

**Coastline Community College Minutes for the
FACILITIES COMMITTEE MEETING
Thursday, December 11, 2008
College Center**

Attended	Name of Member	Attended	Name of Member
x	Kevin McElroy (Chair)	x	Vangie Meneses
x	Cheryl Babler		Bobbie Shrode
	Betty Disney	x	Lorraine Krampe
x	Dave Cant	x	Celeste Ryan
	Michael Warner		SAC Vacant
	Minal Ajbani	x	Jeanette Ellis
	Richard Kudlik		Dan Jones
x	Jody Hollinden		Beth Grane
x	Tom Snyder	x	Erika Gutierrez
x	Ann French	x	Judy Garvey
	Cynthia Pienkowski		
		x	Recorder: Shirley Spencer

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

The meeting convened at 2:00 p.m. Kevin welcomed the committee.

• **Gathering Spaces Update**

Michelle Ma/Jeanette Lee

Gathering Spaces to be carried over to the February 2009 meeting. Jeanette Lee and Michelle Ma are putting together the recommendation from the Gathering Space Taskforce into floor plans for the Garden Grove and Coastline buildings. The Taskforce committee has purchased a new software package that will assist in the layout process. Once they obtain more information we might have some furniture plans to review and an estimate of the cost.

***Update on Maintenance and Operations and Work Timelines.* Dave Cant**

- Maintenance and Operations will be upgrading the Variable Air Volume (VAB) over winterbreak.
- John and Pat are completing all small job requests that have been submitted to M&O.
- Dave stated that the window shades at the Le-Jao Center were under warranty and we were able to upgrade them to a newer version. They will be installed by the end of next week. Dave has hired another contractor to install these shades.

- Dave stated we did go out to bid to repaint and refurbish the outside of the College Center building. The contractor will be refurbishing the building over the winter break.
- We allocated money for the signage at the College Center. Temporary signage will be put-up until the permanent signage is completed. Kevin stated that the College is in process to select an architect for our College Center building signage.
- Maintenance and Operations upgraded classroom 4 at the Costa Mesa Center. Shelves and a sink were installed for the new ceramic class and an additional shed was built to accommodate 3 kilns for ceramic class. All modifications to that room are completed.

Re-Configuration of Admissions and Counseling Office at the College Center:

Vangie Meneses stated when configuring Admissions & Records and the Counseling Office we need to accommodate the A&R counseling area. Vangie met with a representative from Tangram Interiors and they will reconfigure the 1st floor. We need to utilize the space as best we can.

Kevin stated that the City of Westminster is planning to build a parking structure in Westminster on the corner of All American Way and 13th St. We have told the City that we would be interested in buying some parking places. For a while Coastline will have a hard time finding parking while they build their parking structure. Kevin said we are going to mediate that problem. He will look into leasing some parking space from the City for a while.

- ***Newport Beach Property*** – Kevin presented an update to the committee on the Newport Beach property. We are focusing on the property on Monrovia Street. We have been in negotiations for several months now. We will soon be going to the Board of Trustees to move forward on the contracts. The property will be used as an Educational Learning Center. Kevin will keep the committee updated. There are a number of steps to go through, but hopefully we will have good news by the time our next committee meeting takes place in February. In February we will be selecting the committee members that will be serving on the Newport Beach Design Team.

New GO Bond Wish List:

Kevin told the committee that he would like a running list of what we would want to spend with G.O. Bond dollars. Kevin went over the old recent Coastline Community College potential Bond Projects list and what we asked for on our wish list and what was achieved on that list. Kevin stated parking at the Le-Jao Center should be high on the list. The committee needs to look at this.

Kevin stated we should begin looking at our furniture standards in the classrooms. We need to begin working with Tangram on our standards in the classroom as soon as possible.

The meeting adjourned at 4:00 p.m. The next meeting is February 12, 2009, at 2:00 p.m. in the College Center 4th floor conference room.

College Center, Brenda Perdue
Costa Mesa Center, Janice Yokota
Garden Grove Center, Connie Wombold
Le-Jao Center, Martha Pham
OC One-Stop-North, Leslie Hargrove
OC One-Stop-South, Fred Atuatasi