

**FACILITIES, SAFETY AND SUSTAINABILITY COMMITTEE**  
**MINUTES (FSSC) 2013/2014**

**Thursday, September 12, 2013, 2:00 p.m. – 4:00 p.m.**  
**College Center, 4<sup>th</sup> Floor Conference Room**



Vision Statement: Creating opportunities for Student Success.

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 are mandated to review and plan for Facilities to house sites, programs, and college operations. Safety is to review and recommend procedures and practices to ensure maximum levels of safety and health for all College operations including ADA compliance and Sustainability 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.

Present	Members:	
X	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
X	Faculty (Senate)	Marilyn Fry
	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 Members**

### **Co-Chair's, Christine Nguyen, Dave Cant and Gary Stromlund**

The meeting convened at 2:00 p.m. Co-Chair's, C. Nguyen, D. Cant and G. Stromlund welcomed the committee members to the Facility, Safety and Sustainability Committee. D. Cant informed the committee that there was a quorum.

D. Cant announced that the Safety Committee was combined this year with the Facility and Sustainability Committee. It is now called the Facility, Safety and Sustainability Committee (FSSC). C. Nguyen said that recently at the College Council Meeting, it was recommended and approved that she also co-chair the 2013-14 (FSSC). C. Nguyen is a member of PIEAC and will report back to PIEAC with anything that would impact them from (FSSC). That is the rationale behind selecting C. Nguyen as co-chair of the (FSSC). S. Spencer is putting together a (FSSC) Orientation Binder and each member will receive one at the next meeting, scheduled for October 10<sup>th</sup>. This binder will provide a complete overview of the charge of (FSSC), the members of the committee, the meeting schedule for the year, the (FSSC) survey and various other documents. In addition the Facility Master Plan and any material from Safety or Sustainability will be included.

### **Facilities: EOPS and Financial Aid Remodel - Dave Cant**

D. Cant said everything is progressing with the EOPS and Financial Aid remodel at the College Center, on the 4<sup>th</sup> floor. We are waiting for sign off on the EOPS and Financial Aid furniture, which will be provided by Tangram Interiors. The furniture needs to be ordered ASAP because it will take 4 to 6 weeks lead time for it to arrive. The cost of the furniture is approximately \$108,000. .

D. Cant stated that the College Center, 4<sup>th</sup> floor conference room will be closed on September 23<sup>rd</sup> for two weeks. Construction on the 4<sup>th</sup> floor conference room will be taking place to create a much larger conference room, plus a small kitchen and storage area. New carpeting will be installed throughout the conference room within about two weeks. By the time our next meeting takes place, everything should be completed.

### **Garden Grove Center and Le-Jao Center Update - Dave Cant**

D. Cant - we are still waiting for a Purchase Order for the repair of concrete at the Garden Grove Center. The reason that we are having concrete work done at the center is the problem with the invasive tree roots which are raising the concrete. These selected trees have to be removed and if they are not, we will continue to have the same problem through the years. He is afraid that we have missed our opportunity to repair the concrete between summer and the fall semester. He is presently working with Cynthia Berry, the area facilitator, to develop a schedule to install the concrete work. Most likely it will be installed on the weekend so it will not impact any of our students at the Garden Grove Center. He also stated that for the price of the concrete work at the Garden Grove Center, for both the tree areas and the parking lot, we came in well under budget.

The carpeting at the Le-Jao Center was also under budget. D. Cant and J. DeBattista, area facilitator for the Le-Jao Center, are coordinating the installation of the carpet. D. Cant said to keep in mind that when installing carpeting, it is done in sections at various times, which make it less disruptive to all concerned. This carpeting has a 10-year warranty and is the same grade that has been in the Garden Grove Center for 16 years. For sustainability, it is made from 100% recycled products and is very durable.

## **Newport Signage Update - Dave Cant**

M. Ma and D. Cant are working together to come up with renderings for directional signage at the Newport Beach Center. They plan to meet with the company tomorrow and hopefully develop more renderings next week and get the signage ordered ASAP. Parking signage has arrived and will be installed this coming Saturday. C. Nguyen said that Dr. Adrian recommended displaying/showcasing our student's artwork by placing it on the walls around the Newport Beach Center. That was well received by the committee, but G. Stromlund stated at the moment, there is a security issue that first needs to be taken care of.

## **Le-Jao Parking Update - Christine Nguyen & Gary Stromlund**

C. Nguyen requested G. Stromlund provide an update of what the City Manager of Westminster promised us regarding Le-Jao parking, the last time we spoke with them. He stated they said that there is going to be a short term solution they are working on presently which will result in a long term final solution to parking. PCS is going to take over the parking violations. G. Stromlund has called the City several times and they do not return his call. D. Cant believes the City is holding out until they develop their long term plan for parking. They do not want us or anyone else going in and using the parking spaces, even on a short term basis for fear it will be next to impossible for them to get us out, if they need to. The Westminster City Council is currently developing their long term plans. C. Nguyen said that we have requested that a short term solution be provided to accommodate students, staff and faculty for the Le-Jao Center. The City has committed and stated that they will provide a certain amount of parking spaces for us. The only thing uncertain is the location of the lot. We do not know if it will be on the 2<sup>nd</sup> level of their parking structure or in front of City Hall. S. Spencer is now trying to schedule a meeting with the Westminster City Manager to finalize this issue.

## **College Center Lobby Update - Dave Cant**

The College Center lobby is the only place available at the college center to host various functions. Since the current lobby reception desk, is an awkward space to hold functions or events, it was decided to eliminate the reception desk. There is a need to have a receptionist on the 1<sup>st</sup> floor during the first two weeks of the semester to assist students and visitors, so Maintenance and Operations will install a temporary work station. Eventually the receptionist position and reception desk will, be eliminated altogether. Eventually all three sites are being looked at to install small kiosks in the lobby where people can get automatic information about the college and how to located various classes and areas. We also need better directional signage in the lobby if there is no receptionist. D. Cant said that the more you visit outside companies, you see more and more companies eliminating the reception area and the receptionist personnel.

## **Facilities – Dave Cant**

D. Cant would like to begin having quarterly meetings with each area facilitator to physically walk their site with them and give the facilitator a chance to state if there are any M&O related problems at the site. Some of those concerns or problems will be brought back to the (FSSC) to discuss and resolve. D. Cant and K. McKindley will setup a schedule where he can go out quarterly to meet with each area facilitator.

## **Safety/Security - Gary Stromlund**

G. Stromlund presented a PowerPoint presentation and stated several months ago he was given approval to hire 3 more 19 ½ security officers at the college. Typically we would staff Monday through Thursday from 5:30 through 10:30 p.m., when most students were on campus and then we would have a daytime security rover. On the weekends at special events, the hourly's would take over that or fill in during the week. Presently at the three sites, several events are taking place and it is impacting the security schedule. Security does not have enough personnel to cover these events when called upon.

## **Security/Safety Issues at Each Site - Gary Stromlund**

Security is having a lot of problems with several skateboarders illegally entering the Newport Beach Center by climbing over fences and gates and skateboarding throughout the site. This is not only illegal, but dangerous. They skateboard throughout the halls and on the tops of walls. G. Stromlund provided video of the skateboarders which showed them illegally entering into the Newport Beach Center. It was noted that signs need to be put up around the campus that state something like ***“No Trespassing-This Property is Protected with Video Surveillance” Trespassers will be Prosecuted.*** Unauthorized access to the Newport Beach Center is a serious security concern. The committee believes that the Newport Beach Center property protected with No Trespassing Signs are cost-effective and a solution to secure valuable property and safety from potential violators.

G. Stromlund also provided information on a potential theft from one of the students that were at the College Center in the Financial Aid Office. The potential student was standing in the Financial Aid line and put the laptop computer down on the counter. When she left the area, she forgot to pick up her laptop computer. There was another potential student who came into that office and picked up the laptop and left the premises with it. Security viewed the video camera and was able to trace what had happened. In conclusion, through various means, security was able to retrieve the laptop and the student brought it back to the Financial Aid office and eventually it was returned to the owner.

## **Emergency Supplies – Gary Stromlund**

G. Stromlund stated that the emergency supply of water and food at each site is expiring and we will need to order some new stock ASAP. He will get some quotes on these supplies. C. Nguyen stated for emergencies like this, it should be charged to the emergency fund and stated that we do not need approval for these urgent items. K. McKindley asked if we could use that money for scheduling CPR and First Aid Training. C. Nguyen said yes. C. Ryan said since we opened the Newport Beach Center, we have not had any Emergency Preparedness Training and we need to do that ASAP.

C. Ryan recommended that the Stryker chairs be placed where people can use them. She said they should not be behind a locked door, which they are now. D. Cant said they were not put out because they are very expensive and might get stolen. C. Ryan said that currently if there is an emergency she has to run down to the 3<sup>rd</sup> floor and has to obtain a key to open the door and then start evacuating people down the stairs in the Stryker chair. She believes it needs to be out right by the stairwell. She said everyone needs training courses on how to use the chairs. There should be competent in-house trainers who will train Evac-Chair operators, and dedicated escorts to provide assistance to the mobility impaired, enabling them to reach a place of safety in the event of a fire or other emergency. C. Ryan will work with G. Stromlund to make this happen.

G. Stromlund clarified that a Stryker chair is a special chair to be used in an emergency evacuation intended for injured or mobility impaired victims.

### **Parking Fees – Gary Stromlund:**

Parking permits are required at the Newport Beach and Garden Grove Centers. Parking permits are not required for parking at the Le-Jao Center. Any motorized vehicle required registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the left rear (driver's side) bumper; or hung, in clear view, from the interior rear view mirror. Vehicles without permits properly displayed will be cited. Coastline parking permits are not valid at Golden West or Orange Coast Colleges.

K. McKindley stated that *for fall and spring Semester*, Golden West and Orange Coast College parking fees went up from **\$20.00 to \$30.00** and Coastline College went up from **\$10.00 to \$15.00**. Summer session went from **\$5.00 to \$10.00**

The next Meeting is October 10, 2013 at 2:00 p.m. in the OLIT Conference Room.

The meeting adjourned at 4:00 p.m.

Cc: Chris Johnston (IT).