

Facilities, Safety and Sustainability Committee Agenda (FSSC) 2016-2017

Thursday, September 8, 2016

2:00 p.m. – 4:00 p.m.

College Center, 4th Floor Conference Room

**Committee Mandate:** *The Facilities, Safety, and Sustainability Committee is 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. The committee will explore and promote avenues of sustainability that the College can use to become a more environmentally responsible campus.*

1. **CALL TO ORDER** 
   1. Roll Call
   2. Welcome and Introduction
   3. Adoption of Agenda:
   4. Approval of FSSC Minutes***: May 12, 2016***
2. **SPECIAL REPORTS & UPDATES** 
   1. Review the Mandate and Charge of the Facilities, Sustainability and Safety Committee (FSSC) – ***Christine Nguyen***
   2. Review the composition role and responsibility of the FSSC members – ***Christine Nguyen***

2.3 Le-Jao Student Center Expansion Update - ***Dave Cant***

2.4 College Center Restroom Renovation Update - ***Dave Cant***

* 1. College Center Boiler Update – ***Dave Cant***
  2. Security Camera/ Paging System ***– Mike Colver***
  3. Communications Update (radios, officer cell phones, Regroup) – ***Mike Colver***
  4. Emergency Guide – ***Mike Colver***
  5. Great Shakeout – ***Mike Colver***
  6. Campus Security Site Update ***– Mike Colver***

2.11 Newport Banning Ranch Development – ***Christine Nguyen***

1. **ACTION ITEMS** 
   1. Follow-Up on Action Items from March 10, 2016 meeting *(new items)*:

3.1.1 Dave Cant will check code requirements for Office of Instruction Exit sign request and email finding to Brenda.

* 1. Follow-Up on Action Items from May 12, 2015 meeting *(new items)*:
     1. Kathy McKindley will follow up with the vendor regarding additional key card programming options and report back to the committee.
     2. Kathy McKindley will provide an update on the key card process and door entry system to the committee in the fall.
     3. Kathy McKindley will schedule a meeting between Christine, Kathy, Vince, and Nhadira to discuss how to advise faculty and staff of upcoming procedures during construction at Le-Jao.
     4. Kathy McKindley will provide supporting documentation regarding cleanup and carpet replacement costs of classroom areas for Cabinet to review.
     5. Christine will request that deans work with staff regarding food issues in staffing areas.

1. **STANDING REPORTS**

4.1 Le-Jao Center - ***Janice DeBattista***

4.2 Newport Beach Center - ***Kathy Bledsoe***

4.3 Garden Grove Center - ***Cynthia Berry***

4.4 College Center - ***Dave Cant***

4.5 Campus Safety Report – ***Mike Colver***

1. **DISCUSSION ITEMS**
2. **ANNOUNCEMENTS** (1-2 minutes per)

Next meeting will convene Thursday, October 13, 2016

1. **ADJOURNMENT**