manufacture such items) are of concern.

Suspicious Persons

Watch for people who seem out of place, based on behavior, in the workplace, neighborhood, business establishment, or elsewhere, who may be there on false pretenses. **This does not mean we should profile individuals; rather, it means we should profile behaviors.** It may mean having someone in a workplace, building, neighborhood or business establishment that does not fit in because of their demeanor, their terminology usage or unusual questions they are asking.

Dry Run/Trial Run

This involves putting people into position and moving them around according to their plan without actually committing the terrorist act. Terrorists will often rehearse a pending attack to ensure that their operation will run smoothly.

Deploying Assets

The last phase before the incident involves placing people and supplies into position to commit the act. This is the last chance to alert authorities before the terrorist act occurs.

“IF YOU SEE SOMETHING, SAY SOMETHING”

Coastline College Emergency Preparedness

At the University of E.

Mark Your Calendars



September – National Emergency Preparedness Month

September 25, 2013 District Board Room

Red Cross Lunch & Learn-Building your own emergency kit

September 27, 2013 Newport Beach Learning Center

Stryker Chair Training and Key Card Lockdown Procedures

October – California Great Shake Out Drill

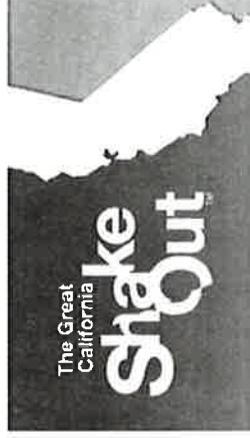
October 7, 2013 2:00pm CERT/ Building Marshall Coordination Meeting OLIT Conf room

October 14, 2013 1:30-3:30 WEBOC/ Black board Connect Training – OCC Building 156

October 17, 2013 Thursday - The Great Shake Out Drill

- College Center - 10:17am
- Le-Jao Center – 11:15am
- Garden Grove Center – 12:30pm
- Newport Beach Center - 2:00pm

October 18, 2013 3:00-4:00 – Active Shooter training for Admissions and Records



November

November 1 10:30-12:00pm Blackboard Connect Training - President's Conference room

November 7 9:00am-1:00pm First Aid / CPR - Newport Beach Room 119

December

Fire Safety Training (TBD)

December 6 12:00-1:30 EOC Training GGC



January

(TBD)8:30am-12:30pm SEMS/NIMS - ICS 100 Course - GGC Rm 102

(TBD)1:00pm-5:00pm SEMS/NIMS - ICS 100 Course - GGC Rm 102

TableTop Exercise (TBD)

1:30-4:00pm - Emergency Operation Center Training - GGC 102 (TBD)

February

CPR/AED/ First Aid (TBD)

CERT class (6weeks) (TBD)

February SEMS/NIMS - ICS 200 Course (TBD)