

**FACILITIES AND SUSTAINABILITY COMMITTEE**  
**Minutes for**  
**Thursday, May 23, 2013, 2:00 p.m. – 4:00 p.m.**  
**College Center, 4<sup>th</sup> Floor Conference Room**



College Mission Statement: Coastline Community College promotes academic excellence and student success for today’s global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and, career and technical education.

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.

Present	Members:	
X	Director, Maintenance and Operations	Dave Cant (Chair)
	Vice President, Administrative Services	Christine Nguyen
	Student Services (Manager)	Lois Wilkerson
X	Dean, Instruction	Ted Boehler
X	Faculty	Marilyn Fry
X	Classified Senate Rep.	Brenda Perdue
	Classified Representative	Kathy McKindley
	ADA Officer	Cynthia Pienkowski
X	Faculty (Senate)	Michael Warner
	Classified (Area Facilitator)	Kathy Bledsoe
X	Faculty (DSP&S)	Celeste Ryan
	Student (ASG)	(VACANT)
X	Visitor: Vice President of Instruction & Student Services	Vince Rodriguez
X	Visitor: Update on College Center, 4t floor remodel plan for EOPS/Financial Aid.	Christine Leon
X	Shirley Spencer	Committee Support:

The meeting convened at 2:00 p.m.

### **Approved Minutes of April 11, 2013 – Dave Cant**

D. Cant informed the committee that we have a quorum and requested that the committee review the minutes of April 11, 2013. The minutes were reviewed. A motion was made by Marilyn Fry to approve the minutes and it was seconded by Ted Boehler. The minutes were approved.

### **Presentation of floor plans for EOPS/Financial Aid - Christine Leon:**

C. Leon presented a PowerPoint presentation on the Coastline College Center 4<sup>th</sup> Floor Remodel (See Attachment A). Financial Aid and EOPS areas are being re-configured and moved over to the old IT side of the College Center, 4<sup>th</sup> floor. When completed, it will look completely different and will include a reception area. She said that this space will be a combined area for Financial Aid and EOPS. We are planning to have shared functional areas, including a shared reception counter which is ADA compliant. There will be a combined reception area and waiting area for students. Presently students enter EOPS and it becomes very problematic as lines begin to form and flow out into the hall. V. Rodriguez stated that a high priority on his list is when building out the Financial Aid and EOPS areas, that as students enter these areas all staff will have line of site to the reception desk. We want to make sure both Directors' offices will have the ability to directly see the employees under their supervision. If we ever have an emergency taking place, we want to make sure we have a second exit from the reconfigured space. C. Leon said that these plans will be revised again with some minor changes. The Financial Aid Director will have his/her own office. Financial aid counselors will have a shared space. For both areas, we are planning to build in at least two extra work spaces. There is a EOPS Director's office because if everything goes as planned, we will have an EOPS position. D. Cant said we could create one or two small spaces where personnel could meet with the student in private. There also needs to be some kind of sound barrier due to sensitive issues that the students might have. Confidentiality is extremely important for students. A shared conference room (the size of the Military Conference Room) is also planned to be built. The main idea is to create a warm and inviting reception area. D. Cant plans to have this project completed by the end of summer.

### **PIEAC Recommendations:**

**Carpet** – D. Cant stated it was approved at PIEAC to replace all the carpeting at the Le-Jao Center. He met with the carpet vendor this morning and he happened to mention we are building a new Financial Aid and EOPS area at the College Center. The carpet vendor stated that when purchasing the carpet for the Le-Jao Center if we include the Financial Aid and EOPS areas, we will be buying in bulk and the price of the carpet will be much lower for both projects. So the plans are now to purchase the additional carpet for the Financial Aid and EOPS areas.

**Concrete** - D. Cant said that the PIEAC Committee approved the repair of concrete at the Garden Grove Center. Presently the concrete is raised up in certain areas and is a hazard to both personnel and students. This hazard will be repaired ASAP by the concrete contractor. He said that the reason for this problem is the tree roots are way too invasive and are raising the concrete. These selected trees, have to be removed and if they are not, we will continue to have the same problem through the years. One of the committee members asked if we could buy a different kind of tree. T. Boehler recommended that we call the City of Garden Grove and ask them what kind of tree they would recommend to use that will not raise the concrete. All committee members were in agreement that we do want trees located around the Garden Gove Center; we just need to purchase trees that are less invasive.

## **Final recommendation on altering smoking policy-Dave Cant:**

D. Cant went out and took photographs of all Coastline sites and over the last few months, he has been observing how people use the sites for smoking. He came up with some recommendations which he would like to present to the committee and see what they feel about the recommendations. Our current policy is “No Smoking within 20 Ft of an entrance and that does not work for a lot of our facilities. We need to designate spaces at each learning center and the College Center that would be designate smoking areas that would be away from the main traffic and main entrances. The committee reviewed the recommended locations for each center and agreed to forward this for final approval. Signage would be ordered clearly defining the designated areas.

## **Combining Facilities and Sustainability Committee with Safety Committee-Dave Cant:**

The Safety Committee met and recommended that the Safety Committee be incorporated with the Facilities and Sustainability Committee. Both committees agreed and the new name of the committee will be the Facilities, Safety and Sustainability Committee for 2013-2014. Committee approved. He also recommended that the new Mandate of the Committee be reflected to read:

“The Facilities, Safety and Sustainability Committee are 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 and Sustainability 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.”

It was agreed by the committee that the date and time remain the same as it has always been convenient for all committee members:

- September – December/
- February - May
- 2<sup>nd</sup> Thursdays of each month
- 2 - 4 p.m.

He stated if all committee members agree, the following Co-Chairs of the Facilities, Safety and Sustainability Committee for 2013-2014 are: Co-Chair, Dave Cant Director, Maintenance & Operations and Co-Chair), Gary Stromlund, Security Coordinator. The committee agreed and also recommended the following committee members for 2013-2014:

## **New Recommended Committee Members for 2013-2014:**

- ADA Officer (Cynthia Pienkowski)
- Classified Senate Rep. (Brenda Perdue)
- Classified Senate Rep. (Kathy McKindley)
- Classified (Area Facilitator- NBC) (Kathy Bledsoe)
- Classified (Area Facilitator- LJC) (Janice DeBattista)
- Classified (Area Facilitator) – GGC (Cynthia Berry)
- Dean, Instruction (Ted Boehler)

- Faculty (Senate) (Marilyn Fry)
- Faculty (Senate) (Michael Warner)
- Faculty (Senate) (Celeste Ryan)
- Faculty (Senate)
- Faculty (Senate)
- Faculty Student (ASG)
- Student Services (Manager) (Lois Wilkerson)
- Manager, Vice President of Administrative Services, Christine Nguyen
- District Safety Representative – Scott Davis

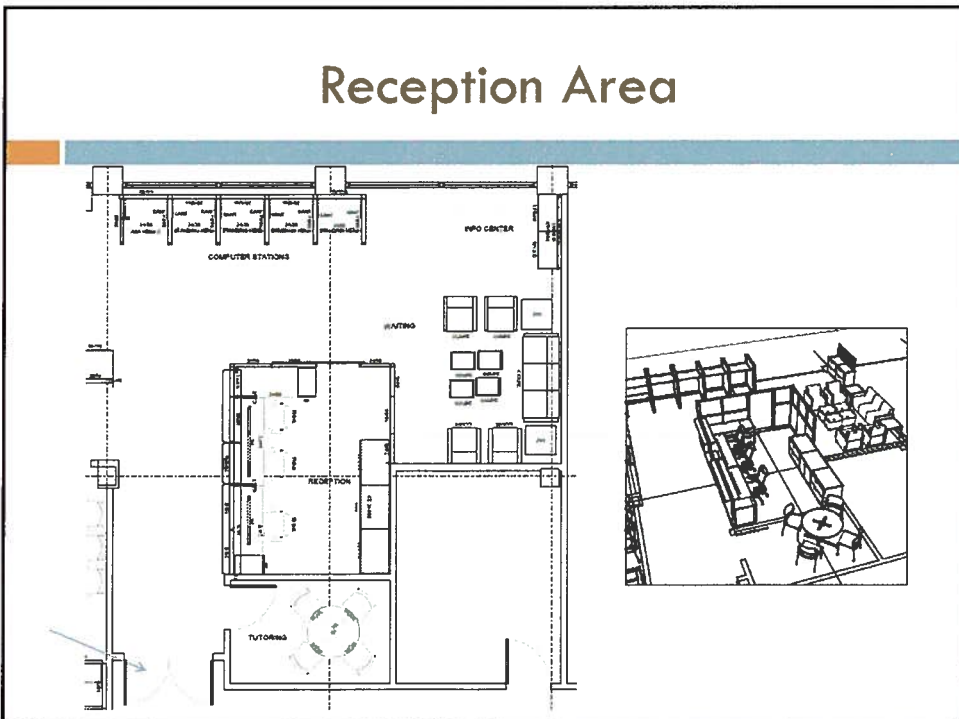
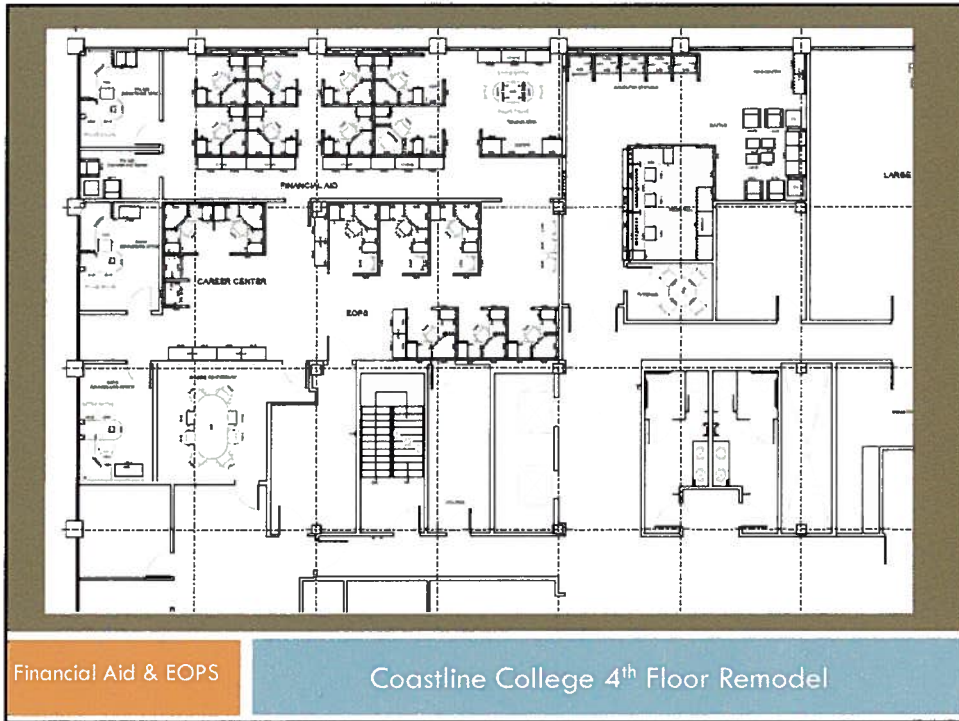
All recommendations made by the committee will be forwarded to College Council for approval.

**Update on Legal clinic Move - Ted Boehler:**

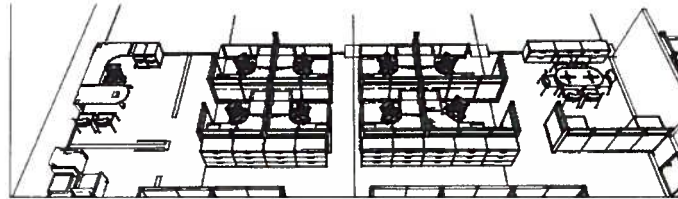
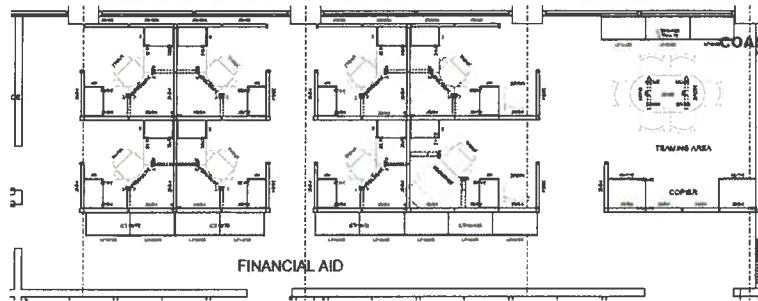
Discussions were held regarding the move of the Legal Clinic to the Newport Beach Center and the committee recommended that it is much easier for students to hold the classes at the College Center rather than at Newport Beach. Committee agreed. T. Boehler stated “although we have our paralegal program and instructor at NBC, he would like to see student services centralized at the College Center for most things and he thinks it is better served at the College Center. The committee agreed to keep the Legal Clinic at the College-center on the 1<sup>st</sup> floor.

The meeting adjourned at 3:30 p.m. Reminder, that this will be the last meeting until September 2013.

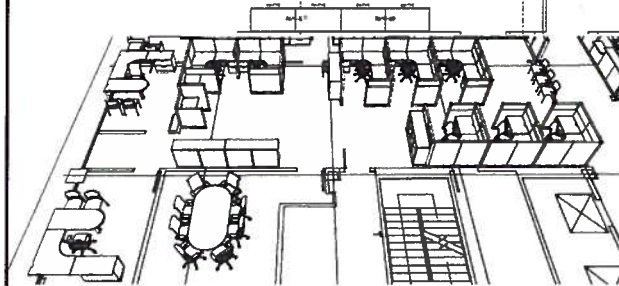
Cc: Chris Johnston (IT)



## Financial Aid



## EOPS & Career Center





## Proposed Smoking Area Newport Center



## Proposed Smoking Area Le-Jao Center



## Proposed Smoking Area Garden Grove Center



## Garden Grove Center Concrete





## Garden Grove Center Concrete

