

FACILITIES AND SUSTAINABILITY COMMITTEE MINUTES

Thursday, October 13, 2011, 2:00 p.m. – 4:00 p.m.

College Center Fourth Floor Conference Room



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

The Sustainability Committee 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.

Members:		
Interim VP, Student Services & Economic Development	Lois Wilkerson	
Interim VP, Administrative Services	Christine Nguyen	X
Acting VP, Instructional Services	Dan Jones	
Classified	Ann French	X
Classified	Kathy Bledsoe	X
ISD Rep.	Judy Garvey	X
Director, M &O	Dave Cant (Chair)	X
Faculty (DSP&S)	Celeste Ryan	X
Faculty (Senate)	Marilyn Fry	X
Faculty (Senate)	Lorraine Krampe	X
Student (Associated Student Government)	Vacant	
Student Services (Manager)	Cynthia Pienkowski	
Classified	Kathy McKindley	X
Faculty (Senate)	Michael Warner	X
Interim Director Fiscal and Human Resources	Richard Kudlik	X
Faculty (Senate)	Anita Preciado	X
Faculty (Senate)	Jeanette Ellis	X
Committee Support:	Kathy McKindley	X



Dave Cant opened meeting welcoming all who attended. All in attendance introduced themselves as they went around the table.

Kimberly from Tangram discussed two new chairs that are being introduced as a possible standard

to replace the *Springboard* chair (which is a current Coastline College standard) that been discontinued. Kimberly introduces the *Amia* and the *Reply* chairs. Both of these are ergonomic and are budgeted at a lower price point.

The *Amia* is priced at \$360.00 and the *Reply* chair is priced at \$320.00 both of these are less expensive options to our other standard, *Leap* chair. The warranty for all chairs is the same. Tangram will be leaving the chairs at Coastline for a few weeks so employees can try them out. The reply chair, currently demonstrated in orange with a mesh back, the chair is available in our standard colors and can also have a more upholstered material. Dave thanked Kimberly for all of her hard work on designing the furniture layout for the Newport Beach Learning Center.

Maintenance and Operations Update:

M&O has worked hard to move the Planning and Development department from the first floor to the second floor, President's assistant has moved to other side of the President's office and an additional office was created next to the President's conference room. This movement will free up space to accommodate a Veteran's Resource Center that will be located in the space vacated by Planning and Development.

Newport Beach Learning Center:

The Newport Center is moving along and progressing according to schedule, 80-90% of the wall forms are up. We are in talks with Newport Mesa Unified to lease a portion of a lot near 16th and Monrovia to be used for trade parking. In the next upcoming months we will have approximately 300 cars a day parking to work at the Newport Center.

Dave Cant told committee that bid packages will be developed in the next 2-3 weeks for OFOI items. There is also a design task force for the Newport Beach Center furnishings and Dave opened up requests for any other volunteers to serve on this task force. No other additional members requested to be on the task force. It was stated that Tangram, will be furnishing the office space so that we can maintain our college approved standard for office furniture. Classroom, gathering space and site furnishings will be reviewed by the task force and we will seek several quotes to obtain the best pricing. Ted Boehler inquired how furniture cost played into the cost of the learning center; Christine Nguyen said that the furniture was included in the financing plan.

It was discussed that the City of Fountain Valley notified that our lease ends as of June 2012. It is highly likely that ISD, located in the Tech Center would have to vacate. Christine Nguyen stated that they have looked into the potential of leasing approximately 16,000 sq feet of the building behind College Center. This space is fully furnished, has had a recent electrical upgrade and they would like to use this office as a faculty training facility, house the Computer Services and ISD departments. They are in negotiations for leasing options with the property management company and Coastline could potentially move in April 2012. The property management company is willing to give us a \$50,000 credit for any modifications and 3 months' rent free. They are currently trying to determine how much space Coastline will need. This could help free up space at College Center and help follow the Master Plan recommendations to move student service departments to the lower floors.

Currently we pay \$70,000 a year to lease Tech Center building; move in cost to the building directly behind College Center would be \$120,000 with a \$50,000 credit at 0.80/sq ft whereas the Social Security office pays \$2.40/sq ft. Ted Boehler inquired if some of the space could be used to teach classes and because the facility is not a DSA (Division of the State Architect) approved building classes cannot be held there.

Signage Update:

Dave Cant introduced two visitors, Grant Bjorn with Outdoor Media Group and Kevin Nguyen with Ingram Micro. They are here to talk about indoor digital signage, to accommodate Coastline's need for information in the front lobby and potentially at the area sites. Grant gave several examples and benefits of what the digital signage or kiosk to do for Coastline. Digitize emergency evacuation programs, donor wall information, parking services, etc. The system could be integrated into one cohesive system, it requires 4 components:

- Construction of kiosk itself - what do we want it to look like to serve College's needs
- Hardware.
- Software – Ingram Micro to write a program that is inclusive to needs of the College.
- User experience – What message are we trying to convey to students and public.

Grant and Kevin will meet again with the Facilities committee to demonstrate capabilities of a system we might want to use. Grant also asked what we would like to see. Some examples given were directional information, capable to give parking permits, transcript requests, and meeting information.

Dave mentioned the purchase order for College Center monument signs are currently being processed. For replacement signage we can spend up to \$73,000 without having to go out to bid. For this project \$80,000 was approved through Misson, Planning and Budget. We will be getting two new monument signs, one of which will be located on Newhope and the other to be placed on Warner which will include a scrolling digital sign for a total of \$57,504.60.

Sustainability Update:

Dave charged the committee with gathering information on what recycling efforts they would like to see on campus. A committee member thought it would be a good idea to highlight different department efforts being made throughout the College. Committee thought it would be a great idea to ask Michelle Ma to run information about Coastline's recycling efforts.

Updates:

Michael Warner mentioned that the Transfer Center at Garden Grove Center has been updated, the office has some "new" furniture, it is furniture recycled from the Planning and Development department move. Over the summer Garden Grove Center received an electrical upgrade to the main server room on the first floor.

The meeting adjourned at 3:30 p.m. The next meeting is scheduled for November 10, 2011 from 2:00 – 4:00 p.m. at the College Center the 4th floor conference room. **Copy to: Laila Rusamiprasert**