

Coastline Community College
FACILITIES COMMITTEE MEETING MINUTES
 Thursday, November 12, 2009 ~ College Center
 2:00 - 4:00 p.m.
 4th Floor Conference Room



	Name of Member		Name of Member
X	Dave Cant (Acting Chair)		Erika Gutierrez
	Vangie Meneses	X	Lorraine Krampe
X	Betty Disney	X	Celeste Ryan
	Cheryl Babler		Gabe Arroyo
	Dan Jones		Michael Warner
	Richard Kudlik		Beth Grane
	Tom Snyder		Anita Preciado
	Cynthia Pienkowski	X	Tran Ha
X	Judy Garvey	X	Jeanette Ellis
X	Ann French	X	Shirley Spencer (Recorder)

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. Dave welcomed the committee members. Dave asked the committee to review the minutes of October 8, 2009. The minutes were reviewed and approved by the committee.

Update on Maintenance and Operations and Work Timelines:

Dave updated the committee on the exterior painting of the College Center. The painting was scheduled to be completed by December 4, 2009, but due to the theft of some equipment and other minor delays the completion date will be pushed back to one or two weeks. The painting company is doing an outstanding job on the building and they are making every effort to make sure we end up with a quality job.

Update on Newport Beach Learning Center property:

Dave confirmed that the additional .55 acres of property that Coastline is purchasing at 1535 Monrovia is scheduled to close escrow on the November 22, 2009. This additional land purchase is directly adjacent to the 3.3 acres on Monrovia which we secured last August. We plan to use the additional acreage to expand open space on the campus and provide at least 80 additional parking spaces.

Selection of Construction management firm:

Dave noted that the selection committee received twenty six RFQ's from construction management firms to build the Newport Beach Learning Center. The RFQ's were narrowed down to five firms and they were invited to do a presentation to the committee. **C.W. Driver** was selected to provide the construction management services for the Coastline Community College Newport Beach Learning Center. The scope of services will include preconstruction services, constructability review, bid services, and construction management, CW. Driver is currently working on a project for OCC. It was further noted this is paid out of the General Obligation Bond Fund.

Slater Avenue II Move:

The lease on the Slater Avenue II property located at 10221-10231 Slater Avenue, Suites 203 and 204 located in Fountain Valley terminates on November 30, 2009. We are completed moved out of the location and the keys have been turned over to the management company. The Instructional Systems Development Department used this property for two years to complete the OLLI project.

First floor space reconfiguration

Dave acknowledged that Vangie Meneses and Jennifer McDonald are presently working with vendors and are in discussions with them to provide a two phase plan to separate counseling and admissions in order to better serve our students. Phase (I) is shifting employees to different locations within the space and has minimal cost associated to this. Phase (II) would be purchasing new furniture in order to make the space as efficient as possible. Phase (I) may be done early next year and Phase (II) will wait until we work through the budget situation.

Maintenance and Operations services:

Dave made everyone aware that with the impending budget cuts coming to Maintenance and Operations we will once again be forced to cut some services. Hourly staff has already been reduced, so our response time to some work orders will take a little longer than before. Maintenance and Operations will continue to respond to any emergencies and will still be doing general maintenance to the facilities, but will not be able to do a lot of the "extra" projects that we have been able to do the last several years.

Site updates / concerns:

Dave asked the committee if there were any concerns or they had any site updates. None were pointed out.

Facilities Master Plan:

Dave noted that Coastline needs to update the Facilities Master Plan next year. Dave would like the committee to think about this and return with suggestions for next year's meeting.

- The meeting adjourned at 2:45 p.m.

Cc:

College Center, Kristen Le
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