

# FACILITIES, SAFETY, AND SUSTAINABILITY COMMITTEE MINUTES

## (FSSC) 2014/2015

**Thursday, December 11, 2014, 2:00 p.m. – 4:00 p.m.**  
**College Center, Fourth Floor Conference Room**



**Vision Statement:**

Creating opportunities for Student Success.

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.

**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.

Present	Members: 19	
<b>x</b>	Vice President, Administrative Services (Manager)	Christine Nguyen (Co-Chair)
<b>x</b>	Director, Maintenance and Operations	Dave Cant (Co-Chair)
<b>x</b>	Director, Campus Safety & Emergency Management	Gary Stromlund (Co-Chair)
	Student Services Manager	Ross Miyashiro
<b>x</b>	Dean, Instruction, LJC Interim	Cheryl Babler
	ADA Officer	Vacant
	IT Director (IT Resource Advisor)	Chris Blackmore (Non-voting)
<b>x</b>	Faculty (Senate)	Celeste Ryan
<b>x</b>	Faculty (Senate)	Marilyn Fry
<b>x</b>	Faculty (Senate)	Michael Warner
<b>x</b>	Faculty (Senate)	Terry Thacker
	Faculty (Senate)	Steve Barnes
<b>x</b>	Executive Dean, MECTBD or designee	Judy Garvey
<b>x</b>	Classified Senate Rep.	Brenda Perdue
<b>x</b>	Classified Representative	Kathy McKindley
<b>x</b>	Classified (Area Facilitator) Le-Jao Center	Janice DeBattista
<b>x</b>	Classified (Area Facilitator) Garden Grove Center	Cynthia Berry
	Classified (Area Facilitator) Newport Beach Center	Kathy Bledsoe
	Student (ASG) <a href="mailto:tboscamp@coastline.edu">tboscamp@coastline.edu</a>	Tom Boscamp
<b>x</b>	Committee Support/Minutes:	Shirley Spencer (Non-Voting)

## ***Welcome Committee and Approve Quorum, Agenda & Minutes.***

The meeting convened at 2:00 p.m. C. Nguyen announced that there was a quorum. A motion was made by D. Cant to approve the December 11, 2014, agenda. The Agenda was approved.

A motion was made by C. Ryan to approve the November 13, 2014, minutes, which was seconded by M. Warner. M. Fry, C. Babler, and T. Thacker abstained. C. Berry stated that she recommended that the following statement be included within the November 13, 2014, minutes. **“The Great Shakeout drill began at 12:26 p.m. and was completed within 6 minutes. The drill ran smoothly and there were no incidents to report. Everyone participated and evacuated the building quickly.”** She also specifically requested that under the paragraph *FACILITIES*, she would like this additional statement added: **“C. Berry mentioned that the condition of the restrooms at the Garden Grove Center were also in desperate need of a renovation.” D. Cant will look into renovation of the Garden Grove Center restrooms.** S. Spencer will incorporate these two statements within the November 13, 2014, minutes. The Minutes were approved.

## **Facilities- Dave Cant:**

### ➤ **Presentation – Colors for College Center Restrooms:**

D. Cant introduced Doug Ely from the company D.S.E. Architecture, Inc., and Laurie Perine, the designer from Perine Design Associates. They gave a PowerPoint presentation to the committee on the Central Restroom Core Upgrade of Interior Finishes and ADA Compliance. They also presented the existing conditions of the College Center women’s and men’s restrooms and the demolition plan. Drawings and renderings were presented to the committee for the proposed floor plans of each floor at the College Center. Several design options were also presented to the committee for selection. D. Ely recommended that the committee select and use one color scheme for each woman’s restroom and one for each man’s restroom. L. Perine also passed around the textures and colors of the tiles. The committee reviewed the design options, colors, and textures and narrowed their selections down. These selections will be presented to College Council and the President for final selection. (***SEE ATTACHMENT A. - POWERPOINT PRESENTATION***)

### ➤ **Project Status Update:**

**GGC Heating, Ventilation, Air-Conditioning Project (HVAC):** D. Cant said that we put out the request for proposals for the Garden Grove Center HVAC Project. All the proposals were submitted to District. We are going to be recommending to the Board of Trustees in January for the Trane U.S., Inc. to be awarded the job. The Budget for this project is 1.4 million dollars, and the contractor that was selected came in at 1.1 million dollars. Once they are officially awarded the project, then D. Cant will work with C. Berry to work out their schedules. There is going to be a period of a couple of weeks where the systems will be down. During this time, he noted that the Garden Grove Center will have air running at the center. All work is to be completed by the end of June 2015.

### ➤ **Recent College Center Power Outages:**

D. Cant said, regrettably, we have had several power outages at the College Center lately. The first happened at about 5:00 p.m. on a weekday, after a storm. The power went out, and John Kistler drove back to the College Center and reset the lighting. The power would not reset until the next morning. The next evening, at approximately the same time, the power went out again. D. Cant

noticed that it seemed to be happening at around the same time (5:00 p.m.). In conclusion, M&O discovered the problem was caused by an outside lighting parking fixture that was down. He also stated that we have been having problems with the boiler and chillers this week, and air-conditioning, which was all related to a transformer in the electric room that needed to be replaced. Presently, this problem has been fixed and hopefully no other problems will happen. D. Cant did note that when the power/lights go out, the College Center is completely black and you cannot see anything in front of you. Our emergency backup system completely failed. Presently, he is working with C. Nguyen, and she is working with District to completely revamp our emergency system here at the College Center.

➤ **College Center Staff Lounge Update:**

D. Cant stated at the last meeting that Brenda brought up the lounge located on the first floor of the College Center. She stated for whatever reason, the college employees do not care for the orange color scheme in the first floor lounge. B. Perdue, D. Cant, and N. Berry met and discussed the problems and concerns of the lounge. They would like to tear out all the cabinets and replace them with lower cabinets. They would also like to reconfigure the lounge area. Dave will touch base with Tangram Interiors to see what we can design for that area. He said we want to make it a warm and inviting place for staff to go. They also discussed getting rid of the 15-year-old TV that is currently in the lounge and replace it with a new one. New furniture was also discussed. The committee agreed with this idea, and if the budget allows, Dave will get pricing and submit a cost estimate to C. Nguyen to present to College Council.

➤ **Le-Jao Center Lighting Concern:**

C. Ryan was asked to bring up lighting in the classrooms at the Le-Jao Center. She mentioned that there is some general confusion from faculty and staff that the renovation of Le-Jao is going to be a complete retro-fit so that everything is going to be upgraded there. There are some concerns that have been made by faculty that the lighting in some of the classrooms is not sufficient and that it is not bright enough and needs to be changed out. C. Nguyen stated to C. Ryan that faculty need's to go through the proper channels such as the area facilitator, which can bring up these issues to the M&O Director. Dave stated the solution of the problem is that, when the budget allows, M&O will go in and start retrofitting all the classrooms with standard T-grid ceilings and proper recessed lighting. C. Ryan will report back to the Senate that it should be reported to the area facilitator first, and then the college can see if we could utilize those upgrades.

It was recommended by D. Cant that C. Blackmore be a non-voting member of this committee. He will be invited when there is an IT agenda item, or if he wishes, he may attend each time for a complete overview of the committee. He is a great resource for IT agenda items. The committee agreed, and S. Spencer will notify him.

C. Berry questioned the NBLC Shade Project. She stated that she understands we are presently working with the Design team on this project, and they will get back to us within two weeks. At that time, they will make recommendations on the materials and colors that we can choose from. She said that two weeks have passed, and she needs to know the status of this project. D. Cant stated that they are still working on it but will defer this until the February 12, 2015, meeting. Hopefully by then, we will have an answer. C. Berry also stated she has not heard anything about the forming of the Task Force Meeting for Special Events. To reiterate from the minutes of November 13, 2014:

***“D. Cant said that we currently have procedures in place for events at the college sites for outside organizations that wish to use our sites. There is a process that goes through the facilitators, Vice President of Administrative Services (and her Administrative Assistant) and through the President's Cabinet. M&O has been put in a situation a couple of times in the last few months where inside events have taken place and we found out there was no Board approval and that members of the public were in attendance. He stated that there should be a procedure for inside events due to liability***

issues. C. Nguyen clarified that there is a process in place and she will get back to the committee with the correct procedures. In the meantime she requested that a Task Force be formed with the following personnel attending:

- Christine Nguyen- VP Administrative Services- Chair
- Shirley Spencer- VP Administrative Assistant
- Janice DeBattista- Le-Jao Facilitator
- Cynthia Berry- Garden Grove Facilitator
- Kathy Bledsoe- Newport Beach Facilitator
- Kathy McKindley- Assistant to M&O Director

*This Task Force will map out a process and bring it back to the next FSSC meeting on suggestions for various events. C. Nguyen requested K. McKindley schedule the meeting with the above personnel.*

D. Cant stated this item will be carried over to the February 12, 2015, meeting. K. McKindley will schedule the Task Force Meeting for Special Events and update us at that time.

### **Updates – Christine Nguyen:**

- Le-Jao Resource Renovation: C. Nguyen announced that we have great news on the Le-Jao additional scope and renovation project that we talked about last month, where we expanded the scope of services for the project. We are hoping for DSA approval by the summer of 2015, with full completion by the fall of 2016. The Coast District Board of Trustees approved the additional renovation project. **Action Item:** The Board asked Christine to come back to the next Board Meeting (January 14, 2015) with documentation that we own the Le-Jao Center. She indicated to the Board that the center was paid by Measure C Funds with the construction and land acquisition costing \$12 million plus. Although the Board has given Coastline authorization to move forward with the Le-Jao Renovation, they also want a comprehensive report on the parking issue at the Le-Jao Center. The Board also requested a plan from Coastline on how to mitigate parking issue with *additional growth at the Le-Jao Center*. C. Nguyen addressed the Board and indicated that Coastline has reached and finalized a parking agreement with the City of Westminster and that the parking agreement is scheduled to be presented to the Board at the January 14, 2015 meeting for approval.
- In conjunction with WestGroup Designs, a PowerPoint presentation was given to the Facilities, Safety, and Sustainability Committee, which showed the additional rendering of the latest changes we have for the Le-Jao with the landscaping. It also included the new conceptual design for the Student Resource Center addition and a diagram of the predominate exposures at the Le-Jao Courtyard East elevation during morning hours, and Street West Elevation in the afternoon hours. There will be a café included in this phase. C. Nguyen also mentioned that we are moving the math and the science program to the Newport Beach Center. **SEE ATTACHMENT B.**

### **Safety/Security - Gary Stromlund**

- Holiday Break Schedule: G. Stromlund announced that C. Nguyen distributed the Winter Break Checklist for 2014, which stated,

M&O staff will pick up mail from the post office two times each week. Mailroom staff will be in two times each week to sort and distribute mail into boxes. Bob Nash and the Distance Learning staff will be in on *December 30, 2014*, from 10:00 a.m. -4:00 p.m. to sort the mail for their departments. Jennifer McDonald and the Admissions and Records staff will be in on *December 30, 2014*, from 8:00

a.m. – 4:00 p.m. to sort the mail for their departments. Military/Contract Education staff will be in on December 30, 2014, sometime between 8:00 a.m. and 4:00 p.m. Again, Dave Cant stated that the College will be closed starting on December 20, 2014, and will reopen on January 5, 2015.

Security will inspect each college site (CC, OLIT, CC Warehouse, GGC, Le-Jao Center and NBC) a minimum of twice a week. Staff will verify sites are locked and secure and will report vandalism or any urgent facility issues to M&O and/or Administrative Services. All staff should refer to the college emergency contact wallet card to report any urgent facility/college issue during the Winter Break. M&O will verify emergency phone numbers are posted at all major learning centers.

Coastline College Center: Administrative Services is requesting advance notice from departments that plan on having any staff or faculty working at the College over the Winter Break. They should notify the Vice President of Administrative Services with a copy to her Administrative Assistant, Shirley Spencer at [sspencer@coastline.edu](mailto:sspencer@coastline.edu). Garden Grove Center: M&O will continue to provide custodial services to CSUF. Dave Cant, the Director of Maintenance and Operations, will provide an emergency service list of vendor contacts to security, on-call M&O Operations staff, and Administrative Services staff to use if needed, (i.e., plumbers, board-up service, glass companies, etc.). The list will be distributed to all Vice Presidents, Deans, and the President. Each College site is responsible to produce, distribute, and coordinate holiday-schedule temporary signage. Debbie Nibeel, Personnel Services, will check with DIS to see that the holiday message is available and activated for the main Coastline number, 714-546-7600. Shirley Spencer, Administrative Services, will send a college-wide e-mail reminding all departments to change individual message recordings during the winter break.

In conclusion, G. Stromlund stated the Information Technology Helpdesk team regularly monitors the network to verify the college website and college e-mail (including OWA e-mail).

## **Area Facilitator Site Updates:**

**Janice DeBattista - Le-Jao Center-** stated everything has been running smoothly.

**Cynthia Berry - Garden Grove Center-** stated at 9:00 a.m. on December 3, 2014, there was a small incident between one of the students and a man who was loitering in the parking lot. Security intervened, and the situation was taken care of.

Cynthia noted she is having problems with skate boarders skating around the center. The skate boarders are very aggressive, and she is afraid that someone will get hurt. This is not a good environment for the skateboarders or the faculty, staff, and students. She stated that presently there is no signage stating “**No Skate Boarding Allowed.**” D. Cant will order new signage for the site and personally go out to the site and decide where to place the signs. If that does not deter the skateboarders, then Cynthia will call the police to report them. However, it is important that signs be posted around the Center first.

Cynthia noted adding additional language to the Minutes of November, where she requested funding for the GGC updating their restrooms. S. Spencer will incorporate that statement into the November minutes.

**Distribution of College Keys – Action:** C. Nguyen requested that K. McKindley produce a document that shows the names of personnel and the rooms that Coastline personnel have key access to. This includes personnel at all Coastline Centers. Then the Dean at each center can review this list and see whom they want to have access to the centers. D. Cant stated, presently, we do not have a policy in place that, when an employee retires or leaves we need to retrieve that key. C. Nguyen believes Helen Rothgeb is presently working on a policy and checkout list that lists that when the employee leaves Coastline that keys are returned, besides other items that belong to Coastline College. We would like to make it an H/R process.

**Celeste Ryan for Kathy Bledsoe** - Newport Beach Center – We did have a slip and fall at the NBC during the time it was raining. M&O did purchase 3x5 rubber mats and placed them in front of each one of the classrooms and then 3x3 mats with fabric on them for inside the room to wipe their feet on. Janice stated at the Le-Jao Center there were complaints about coming in and going out of the elevator when it rains. The slipping problem is caused by leaving the concrete surface outside and entering the slippery tile on the inside. She also mentioned that part of the roof is leaking and needs to be repaired. D. Cant stated that the roof is under warranty, and he will notify the vendor to repair it. In the meantime, M&O is putting plastic around the leak. In addition, D. Cant will purchase additional mats for the Le-Jao Center to prevent any slippage in the future at the Le-Jao Center.

The meeting adjourned at 4:00 p.m.

Cc: Chris Johnston (IT)

*Attachment A.*



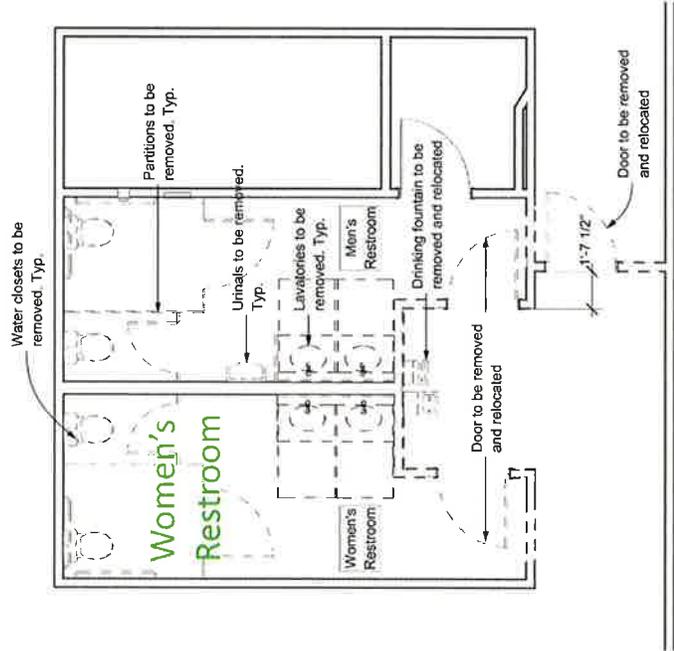
COASTLINE COMMUNITY  
COLLEGE CENTER



Central Restroom Core  
Upgrade of Interior Finishes  
and ADA Compliance



# Existing Conditions

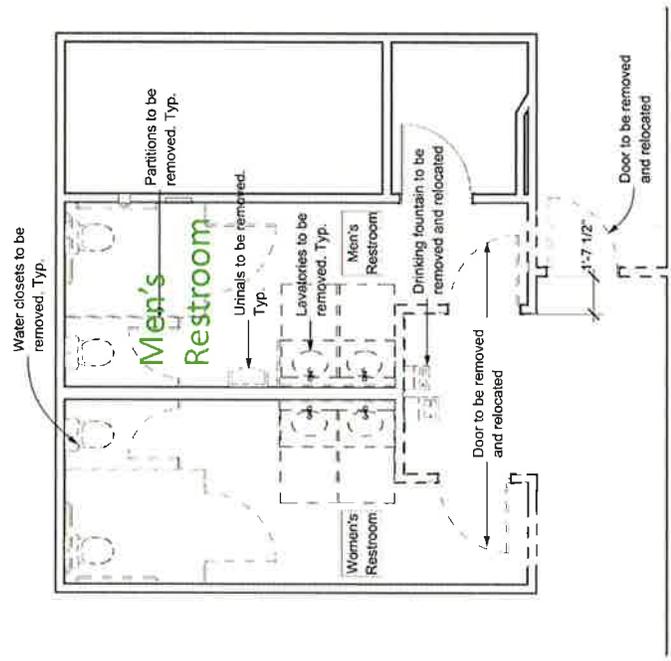


Demolition Plan



Women's Restroom

# Existing Conditions

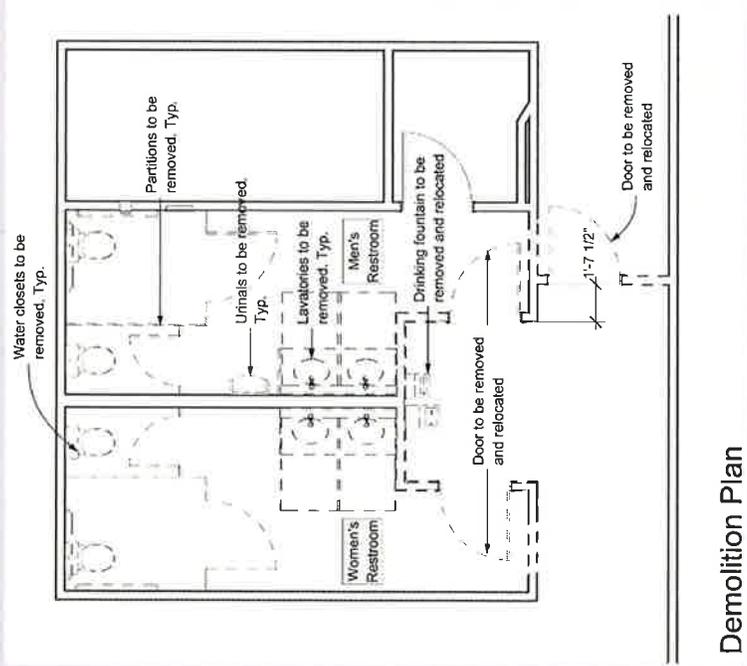


Demolition Plan



Men's Restroom

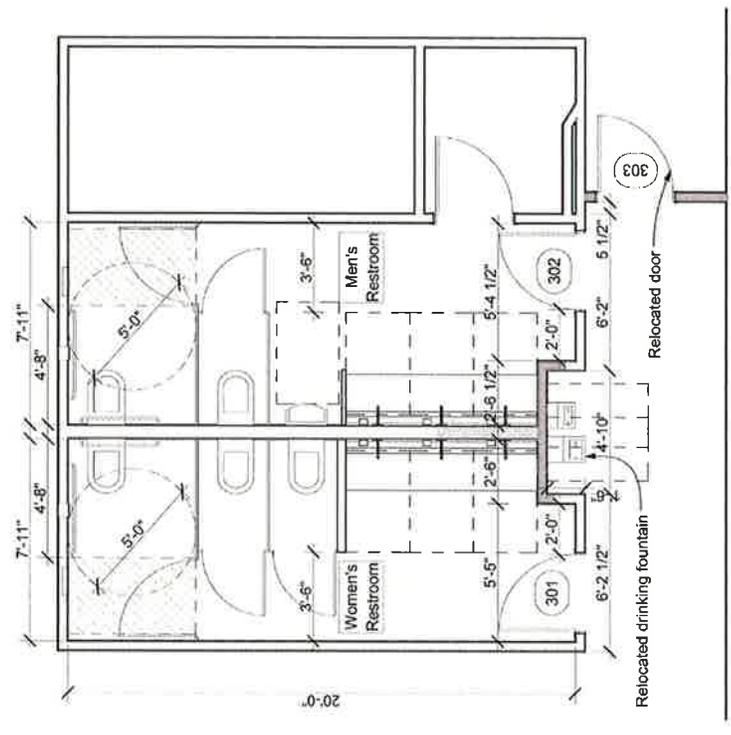
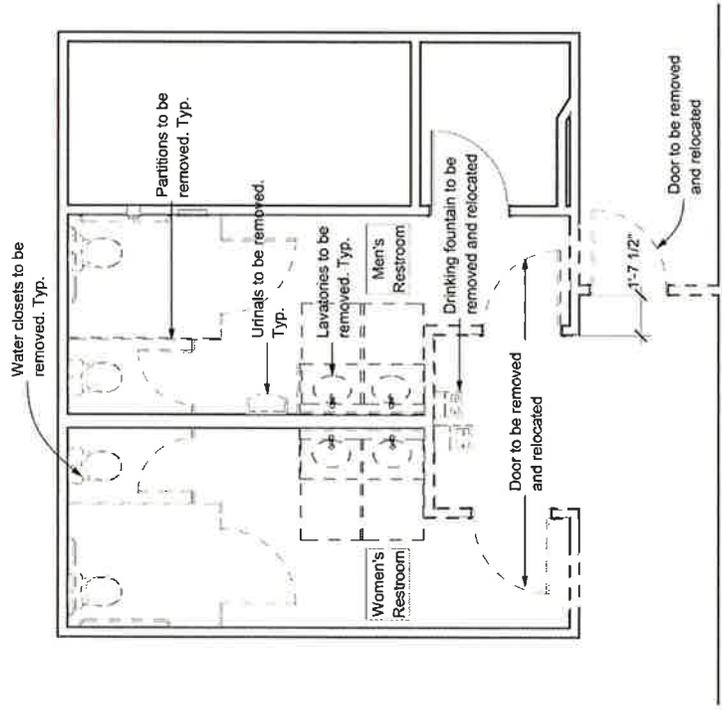
# Existing Conditions



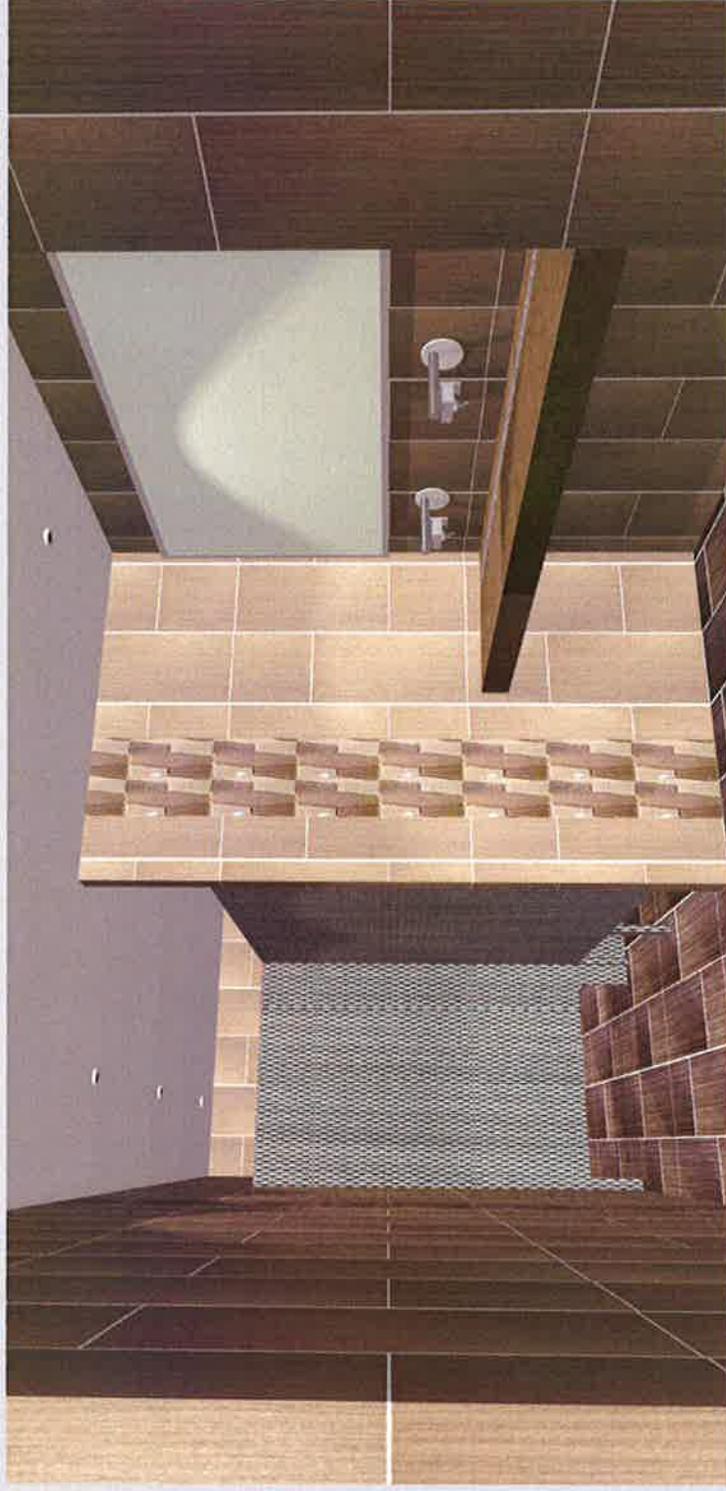
Demolition Plan



# Proposed Floor Plan



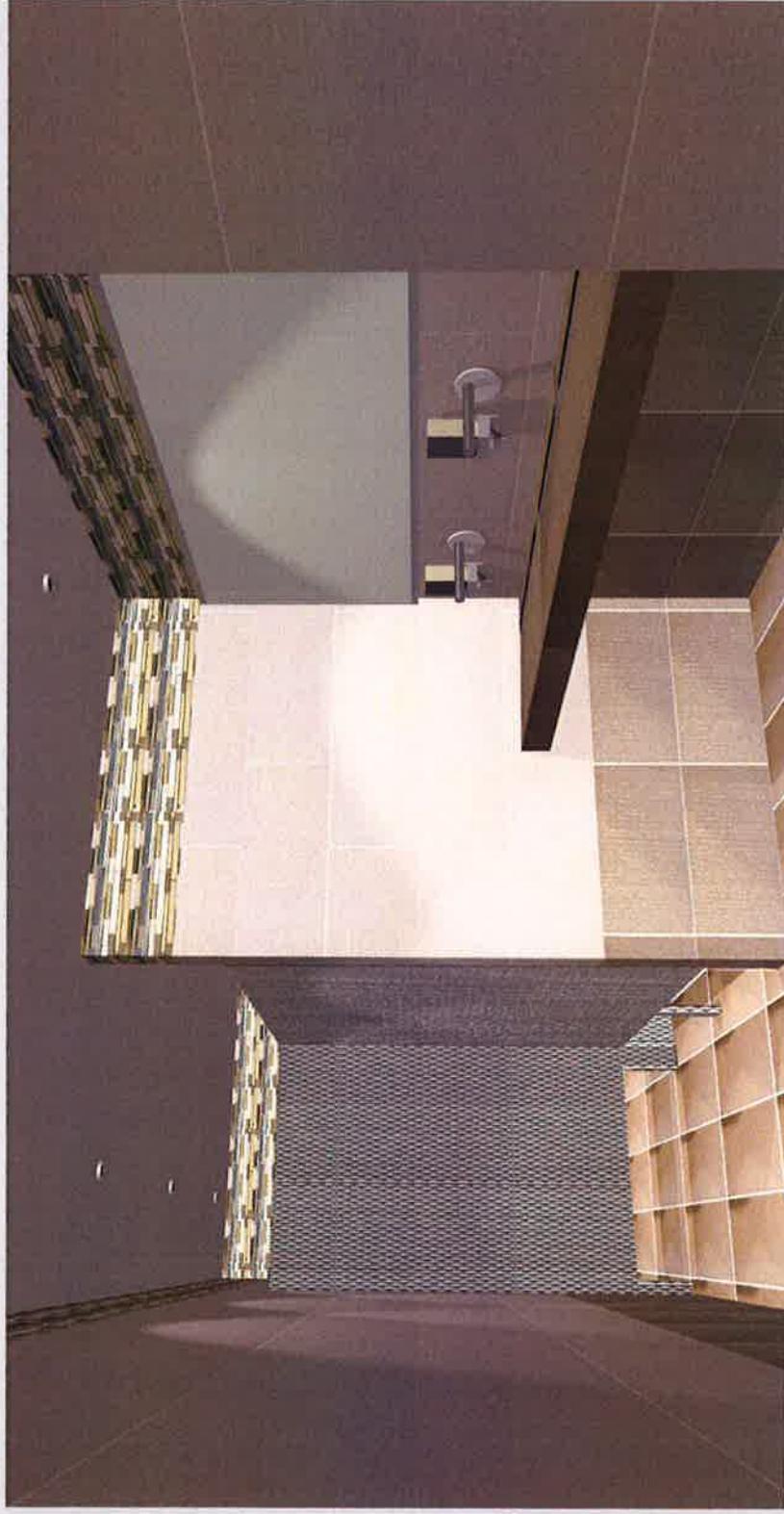
# Interior Design Option 1



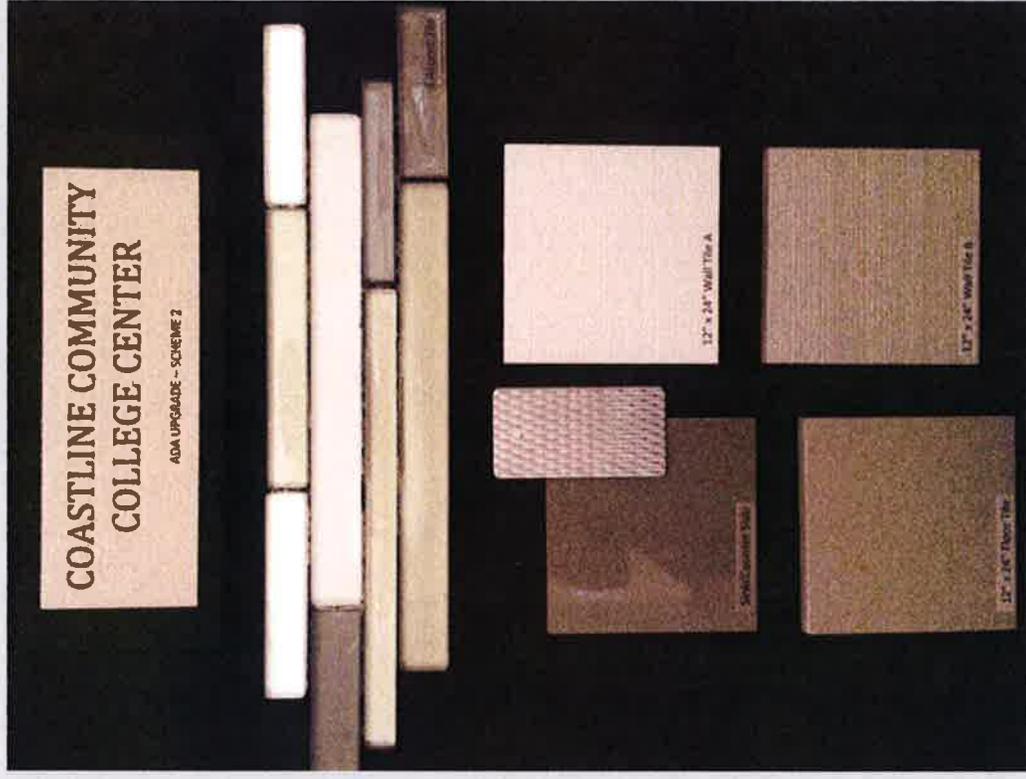
# Interior Design Option 1



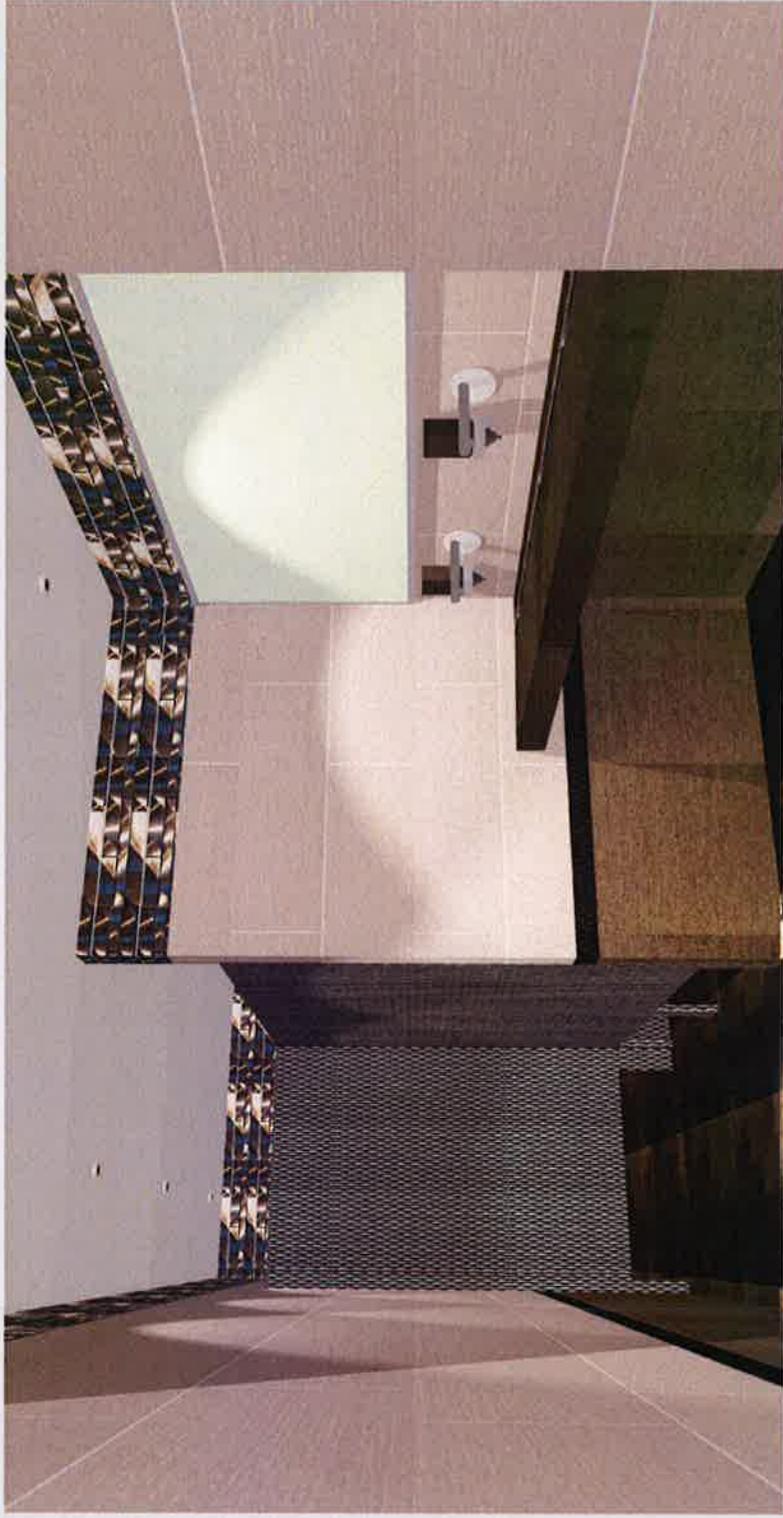
# Interior Design Option 2



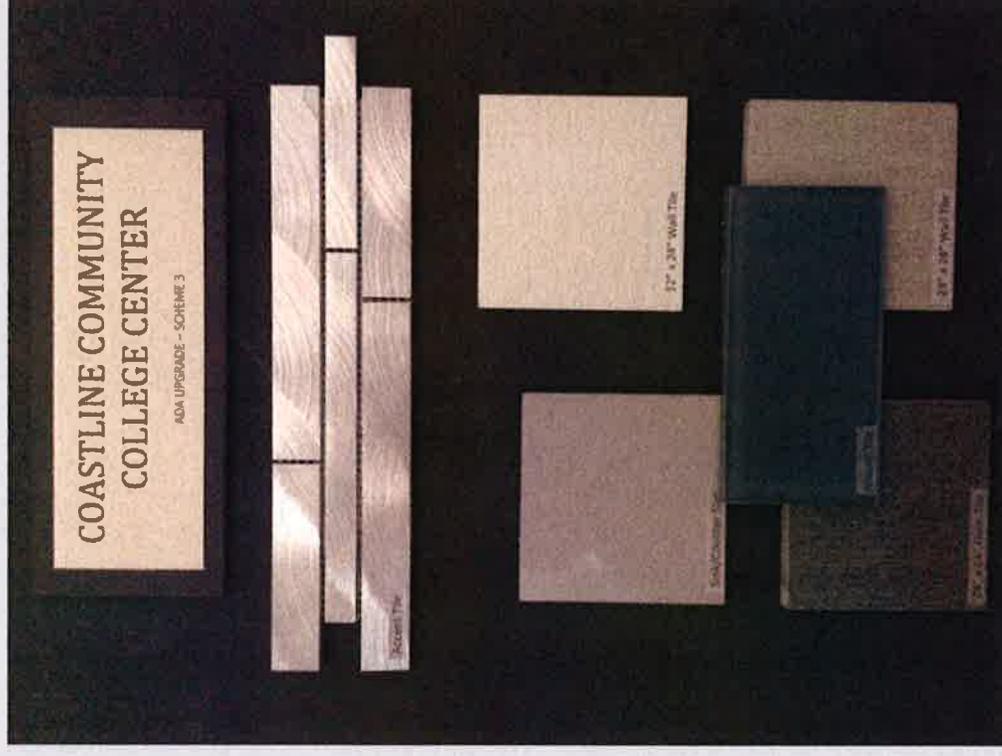
# Interior Design Option 2



# Interior Design Option 3



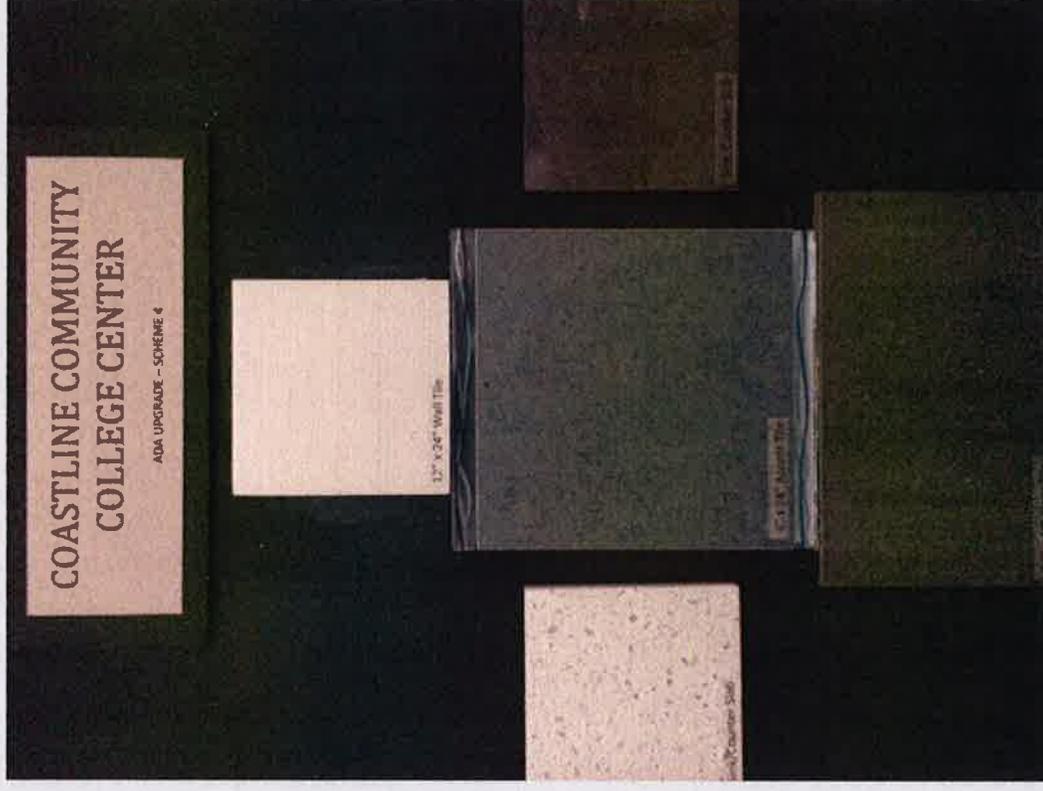
# Interior Design Option 3

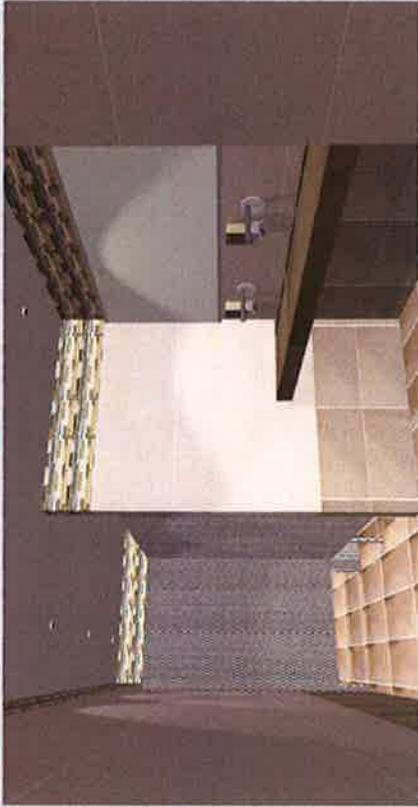


# Interior Design Option 4



# Interior Design Option 4







**D·S·E**  
a r c h i t e c t u r e i n c .

**P E R I N E**  
D E S I G N A S S O C I A T E S

*ATTACHMENT B.*



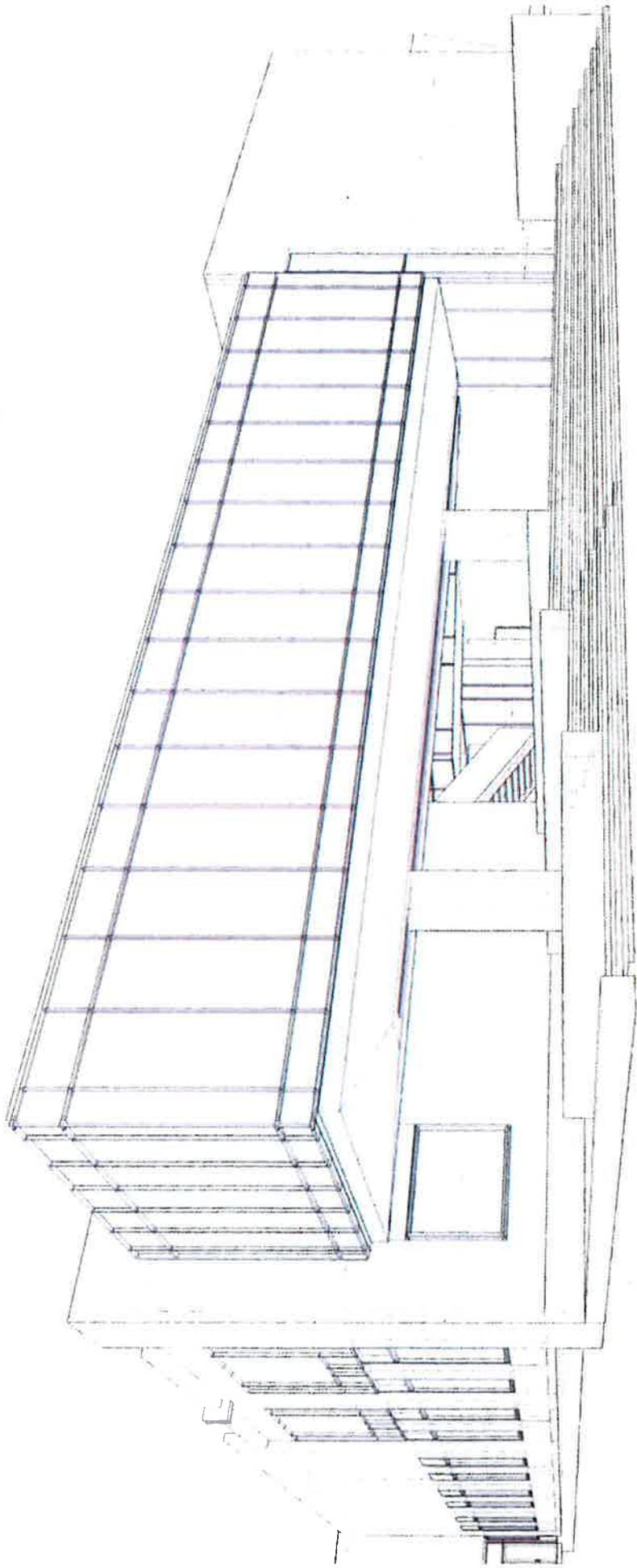
# Le-Jao Center Addition

12.10.14

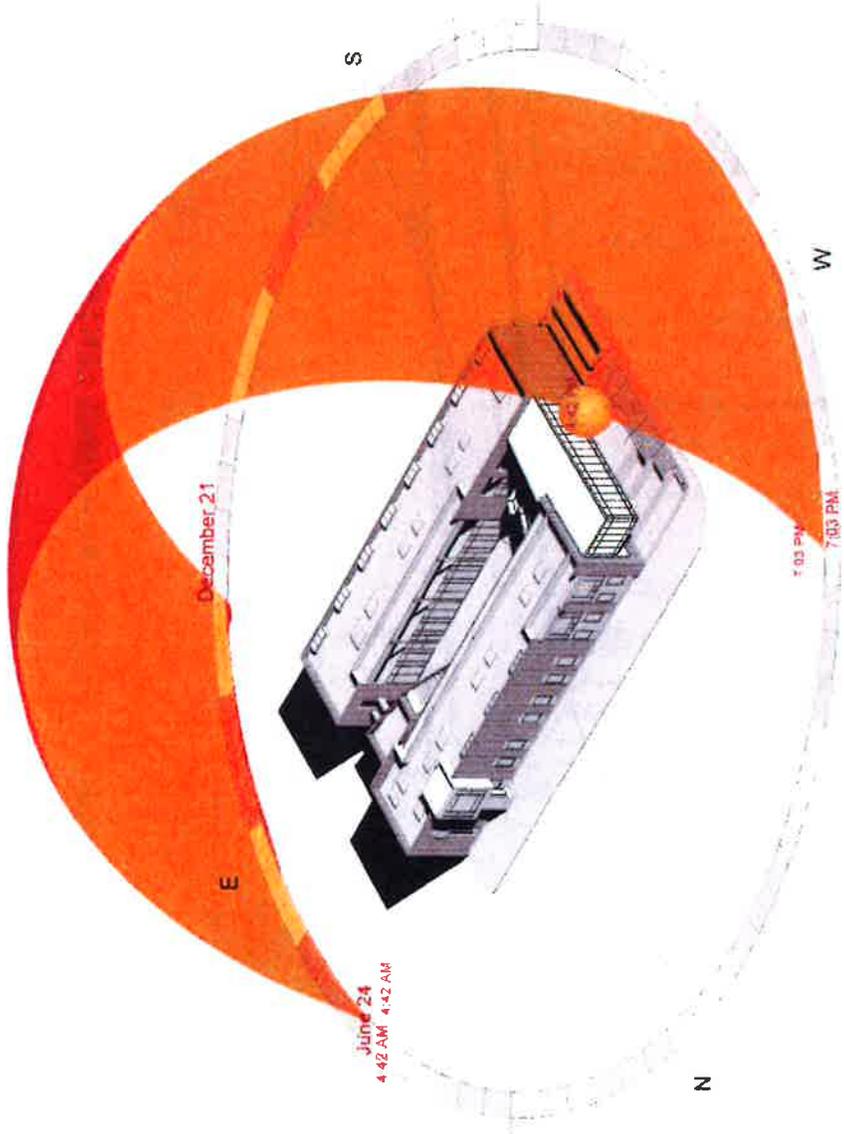
**WD**

*Sun Control*

**WD**



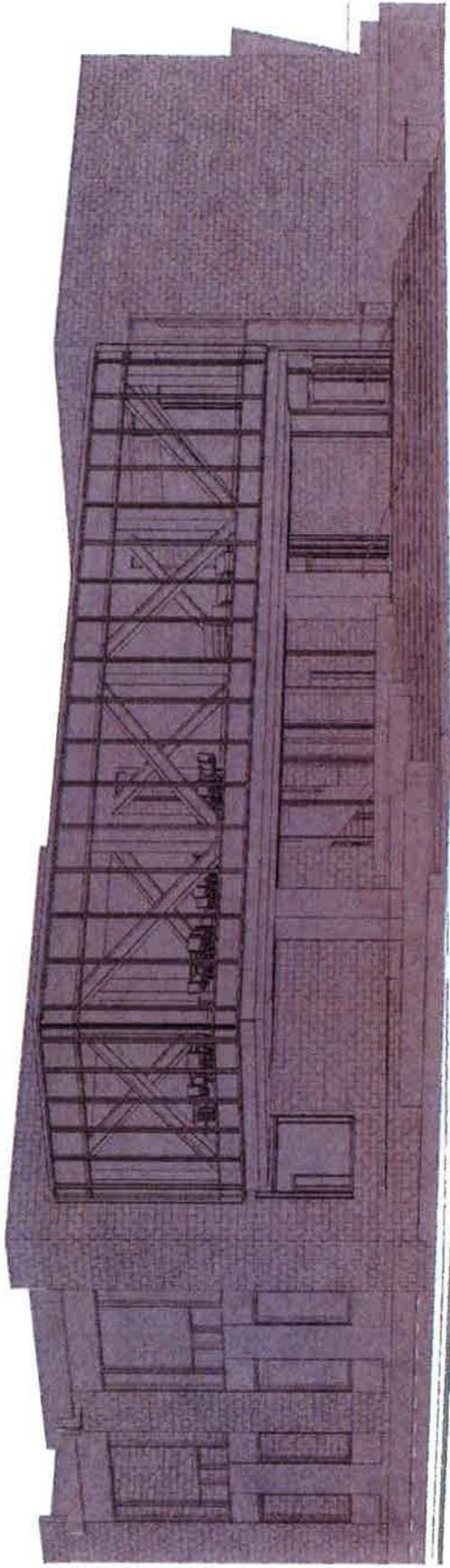
CONCEPTUAL DESIGN -- STUDENT RESOURCE CENTER ADDITION



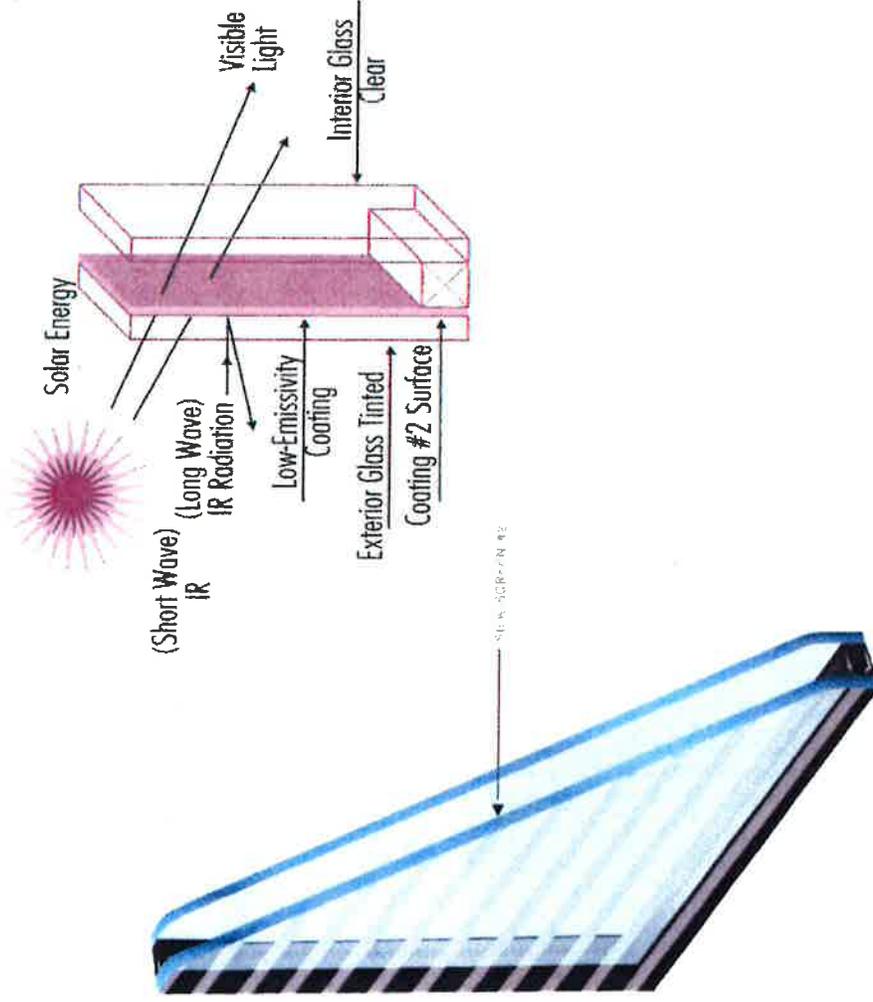
**Solar Path**

- Predominant exposures at Courtyard East elevation during morning hours and Street West elevation in afternoon hours

**SOLAR EXPOSURE DIAGRAM**



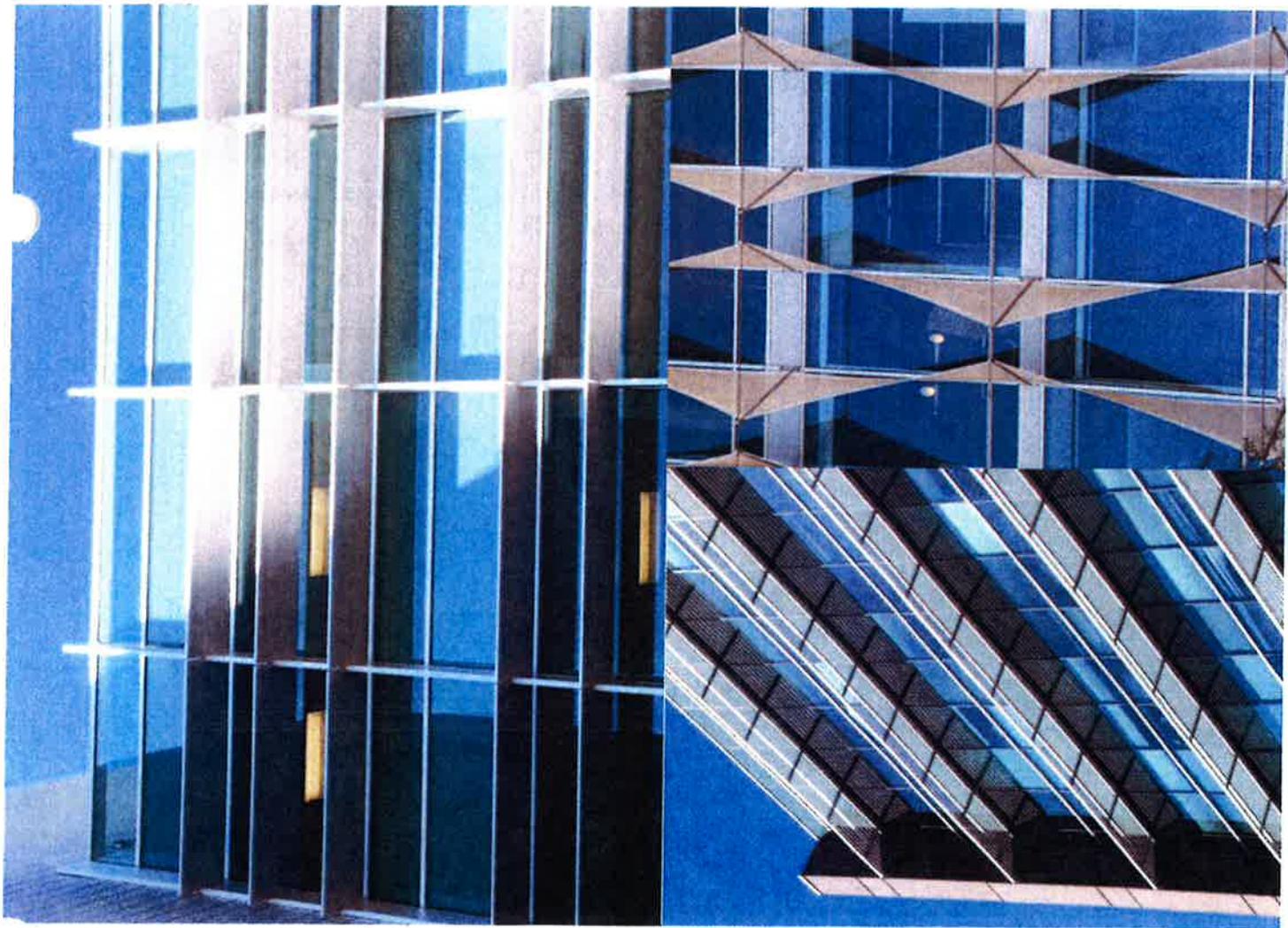
SOLAR ANIMATION – SUMMER SOLSTICE



## Sun Control – Glass Options

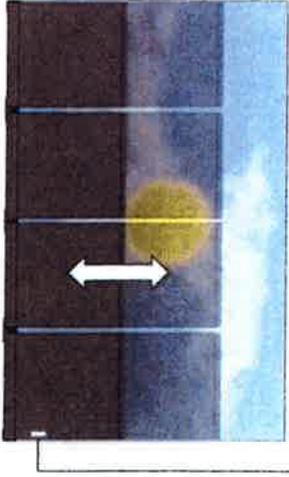
- Dual-insulated glass
- Finding a balance of reflectivity and transparency
- Choice of glass tint
- High performance “Low-E” coatings to control solar heat gain
- Silk-screen ceramic frit pattern coatings for reducing direct solar penetration and incorporating building graphics





## Sun Control – Exterior Options

- Horizontal louvers
- Vertical “brise-soleil” fins
- Metal, glass or fabric options



Sensor adjusts automated shades according to daylight conditions.

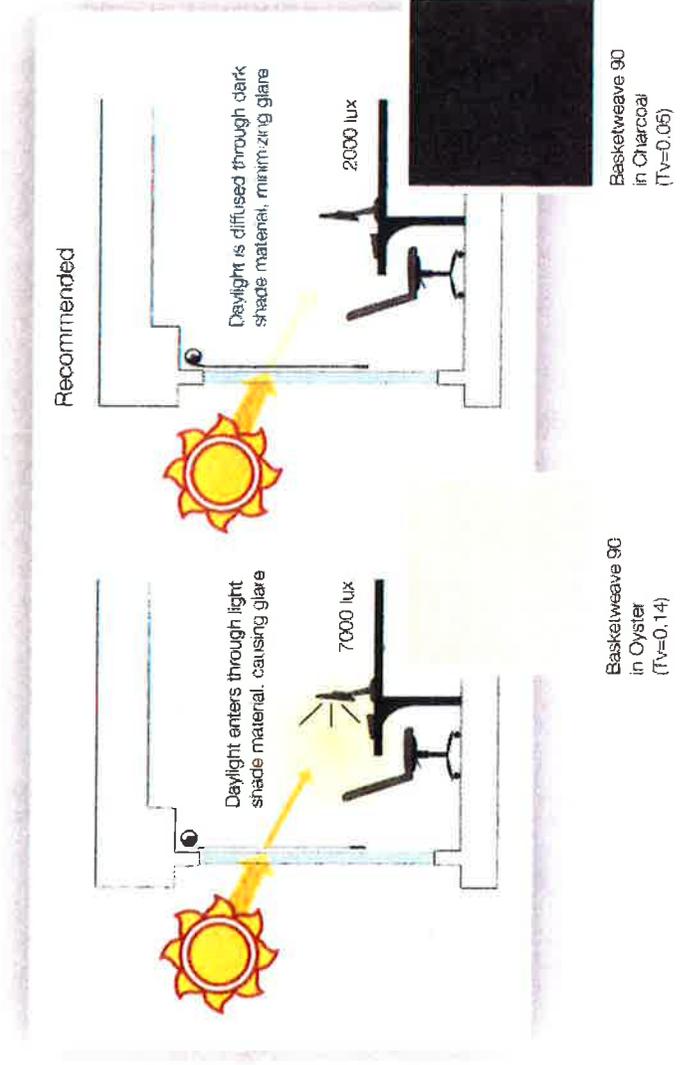
Maximizes useful daylight entering a space, reducing electric light usage.



Wireless window sensor (discreet mullion mount)

## Sun Control – Interior Options

- Fabric shades
  - Material selection impacts glare and visibility out
- Daylight harvesting
  - Sensors control motorized shades
  - Sensors control dimmable lights



Basketweave 90 in Oyster (TV=0.14)

Basketweave 90 in Charcoal (TV=0.05)

CONCEPTUAL EXTERIOR DESIGN WITH NEW ENTRY PLAZA

