



Santa Ana College

Facilities Meeting

September 18, 2012



SAC Facilities Committee
September 18, 2012
1:30 p.m. - 3:00 p.m.
SAC Foundation Board Room, S-215

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes – May 15, 2012
4. Standing Reports:
 - SAC Project Update – Alex Oviedo
 - M&O Report - Ron Jones
 - ADA Task Force
 - Environmental Task Force
 - HEPSS Task Force
5. Old Business
 - Update on relocation of student support services in the library - Sara
 - Update on butt receptacles and smoking signs - Ron
6. New Business
 - SAC Perimeter Project – Jim
 - AQMD Update – Ron
 - Flea situation in Health Center - Ron
 - 3rd floor Russell Hall mold inspection - Ron
 - SAC water bill – Ron/Jim

2011/2012 Committee Goals

1. *Monitor efforts to maintain existing buildings, infrastructure, and equipment.*
2. *Monitor efforts to maintain and improve campus appearance.*
3. *Monitor and support the goals of the approved task forces.*
4. *Continue to review and implement the SAC Facilities Master Plan with ancillary sites.*
5. *Evaluate secondary effects of renovation and/or re-purposing of space.*
6. *Review the ADA Transition Plan and proceed with modification to correct know deficiencies.*



SAC FACILITIES MEETING
MINUTES –MAY 15, 2012
1:30P.M. – 2:20P.M.

Draft for approval

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Administrators		Academic Senate		CSEA	
Jim Kennedy, Co chair	Rhonda Langston(a)	Monica Collins	Karen Warner(a)	Sarah Salas	
Elyse Chaplin(a)	Sara Lundquist	Ray Hicks	John Zarske , Co chair	Sean Small(a)	
Bart Hoffman	Linda Rose	Susan Sherod(a)	Louis Pedroza(a)	District Liaison	
Nilo Lipiz(a)	Sylvia Turner	Valinda Tivenan(a)		Darryl Odum(a)	Alex Oviedo(a)
Ron Jones		Guests		Campus Safety & Security	
				James Wooley	
				ASG Representative	
1. WELCOME AND INTRODUCTIONS					
				Meeting called to order – 1:30p.m.	
2. PUBLIC COMMENTS					
		No public comments			
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		The February 21, 2012 minutes were presented for approval.		ACTION Motion was moved by Sarah Salas to approve the February 21, 2012 committee minutes. 2 nd – Bart Hoffman Motion was unanimously approved.	
		The April 17, 2012 minutes were presented for approval.		Motion was moved by Monica Collins to approve the April 17, 2012 committee minutes. 2 nd – R. Jones Motion was approved with 2 abstentions.	
4. STANDING REPORTS		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
SAC Project Update		A report was prepared to be presented. Item not discussed due to abbreviated timeframe.			
M&O Report		A report was prepared to be presented. Item not discussed due to abbreviated timeframe.			
ADA Task Force		A report was prepared to be presented. Item not discussed due to abbreviated timeframe.			

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i>	A report was prepared to be presented. Item not discussed due to abbreviated timeframe.	
Environmental Task Force	No report	
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Campus Prevention Team It was reported that the Campus Prevention Team no longer exists for students in crisis. Members were updated on the Behavior Assessment Group (BAG) on campus.</p> <ul style="list-style-type: none"> • BAG is a group that is overseen by Loy Nashua. • Their work focuses on student concerns/issues related to safety and misconduct. • The group is currently reviewing other models similar to their group. • Information about BAG is being developed for distribution. <hr/> <p>Smoking on Campus Members were provided with a map that identified proposed locations for butt receptacles and smoking signs.</p> <ul style="list-style-type: none"> • Proposed locations were selected with the intent that anyone arriving to the facility would know that they were entering a tobacco free campus. <p>Discussion ensued.</p> <hr/> <p>Bathroom “Wash your Hands” signs update Not discussed.</p>	<p>ACTION Motion was moved by Linda Rose to recommend the implementation of butt receptacles and smoking signs on campus with the possibility of additional signage as needed per the proposed plan presented. 2nd – Bart Hoffman Motion was unanimously approved</p>
6. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>SB361 Funding A brief overview was provided to members outlining some the responsibilities and opportunities that would be available to the college with the implementation of the new SB361 budget model. Discussion ensued regarding the allocation of monies that have not been earmarked for instructional or program activities.</p> <ul style="list-style-type: none"> • Important to have a contingency budget in place for predictable items such as FON, preventative maintenance, 1300 account and instructional services agreements. <ul style="list-style-type: none"> ◦ Funding the 1300 account generates revenue. ◦ Funding M&O supports and maintains a safe campus. • College will now benefit from the cost savings from personnel vacancies. • This will be a transition year for the new model. • There will be a periodic review by BAPRC of the district purchased services. • Colleges will be responsible for carryovers as well as budget deficits. 	

NEW BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • College anticipates a carryover this year. • Important to prepare for the state required faculty hires. • Structural deficits need to be addressed. • There needs to be a plan or process in place as to how funds are allocated across the campus. • Planning and budget must be tied together. <ul style="list-style-type: none"> ◦ Budget has to match planned goals. ◦ Shift in mindset on how the college thinks about budget. ◦ Future needs will need to be included in the planning process. ◦ All resources will have to be considered in our planning, fiscal, physical, and human resources. ◦ Schedule and student presence on campus drives the revenue and the deficit. <p>The discussion provided some philosophical guidance as the budget planning process discussions and work begin.</p>	
	<p>Facilities - End of Year Report A draft of the SAC Facilities 2011/12 End of Year report was presented to the members. Discussion ensued.</p> <ul style="list-style-type: none"> • Members proposed amendments to the report. • Members also suggested format changes to the End of Year template. 	<p>ACTION Motion was moved by Monica Collins to approve the SAC Facilities 2011/12 End of Year report as amended 2nd – Bart Hoffman Motion was unanimously approved</p> <p>FOLLOW UP John Zarske will bring the committee's recommendations for format changes to the End of Year report to the IE&A committee.</p>
	<p>Exploration of co-location of SAC's Tutorial Learning to the second floor of the library. As part of efforts to provide students with more efficient access to support services that support their academic programs, Dr. Lundquist updated members on the interest of co-locating the SAC's Tutoring Center to the 2nd floor of the library. She noted that efforts will continue to be made toward that direction as space becomes available.</p>	<p>FOLLOW UP Dr. Lundquist will provide a progress update in the fall.</p>
	<p>Discussion on Dunlap Hall Jerry Neve from Bernard Construction Managing Services presented a preliminary schedule for the renovation of Dunlap Hall. Discussion ensued.</p> <ul style="list-style-type: none"> • The focus of the remodel is to address campus needs and to address ADA issues. • The work will involve addition of 2 elevators, stairs and decks and renovation of 8 restrooms. • Time frame was coordinated with the Academic calendar in order to minimize impact on instruction. • Some disruption will occur but will be kept at a minimum. • Overall timeframe of project is 21 month with 3 months for procurement of materials. 	

NEW BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Actual project will begin February 2013. • 8 month contingency built into the project timeline. • This is a 10 month project with an 18 month schedule as the work will be done over 2 summers. • The work is strictly exterior, only interior work involved will be the renovation of the restrooms. • The current guardrail system will be demolished and a new guardrail system will be installed eliminating all safety issues that previously existed. 	
OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Kesha Hondo Memorial A recommendation was brought forward to the Facilities committee from Curriculum Council to plant a tree in honor of Kesha Hondo. Discussion ensued. The committee will work with Ron Jones in regards to types of trees recommended for the campus.</p> <hr/> <p>Jeff McMillan, co-chair of the SAC Planning and Budget committee thanked Geni Lusk on behalf the committee for her diligence with her committee work throughout the year and during this transition time.</p>	<p>ACTION Motion was moved by Ray Hicks to move forward to College Council a recommendation made to SAC Facilities Committee by Curriculum Council to plant a tree in Kesha Hondo's honor. 2nd – M. Collins Motion was unanimously approved</p>

Adjourned – 2:20p.m.
Submitted by G. Lusk 5/24/2012

PROGRESS SCHEDULE**PROJECT STATUS**

Bid # 1179	SAC	\$8,000,000.00	Westberg+White	SCHEDULED																										
	College Ave. /Realignment				5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100		
	General Contractor	\$7,559,000.00	L A Engineering	ACTUAL																										
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	5/1/2012 Roughly 80% of the curbs and gutters are in place. The contractor is expected to pave the new roads and the cul-de-sac at Martha Ln. by May 18th and he has begun to construct the block walls and pilasters throughout the first phase.																										
	11/9/2011	12/15/2011		5/15/2012 Contractor has opened the alley between Martha Ln. and 15th street. Currently 15th street is closed at the limits of construction in order to build the block walls at the cul-de sac. The asphalt paving will begin once walls are completed.																										
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS	8/27/2012 The first phase of work was completed on August 13th. The :President of the College officially opened the first phase parking lots in preparation for Fall student enrollment.																										
2/27/2012	5/15/2013			The Contractor is on schedule to complete the 2nd of 3 phases by December 2012.																										

Bid # 1194	SAC Portable Bldg. Certification	\$109,960.00	Westberg+White	SCHEDULED																										
	General Contractor		DCI	ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100		
BOARD APPROVED	DRAWINGS APPROVED 4/5/2012	BIDS DUE 5/15/2012	CONTRACT AWARDED	6/1/2012 The apparent low Bidder DCI with a Bid of (\$109, 960.00) is scheduled for the June 18th Board for approval. Work should commence the first week of July. 8/27/2012 The contractor has completed the majority of work with the exception of the mechanical attachments of the landings to the building. A Field Change Directive was submitted to DSA for review on August 10th. The anticipated time to review the FCD is 6-8 weeks. The delay does not affect classroom use, the buildings are safe to occupy.																										
CONSTRUCT. STARTED	SCHEDULED COMPLETION 8/9/2012	REVISED COMPLETION	CHANGE ORDERS																											

Bid #1180	SAC	\$2,700,000.00	Westberg+White	SCHEDULED																										
	Perimeter Site Improvement				5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100		
				ACTUAL																										
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	5/1/2012 Plans are still in review with DSA. The Architect is revising the drawings to show additional improvements not included in original submittal. 5/15/2012 Plans have returned from DSA and Westberg and White will address comments and schedule a final meeting to review revisions. 8/27/2012 Plans are DSA approved and stamped. Part of the project includes work within City right of way. Meetings have been held with the City to define scope and landscape material that are proposed for this project. An agreement between the City and the District will be drafted and approved before work begins. Job walk date is scheduled for September 20, 2012																										
STARTED	COMPLETION	COMPLETION	ORDERS																											

Bid # 1163 Re-bid	SAC Baseball Complex Improvements		LPA	SCHEDULED																								
	General Contractor	\$305,000.00	B-One Construct.	ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE 7/13/2010	CONTRACT AWARDED	4/2/2012 Contractor completed installation of scorers table. Final punch walk to take place by April 30th. Notice of Completion will follow. 5/1/2012 Notice of Completion is scheduled for the May 7th Board docket. Once approved the Contractor will submit retention payment. Final documents will be sent to DSA by the end of May. 5/15/2012 The retention payment is being processed. Bernard's (Construction Manager) is tracking DSA closeout. The District can expect project certification within 2-4 months. 8/27/2012 Project has not yet been certified and closed. Missing documents from the Architect, Engineer and Contractor are bring gathered and will be send to DSA once compiled.																								
CONSTRUCT. STARTED 9/8/2010	SCHEDULED COMPLETION 11/8/2010	REVISED COMPLETION 2/24/2012	CHANGE ORDERS																									

Bid #	SAC		Westberg&White	SCHEDULED																									
	Book Store. Seismic Rehab.		Architects	ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100	
	General Contractor																												
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	3/5/2012 Meeting is being scheduled with Architect and Engineer to review all code compliance issues before finalizing drawings. 4/2/2012 A new Architectural team may be contracted to complete compliance study and document drawings. 5/1/2012 Westburg and White has been selected to complete Architectural drawings for the seismic retro-fit. Meeting was scheduled with DSA to discuss scope of work and review compliance requirements within the scope.																									
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS	5/15/2012 Plan development has begun, no date set for DSA submittal. 8/27/12 Plan development nearly complete, once completed meeting will be scheduled with the Campus to review construction timeline, drawings and impact to Campus programming.																									

Bid # 1187	SAC D-Bldg. Elevators / Handrails	\$7,000,000.00	HMC	SCHEDULED																										
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100		
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	5/15/2012 Bernard's (CM team) Kevin Wilkinson (Architect) and Ron Beeler (consultant w/FPPS) presented a summary of the project to SAC Executive Committee on May 15th. The project team discussed the construction time line and how it would not affect classroom schedule or operations.																										
CONSTRUCT. STARTED	SCHEDULED COMPLETION N/A	REVISED COMPLETION	CHANGE ORDERS	8/27/2012 DSA has reviewed and approved Fire Life Safety and Access Compliance sections of the plan. Structural review and final plan check still pending. The Structural comments required redesign of proposed stairs in order to obtain approval, no date set for final review.																										

Bid #	SAC			SCHEDULED																											
	Access Points/ Wi-Fi Network				5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100			
	General Contractor		D-4	ACTUAL																											
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	5/1/2012 Approximately 80% of building Wireless Access points have been installed. Work has not progressed on the exterior WAP's. Costs have not been determined for proposed changes to installation scope. Interior network is scheduled for completion and should be operational by the end of May. 5/15/2012 Wireless network is operational throughout Santa Ana College with the exception of (4) buildings. The remaining buildings are scheduled to be completed by the end of May. 6/1/2012 Wireless network is operational throughout SAC and Punch list items are being addressed. The installation at CEC is underway. 8/27/2012 Majority of the network is functioning with the exception of the parking lots. Remaining devices are scheduled to be operational by September 14, 2012																											
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																												
2/13/2012	5/13/2012																														

PROGRESS SCHEDULE**PROJECT STATUS**

Bid # 1183	SAC Video Surveillance Sec. Sys.	\$3,500,000.00		SCHEDULED																											
	General Contractor	\$ 2,905,424.00	Integrated Electrical	ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	5/15/2012 The Contractor has completed the installation of (33) cameras at SAC. All cameras are recording and monitoring activity. The Contractor was introduced to the Digital Media Center Staff and they were provided with a construction schedule for the upcoming work. The equipment will be installed in the data closet prior to wire and camera installation. 6/1/2012 Currently there are a total of (87) cameras up and operating at SAC and the underground boring work is underway.																											
CONSTRUCT. STARTED 2/13/2012	SCHEDULED COMPLETION 2/13/2013	REVISED COMPLETION	CHANGE ORDERS	8/27/2012 All building mounted cameras are operational. Parking lot camera installation is scheduled to be completed by September 21, 2012																											

Bid #				SCHEDULED																								
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																									
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																									

Bid #				SCHEDULED																									
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100	
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																										
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																										

Bid #				SCHEDULED																											
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																												
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																												

Bid #				SCHEDULED																								
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																									
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																									

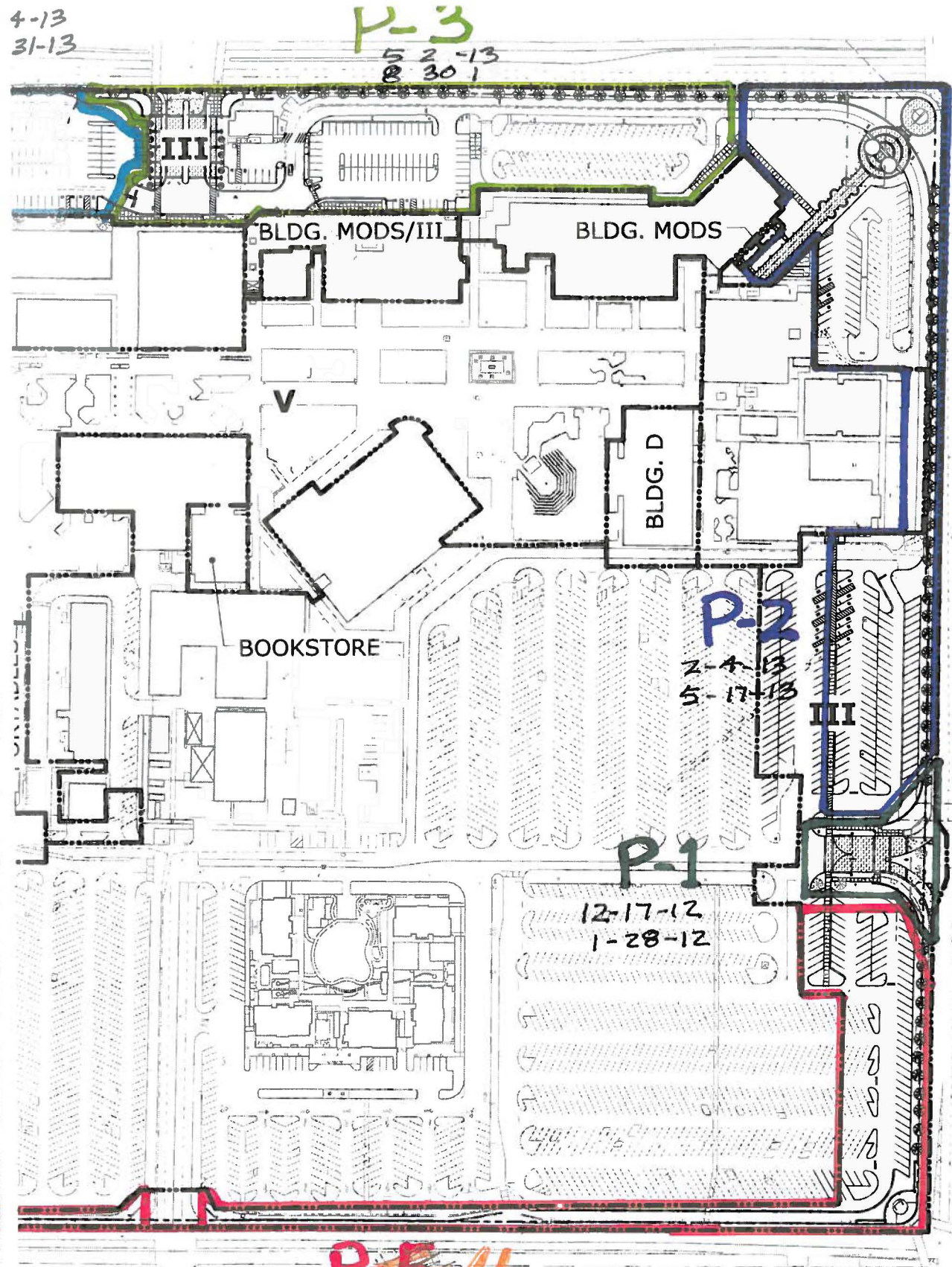
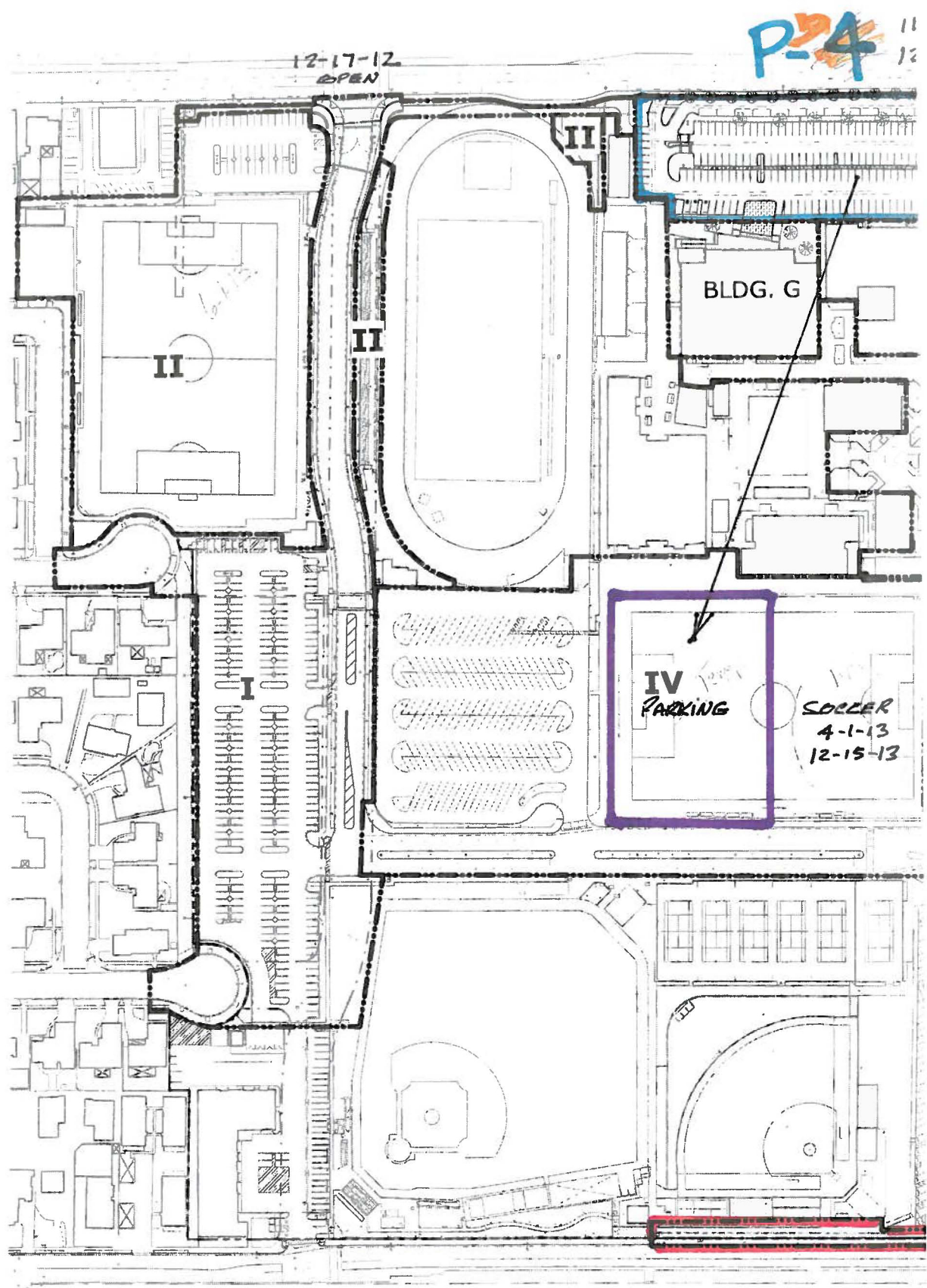
Bid #				SCHEDULED																								
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																									
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																									

Bid #				SCHEDULED																								
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																									
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																									

MAINTENANCE & OPERATIONS FACILITIES UPDATE
September 13, 2012

Projects/Major Repairs Completed

1. There was a major water line break in June south of the A building that was repaired.
2. There was a water line break at CEC in June that was repaired at a cost of \$8,620.00
3. We have implemented a metal recycling program.
4. The gym floor was refinished at a cost of \$12,000.00 and the dance floor at a cost of \$3,300.00
5. Ballasts in the R Building were replaced at a cost of \$2770.00
6. SAC Tobacco free signs were purchased and put up around campus.



P-5 4
9-4-13
10-31-13