

Facilities, Safety and Sustainability Committee Meeting (FSSC) 2017-2018

## Agenda

Thursday, November 9, 2017

3:00 p.m. – 5:00 p.m.

College Center – Fourth 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.*

## CALL TO ORDER

* 1. Welcome
	2. Adoption of Agenda
	3. Approval of Minutes : September 14, 2017

## REPORTS

* 1. Accreditation Self-Study Report – C. Nguyen, M. Colver, D. Cant
	2. 2016-17 Facilities Usage Report – C. Nguyen
	3. Westminster City’s Master Plan – C. Nguyen
	4. Garden Grove City’s Parking Meeting – M. Colver

## DISCUSSION

* 1. Faculty Access to Facilities – V. Rodriguez
	2. General Posting bulletin board – C. Nguyen
	3. AP/BP 3900 – Speech: Time, Place, Manner – D. Emerson
	4. Video Projectors at GGC – D. Thompson
	5. Updated Security Staffing – M. Colver
	6. Wing Plan Facilities Requests – A. Zentner

## ACTION

* 1. Follow-up from March 9, 2017 meeting:
		1. Install signage that is clearly visible for Parking Permit Dispenser at GGC –

Dave Cant – An estimate for pricing of the Parking Permit machine is in process at this time. Should be completed and installed by the end of May (if PORs are processed by District in a timely manner) ***ONGOING***

* + 1. Relabel parking spaces designated for staff at GGC-

Dave Cant – Will be completed during the summer break before fall semester begins. ***COMPLETED***

* 1. Follow-up from April 13, 2017 meeting:
		1. A task force will be established by the Area Facilitators in order to develop a process and protocol for posting of items on bulletin boards. Follow-up Report will be provided in September.
		Cynthia Berry reported that the Area Facilitators met to discuss this issue. The current District Administrative Procedures outlining posting procedures was reviewed. However, the current Procedure as outlined, does not appear to be conducive to Coastline’s needs at this time. After discussion, the Facilitators developed guidelines (to be incorporated for Coastline). Cynthia Berry mentioned that items to be posted must be prioritized and approved prior to posting. In addition, items to be posted should be submitted to the Dean’s office or the to the Facilitator’s Office for approval. A lengthy discussion ensued amongst the committee regarding posting of materials on campus sites. A new Policy needs to be written. The Facilitators will structure a bulleted list of protocol items and provide an update to the committee in October. ***REVISIT IN NOVEMBER***
	2. Follow-up from September 14, 2017 meeting (new items)
		1. Dana will follow-up on “inspirational writings” for Le-Jao.
		2. Dave and Dana will follow-up on glass door issue at Le-Jao.
		3. Dave Cant will follow-up on parking space problem at NB Center.
		4. Mike Colver and Dave will follow-up on installation of screens and issue warnings to trespassers at NB Center.
		5. Mike will work on resolving the camera problems at GG Center.
		6. Christine will defer the Key Card Access problems to Vince for resolution.

## STANDING REPORTS

* 1. Area Update Le-Jao Center – J. DeBattista
	2. Area Update Newport Beach Center – K. Bledsoe
	3. Area Update Garden Grove Center – C. Berry
	4. Area Update College Center/Construction Projects Update – D. Cant
	5. Campus Safety Report – M. Colver
		1. Emergency phones
		2. Free Speech
		3. Evacuation at NBC
		4. Emergency Generator
		5. American Red Cross Disaster Preparedness Academy

## ANNOUNCEMENTS

* 1. Next Meeting: Thursday, December 14, 2017, 3:00-5:00 p.m. CCC 4th Floor Conference Room

## ADJOURNMENT