



FACILITIES, SAFETY, AND SUSTAINABILITY
COMMITTEE MINUTES (FSSC) 2015/2016

March 12, 2015

2:00 p.m. – 4:00 p.m.

College Center, Fourth Floor Conference Room

Participants

Name	Present
Christine Nguyen (Co-Chair)	X
Dave Cant (Co-Chair)	X
Gary Stromlund (Co-Chair)	X
Ross Miyashiro	
Lois Wilkerson	
ADA Officer (Vacant)	
Chris Blackmore (Non-voting)	X
Celeste Ryan	X
Marilyn Fry	X
Michelle Priest	X
Michael Warner	X

Name	Present
Terry Thacker	
Steve Barnes	
Judy Garvey	
Brenda Perdue	X
Kathy McKindley	X
Janice DeBattista	X
Cynthia Berry	X
Kathy Bledsoe	X
Tom Boscamp	
Shirley Spencer (Non-voting)	X

Guest: Ann Holliday

1. CALL TO ORDER

- 1.1 Roll Call- C. Nguyen convened the meeting at 2:00 p.m. She stated we have quorum.
- 1.2 Welcome: Co-Chair Christine Nguyen welcomed the committee members.
- 1.3 Adoption of Agenda- C. Berry made a motion to adopt the March 12, 2015 agenda as stated. The committee agreed. The Agenda was adopted.
- 1.4 Approval of FSSC Minutes: M. Fry made a motion to adopt the December 11, 2014 minutes as stated. The committee agreed. K. Bledsoe abstained. The minutes were adopted and will be posted to the CCC Web site.
- 1.5 B. Perdue requested to add an additional agenda item under Special Reports and Updates on the College Center Lounge. The Committee agreed and this item will be added to the agenda under Special Reports & Updates.

2. SPECIAL REPORTS & UPDATES

- 2.1 **Le-Jao Renovation:** D. Cant stated we have completed the schematic design and are now preparing the construction documents and the final design to submit to DSA. The construction documents are about 20% complete and the design documents are about 70% complete. C. Nguyen noted that possibly in the winter is when we hope to begin the demolition. Everything depends on how quickly the papers get in and out of DSA for approval. The project is moving along nicely.
- 2.2 **Garden Grove Heating, Ventilation and Air-Conditioning (HVAC):** D. Cant said everything is going along smoothly and we are on schedule to begin this upgrade. We hope to have the boiler completed by the end of June 2015, and at that same time begin the chiller system. At this point it looks like we will have to go to DSA. We do not believe by going to DSA it will delay the project. The reason we have to go to DSA is the current chiller located on the 4th floor mezzanine at the Garden Grove Center, weighs about 9,000 lbs. and the new chiller will weight 18,000 lbs. So DSA needs to review the building structure before installing it. In conclusion, we are submitting the whole package as a Proposition 39 Project which takes priority at DSA. We believe we can get this approved by DSA in about 4 weeks. He stated under Proposition 39, we have to have the project completed by June 30, 2015.

- 2.3 **College Center Restroom Renovation:** D. Cant noted this project is still going through the design stages and the construction documents are being prepared now. Documents will be submitted to DSA within the next month. In **ATTACHMENT A**, there are pictures of Coastline Community College central restroom designs and upgrades of interior finishes. The project is moving along.
- 2.4 **Signage Project:** D. Cant said we have had two meetings with John Temple of Hunt Designs. Both Mr. Temple and Dave toured all of the Coastline sites and met with the facilitators and staff to hear some of the concerns that the students have regarding signage. We want to know what type of complaints that students have, what are they looking for regarding signage and how can we improve the signage at all sites. D. Cant said he had a lot of good feedback. Hunt-Designs took a lot of pictures at each site and will be going back with the input from staff, faculty and students. They will begin to design directional signage, interior signage, kiosk signage, and all signage for all sites taking into consideration signage recommendations from all concerned. D. Cant said we are looking to incorporate a lot of branding into this signage. We want to bring color into the signage and make it look inviting at each site. **Action/Follow Up Items:** D. Cant suggested that Hunt-Design bring back some designs for signage to our committee and provide a short presentation to the committee on recommended signage. The committee agreed. C. Nguyen added that we are also sending out a survey to the students next week on what are the issues in navigating through the college to the different sites. We want to factor that into the design to compliment what the area facilitators are providing and from that the design team would incorporate what the challenges are with students and incorporate that into the signage design to make it easier to for students reading signage.
- 2.5 **Emergency Backup Systems:** D. Cant said he is hoping within a week or two to have the contractor onboard and have the items installed. C. Nguyen stated recently we did have two incidents where the power went down at the Le-Jao Center and it went totally dark. She emphasized that we need to get this system up and running ASAP. D. Cant said that the systems at Le-Jao are fine, but the batteries need to be replaced.
- 2.6 **Security Camera System-Gary Stromlund:**
- Cameras – Gary gave an update on the project to obtain a new, college-wide, IP-based, security camera system. The existing system is 10-years old and is functioning poorly. The Newport Beach Center is the only IP-based system at Coastline, but needs more cameras installed for better coverage. After contacting at least 10 vendors, and doing several walk- throughs, one price quote has been obtained from a CMAS-approved company which is within the range of the \$200,000 approved for the project. In addition, G. Stromlund has been working with C. Blackmore, DIS, for technical advice and integration possibilities for the project with other college projects. C. Blackmore has also been working with a CMAS –approved vendor who will provide a quote for the cameras.
- 2.7 **PA & Lockdown System** – D. Cant stated by fall we hope to have the PA system, surveillance cameras & Lockdown systems installed and completed at all sites.
- 2.8 **Update on College Center 1st Floor Lounge:** B. Perdue inquired about the status of the College Center 1st Floor lounge renovation. D. Cant passed out renderings from Tangram furniture on two different layouts for the lounge area. The committee discussed replacing the current furniture with new Tangram furniture and reconfiguring the area. This would include upgrading with new cabinets plus purchasing new appliances such as refrigerator, microwave, etc. B. Perdue recommended that additional outlets be added to the lounge to support electronic devices. D. Cant agreed that additional outlets could be added. The cost so far without tax and labor is \$6,600 for option 1 and \$6,200.00 for option 2. The committee agreed on option 2 with the caveat that if there is a need for additional furniture, it can be added at a later date. C. Nguyen recommended to the committee that we move forward with this recommendation to PIEAC for approval, then to College Council for final approval.

3. ACTION ITEMS:

The Following Action Items are from the March 12, 2015 meeting:

- Staff Parking space labeled reserved at Newport Beach.- **Michelle Priest. – Dave Cant.**
- Architect to look at redesign sink for college center and Garden Grove – **Dave Cant.**
- Look at furniture for College Center Lobby – **Kathy McKindley.**
- Christine asked **Dave Cant and Kathy McKindley** to look into a quote to also convert the Garden Grove and Le-Jao Centers into a Key Card entry.
- Coordinate by **Dave Cant, Gary Stromlund and Kathy McKindley** for Table Top Exercise on May 19, 2015.
- Update on May 14th from Ann Holliday on Faculty Office Space Task Force Meeting of April 14, 2015.

3.1 **T-Mobile Site Lease Agreement:** C. Nguyen announced that the Agreement is being negotiated between our District Risk Services Manager, C. Nguyen and the T-Mobile Representative. This agreement shall be a five year service agreement with an option to enter into another five year agreement at the end of five years. This agreement will provide equipment, personal property and improvements associated with wireless communications. Antennas will be placed on top the College Center roof. Income will be generated for Coastline College by this T-Mobile Site Usage Agreement. We are anticipating this agreement will be presented to District Board sometime by the end of May 2015.

4. STANDING REPORTS

4.1 Area Update by Le-Jao Facilitator, Janice DeBattista

The Le Jao Center had three bicycles stolen the week of February 23, 2015. On Monday, Wednesday and Friday of that week. All three bikes had locks that were cut off. We had Gary Stromlund look at the cameras to see if we could get good video of the bikes being stolen, but we were not able to capture a clear picture on the cameras. All three students made a police report with the Westminster Police Department. All security cameras at all three sites and College Center will be upgraded with new security equipment. With the additional cameras it will allow us to get better security coverage at all our sites. D. Cant will arrange to have the bushes & trees trimmed down by the window off 15th street, to get a better view of the bike racks where the bikes were stolen. Janice asked Dave if students could park their bikes in the court yard and D. Cant said no because of liability if someone falls bringing the bikes up the stairs. Bike racks are the only place for the bikes and they need to buy a better lock for their bikes.

4.2 Area Update by Newport Beach Facilitator, Kathy Bledsoe

K. Bledsoe mentioned that the students are happy with the services they are receiving from Memphis. She also mentioned that we have been having problems with the fire alarm going off and on. Dave is going to look into this again as each time the alarm system goes off, the fire department comes out to the center and that cost is approximately \$125.00. We need to get this problem resolved. K. Bledsoe announced that fall classes are full.

4.3 Area Update by Garden Grove Facilitator, Cynthia Berry

C. Berry brought up the fact that the metal benches up against the building on the patio are old and they look bad because the paint is peeling off. D. Cant said he will have them all replaced. C. Berry stated that in the area by the U-driveway, M&O did a great job of planting flowers and a tree. The area looks very nice now. There is a problem with the elevators as they stop running for several minutes or run too slow. D. Cant will look into this and fix the problem ASAP. Garden Grove is in desperate need of the “no skateboarding” signs. The problem with skateboarders is getting worse. The new “Coastline” sign on the building looks good. C. Berry brought up that they have been having an issue with one of the students who visit the lab. They are working with G. Stromlund and Student Services to resolve the issue. Other than the above minor problems, the Garden Grove Center is running smoothly.

4.4 Area Update by College Center M&O Director, Dave Cant

D. Cant noted that we are redoing the College Center Reception area located on the first floor. Currently they have student ambassadors at the reception desk. This works well as this is a front line person that when visitors enter the college, there is someone to greet and direct them to the correct location. New furniture is being installed to provide workspace for student ambassadors. They are going to be sorting mail, etc. There will also be four computer stations for students to use. The new furniture will installed with the next weeks.

5. DISCUSSION ITEMS

5.1 Faculty Office at the Newport Beach Center by Ann Holliday:

A. Holliday indicated that M. Priest is working with a small Task Force of full time faculty to help determine what the needs are for office space for full time faculty. The Task Force will have a meeting on April 14, 2015 to begin that discussion. When the FSSC meeting meets again in May, A. Holliday will return to update the committee.

5.2 Back lot Renovation – Christine Nguyen

C. Nguyen announced that the vision to create a Center for Teaching Excellence, located in the back of the College Center will not come to fruition. Unfortunately, we recently found out from the current lessee that he does not want to sublease additional space at this time.

5.3 Fraud Suspect by Gary Stromlund

Fraud suspect – G. Stromlund discussed a fraud suspect who has visited most Southern California schools (including coastline), selling passes to a west Los Angeles comedy club. The tickets are legitimate free passes, but the suspect (who has been identified by law enforcement) sells them for \$10 to \$50 each, as he enters classrooms and poses as a representative of student services selling tickets for a fundraiser. G. Stromlund handed out a flyer with the suspect information and a photo. Although the suspect appears to only be breaking school policies, he has taken credit card numbers on some sales at other schools, which could easily become identity theft.

5.4 Emergency Preparedness Tabletop Exercise-Gary Stromlund

The annual mandatory emergency exercise is “Surf Quake 2015.” will take place May 21, 2015. Coastline will participate in this year’s emergency exercise. This year’s scenario will be a 7.5 magnitude earthquake occurring on May 21 at 8:00 a.m. along the Newport Inglewood fault, centered in San Diego, and moving north toward Orange and Los Angeles counties. Based on Coastline’s overall lack of training it would be best for Coastline to participate in this drill. Prior to the State mandated drill on May 21, Coastline plans to have a two-hour planning exercise on May 19. This will involve the executive team and other key positions within the college. Participants would go through a FEMA planning template as they try to handle numerous recovery issues. Linda Morin from District would facilitate the exercise. We would not be using our EOC Activation guide in this exercise, as this about recovery more than response.

On May 21, Coastline would further participate with County agencies on the day of the exercise by testing our communications. Our communication team would set-up in the College Center EOC and send/receive messages based on issues identified earlier in the executive training session. This would also give us credit for completing the exercise. Members of the Coastline emergency team would be welcome to observe the communication exercise and view the different methods of communication used in the EOC.

5.5 PA Systems - Chris Blackmore

CCC is looking at installing a voice over IP (VOIP) based PA system. The system would use the existing data network infrastructure. The system would have the ability to deliver announcements College wide or to specific sites. More information will be provided in the future as the project moves ahead.

6. ANNOUNCEMENTS (1-2 minutes per)

None.

7. ADJOURNMENT – The meeting adjourned at 3:55 p.m.

Cc: Chris Johnston

Attachment A.

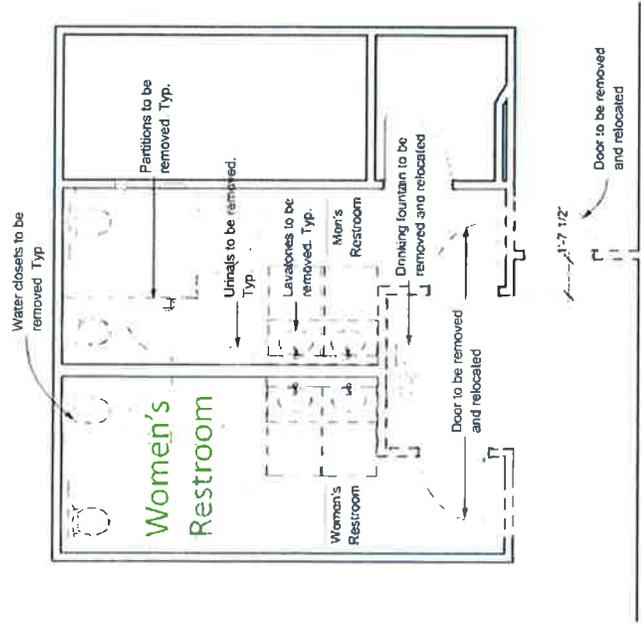


COASTLINE COMMUNITY COLLEGE CENTER



**Central Restroom Core
Upgrade of Interior Finishes
and ADA Compliance**

Existing Conditions

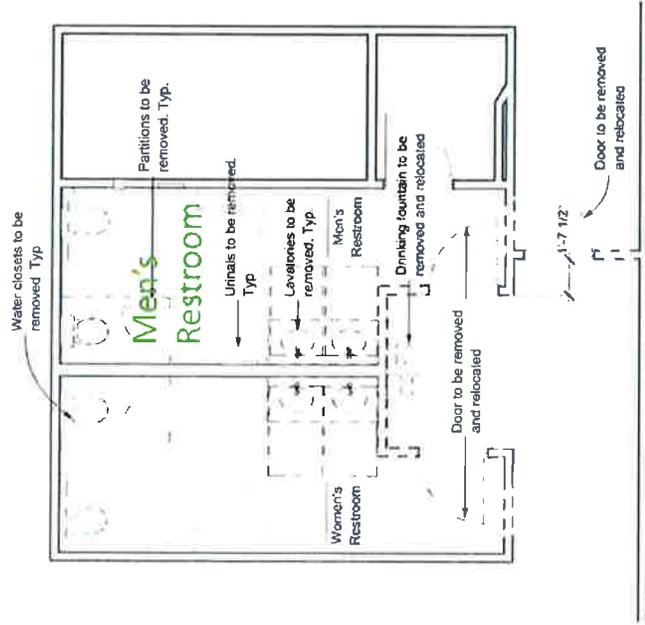


Demolition Plan



Women's Restroom

Existing Conditions

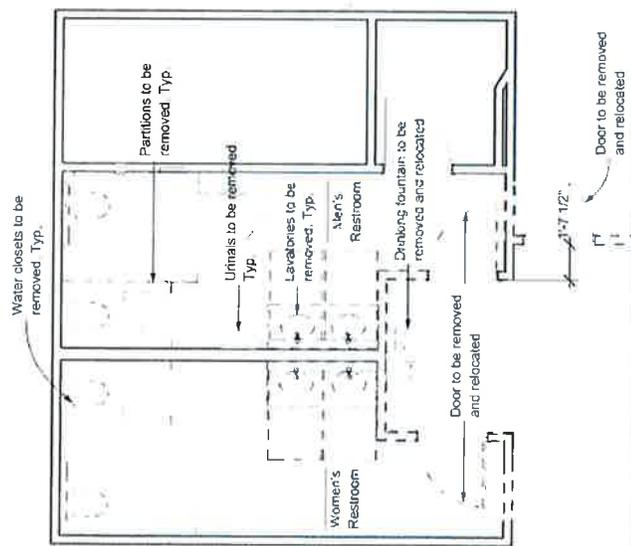
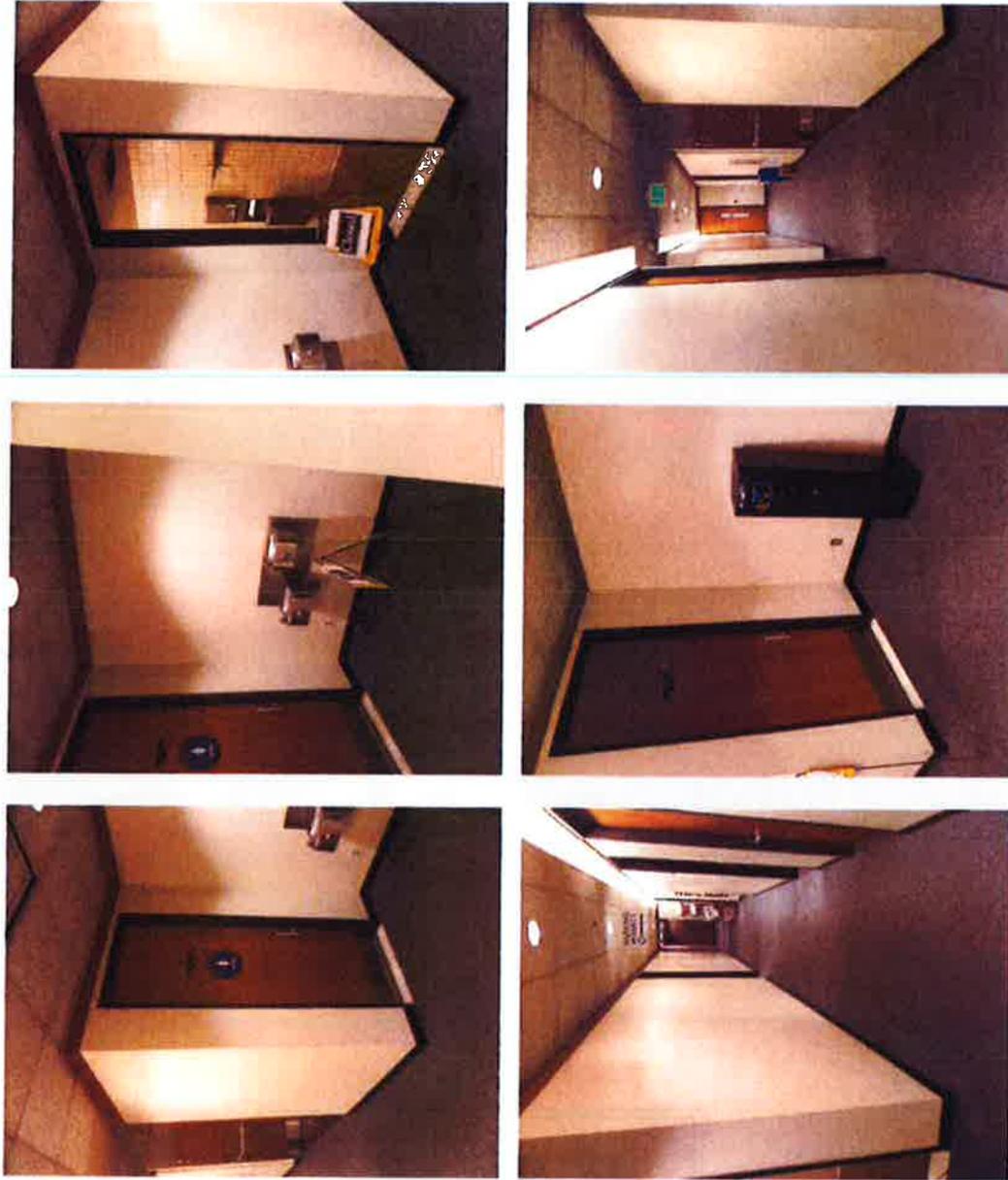


Demolition Plan



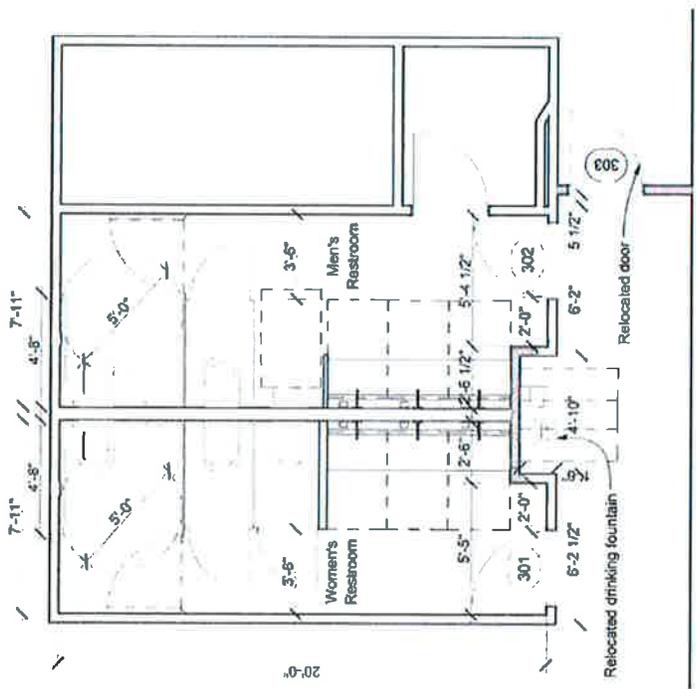
Men's Restroom

Existing Conditions

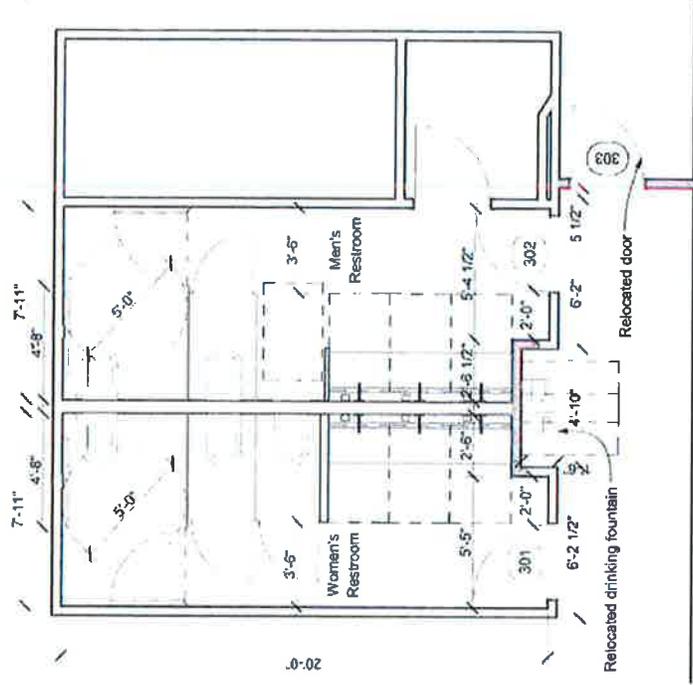
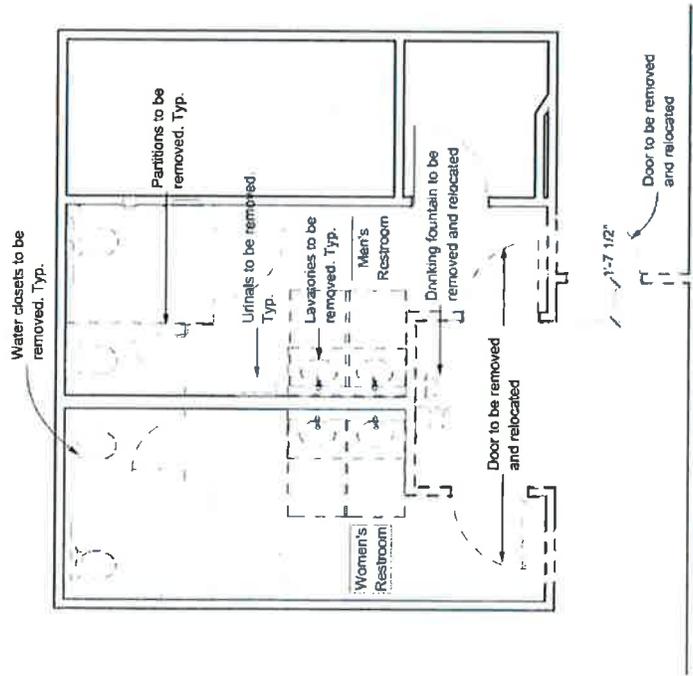


Demolition Plan

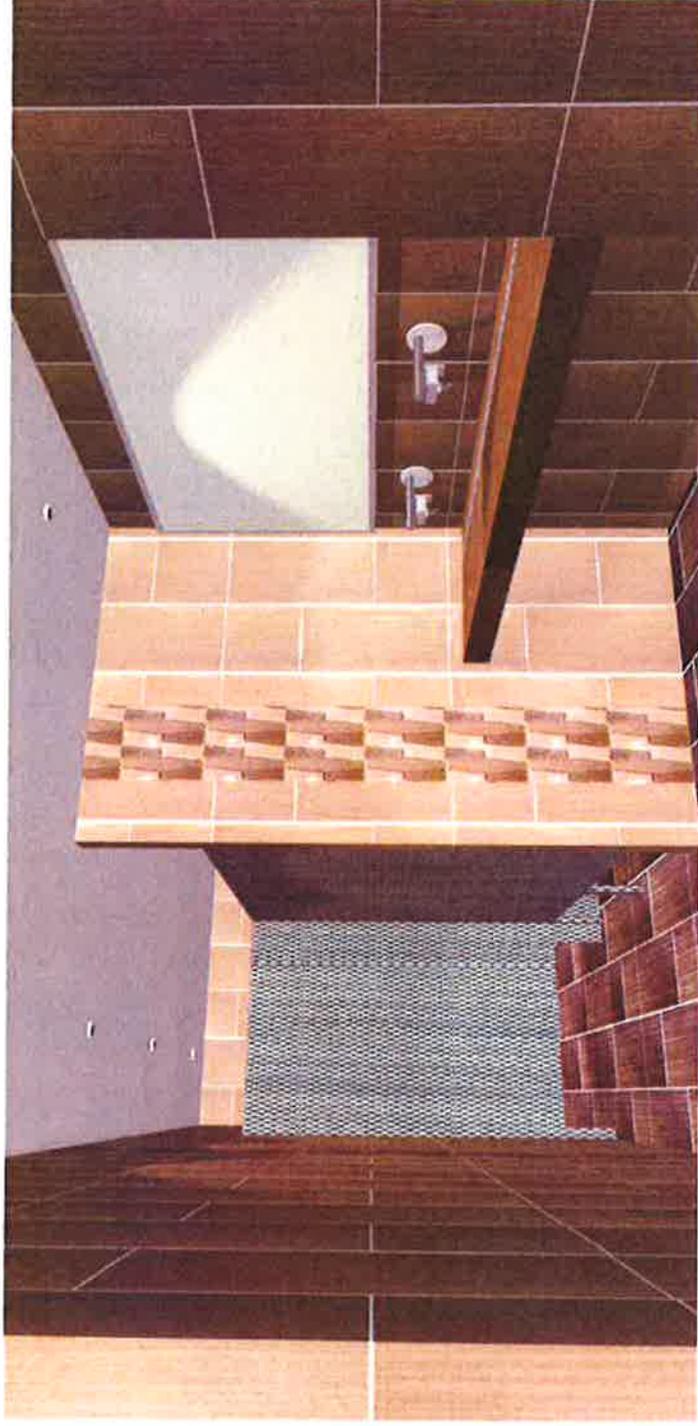
Proposed Floor Plan



Proposed Floor Plan



Interior Design Option 1



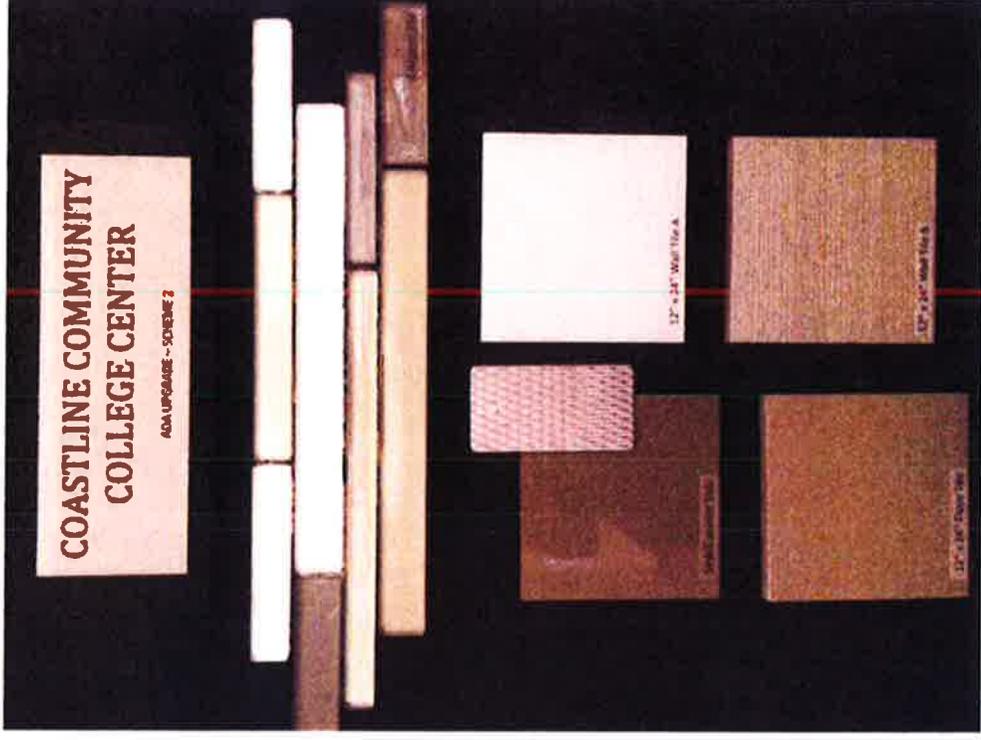
Interior Design Option 1



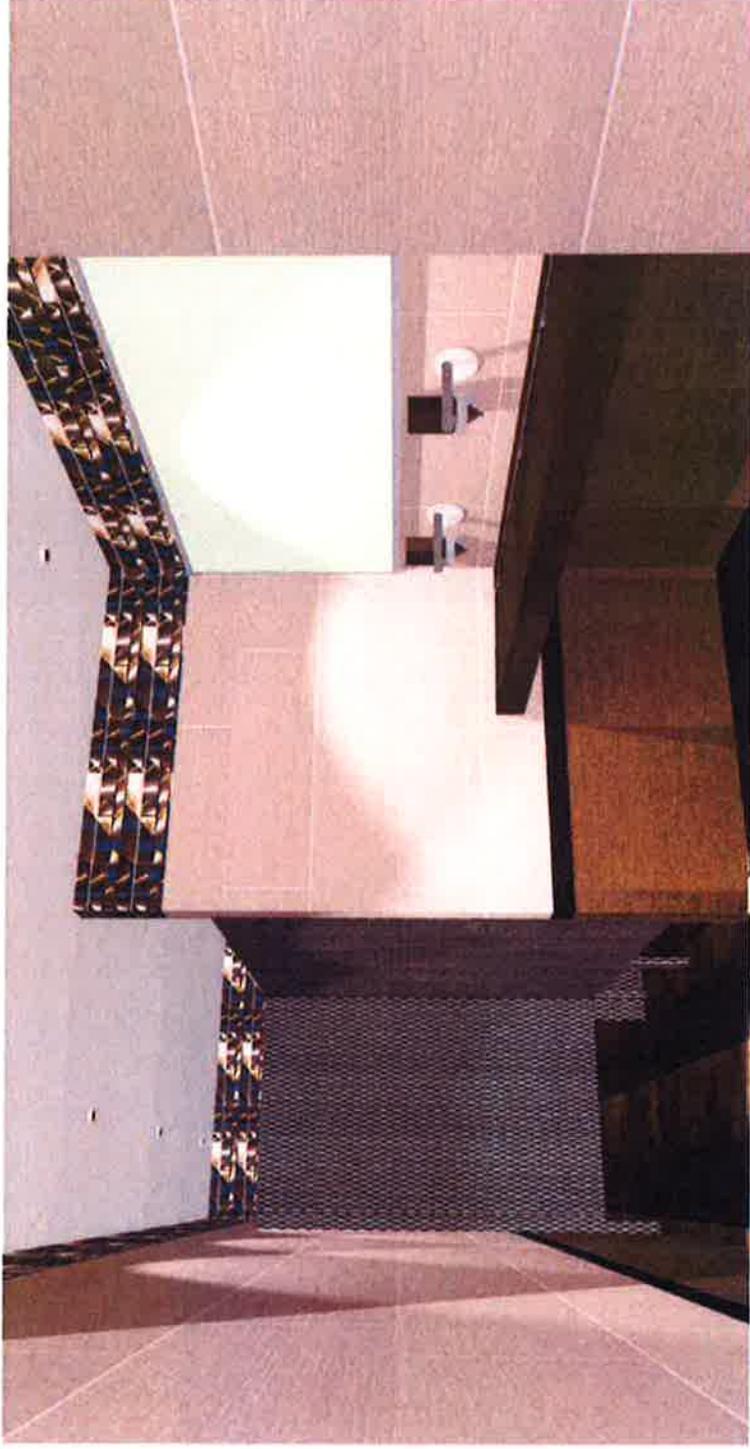
Interior Design Option 2



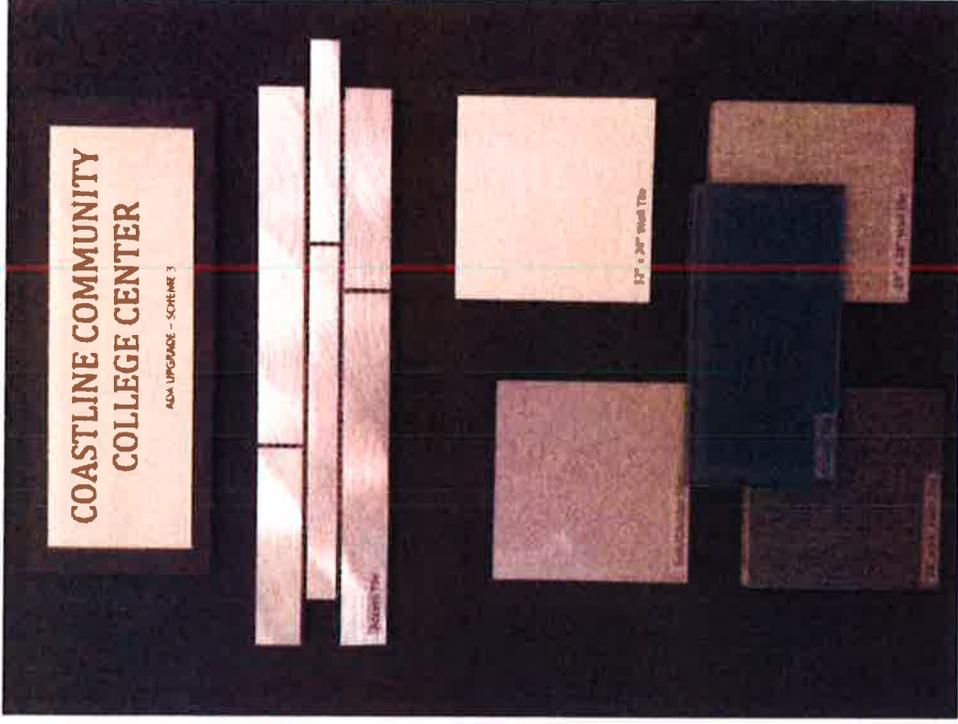
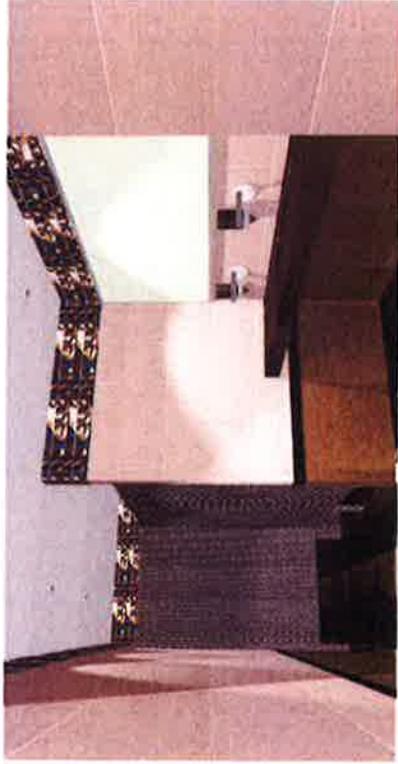
Interior Design Option 2



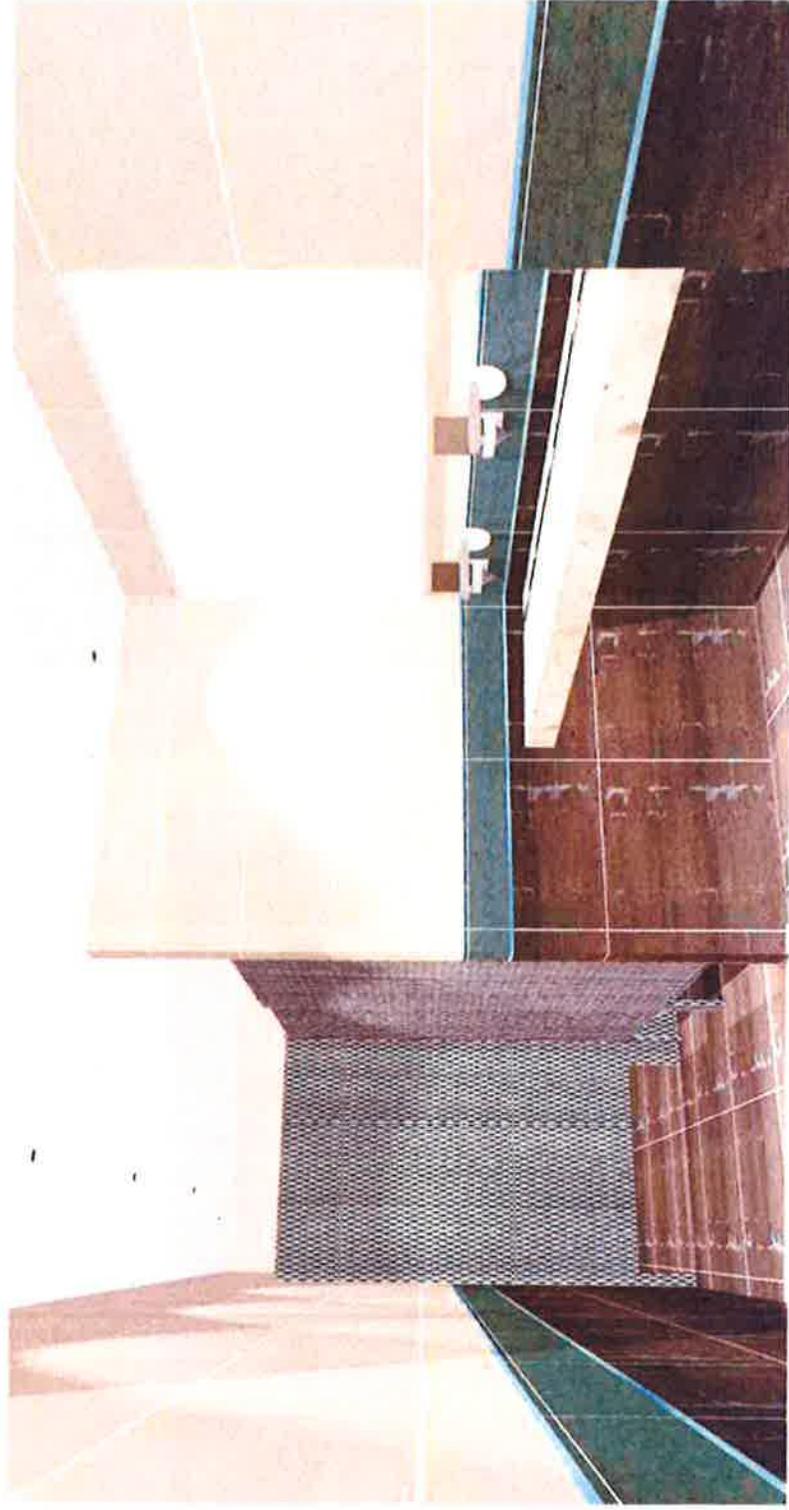
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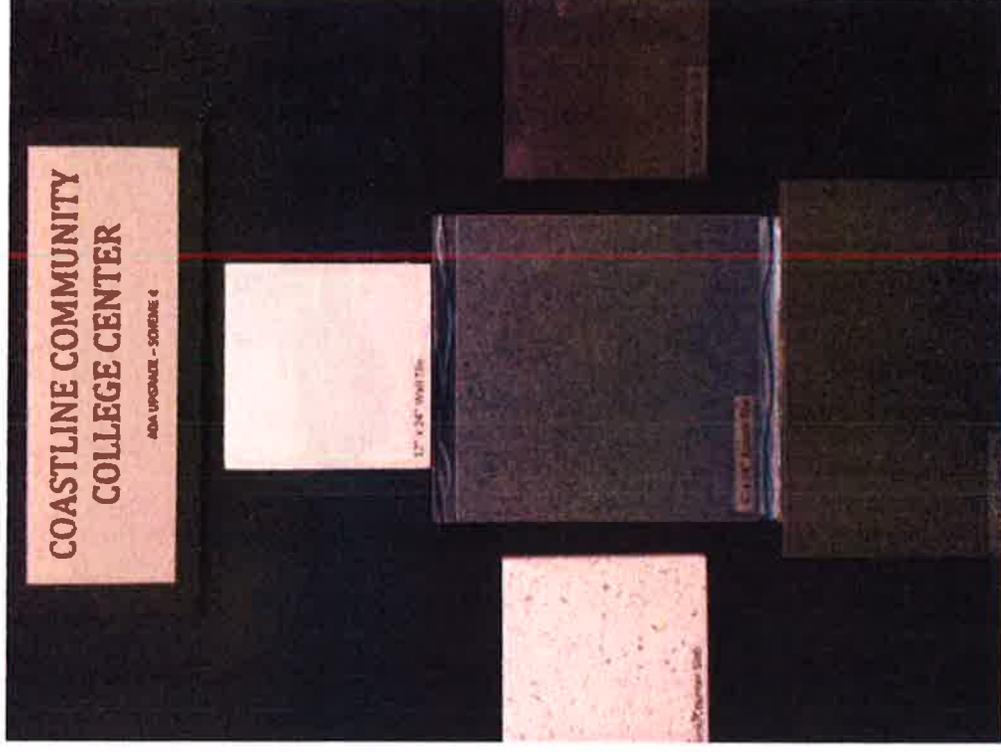
Interior Design Option 3

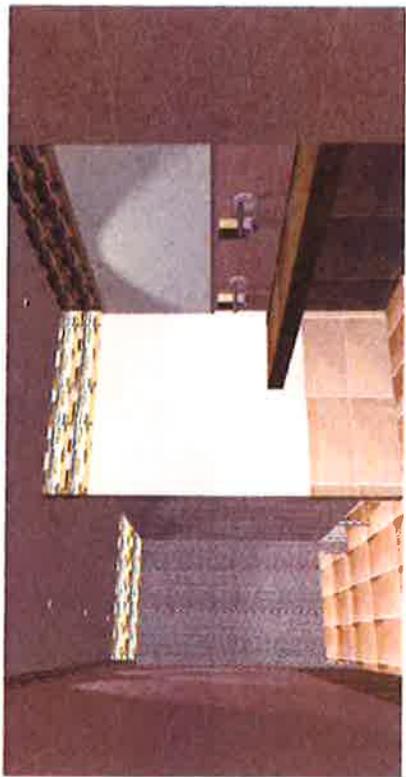


Interior Design Option 4



Interior Design Option 4







D·S·E
architecture inc

PERINE
DESIGN ASSOCIATES