



**SAC FACILITIES MEETING
MINUTES – MAR. 20, 2018
1:30P.M. – 3:00P.M.**

Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Administrators		Academic Senate		CSEA	
Adam O'Connor	Veronica Oforlea(a)	Brian Kehlenbach, Co-Chair	Susan Sherod	Sarah Salas(a)	Mike Turrentine(a)
Jim Kennedy(a)	Christine Leon(a)	Ben Hager	Jaki King		
Nilo Lipiz	Heller Sanchez	Marty Rudd	Michelle Parolise(a)	District Liaison	
Jennie Adams	Don Mahany(a)	John Zarske		Carri Matsumoto	Darryl Taylor
Eve Kikawa					
Guests				Campus Safety & Security	
Matt Schoeneman	Brian Schroeder	Rudy Delgadillo		Scott Baker	
Doug Manning	Roy Shahbazian			ASG Representative	
				Mariely Figueroa-Hernandez Brandon Vu(a)	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order – 1:35p.m. Adjourned at 3:05p.m.	
2. PUBLIC COMMENTS					
	None				
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The Feb. 20, 2018 meeting minutes were presented for approval.			ACTION Moved by Ben Hager to approve the Feb. 20, 2018 Facilities Committee minutes as presented. 2 nd Marty Rudd. Motion carried.	
4. PROJECT UPDATES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Project Updates – Carri Matsumoto/Darryl Taylor/Matt Schoeneman (attached) <ul style="list-style-type: none"> Central Plant Update – Matt Schoeneman stated that this project is completed. Bond Projects Update – The Johnson demolition is in Phase 1. Phase 1 is the RFP/RFQ process which includes building demolition and site work preparation. Rudy Delgadillo reported that the Science Center & Building J Demolition has been completed. The concrete caissons were completed and 				

	<p>most of the walls are in place and future gates will be put in place. A layout of the foundation and the pile caps will be completed. Then the main underground utilities will be in place. It will be about 6 – 8 weeks before we can start putting in structural steel. Carri Matsumoto added that the parking lot project is on hold.</p> <ul style="list-style-type: none"> • Scheduled Maintenance Projects – Carri Matsumoto stated that the Water Conservation project is out to bid and are due March 27, 2018. The Window Replacement project has already been awarded and we are waiting for materials and will be scheduling the work for the summer. • Current Capital Projects – The DMC 2nd floor repairs is being reviewed by the District for fee proposal structural engineering services. The barrier removal project in parking lot #9 will be reconfiguring some of the parking stalls to restore accessible parking spaces. The construction fencing will be flipped. Barrier removal from parking lot #11 to add an additional 16 accessible stalls will be conducted during spring break. Other projects are: signage/wayfinding, electronic campus directories and Chavez Hall renovation of floor replacement. Year Four, Prop 39 projects have all been completed. Year Five projects will be started in the summer. • Current Projects District-Wide – Darryl Taylor reported that the door lockdown devices are magnetic strips that block the latch were the door goes in. This method will be used to cover about 80% of the campus. There will be other types of devices used as well to supplement different door types. Security will be putting the devices in place during Spring Break. Devices are going in place in classrooms primarily, offices, conference rooms, and break rooms. They will work on any metal frame and will be made available for the other campus as well. There will be overstock for replacements. Information via email and videos will be disseminated to all on instructions on how to use the door lock devices. Campus Safety will work with Administrative Services regarding the dissemination of instructions and deployment of the devices. 	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	HEPPS Task Force – Sgt. Baker reported the latest HEPSS meeting minutes (attached).	
Facilities Report	<p>Facilities Report – Heller Sanchez reported the following:</p> <ul style="list-style-type: none"> o Received 243 work requests. Out of the 243, 149 have been completed. o New wind and privacy screen installed on the north side of swimming pool. o Sommerset Electrical contractor is on site, and working on pole lights throughout SAC and CEC. o We are working with Joe Melendez, District Project Manager, on getting all wall pack and soffit lights replaced with LED lighting. o Also working with Mr. Doug Manning, Dean of Athletics on replacing the football goal post, which is a safety concern. o At CEC irrigation water was turn back on and grounds crew are working on 	

	<ul style="list-style-type: none"> planters. o As of March 5th our skilled maintenance crew are able to view EMS lighting control systems on our desk tops. o Electrical Contractor is working on very old UPS emergency lighting systems on campus. o Backflow testing starts March 27th for SAC and CEC. o Received a preliminary report from Cosco Fire Protection. Fire Hydrants, Fire Risers, PI valves, sprinkler systems. Everything is good except for the upgrading of gauges on Fire Riser's. 	
Environmental Task Force	Environmental Task Force – Susan Sherod	
	<ul style="list-style-type: none"> • No report 	
6. STUDENT REPORT		ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Mariely Figueroa-Hernandez provided an email from Brandon Vu with ASG updates (attached). Carri Matsumoto also added that District Facilities will be working with ASG to produce a map that shows hydration and bike rack locations for their upcoming event. 	
7. ACCREDITATION		ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • There will be a site visit regarding the Bachelor's degree program on April 18, 2018. 	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • CEC Work Orders Updates – Heller Sanchez reported that the irrigation was taken care of and grounds crew will fill up any holes in the dirt. A contractor will be contracted to fix the uneven cement paths. Quotes are in the works. • CEC Lease Update – Adam O'Connor reported that there is no current update, but according to Jim Kennedy, will hopefully have an update soon. 	
9. NEW BUSINESS		ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Parking <ul style="list-style-type: none"> o Electric vehicle parking – There is potential for additional electrical vehicle parking once the charging stations are set. There will be an additional four in Lot 11, making it a total of six charging stations. There is a possibility of two additional stations in Lot 6 in the future. o M & O parking – M & O staff are to begin parking outside of yard area to avoid any crowding in the yard area. • Replacement of Island Oak tree with a Holly Oak tree – The Island Oak tree in Centennial Circle will be replaced by a Holly Oak tree beginning March 26, 2018. 	
10. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Wayfinding and Campus Directory • Issue with the rigging of the lights that are used for production in the ceiling of Phillips Hall – Adam O'Connor met with Eve Kikawa and Sean Small. They did a walk through to assess the issue. Adam O'Connor will meet with Carri Matsumoto to discuss this issue. Carri Matsumoto added that there is District policy that needs to be followed for most facility modifications. 	

11. OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Eve Kikawa – Inquired about storage space located on the 2nd floor of Central Plant to store a portable dancefloor. Heller Sanchez reported that they are currently looking for a space to store the dancefloor. Adam O’Connor added that this should happen by the end of May. • Eve Kikawa would like to see an “art space” between the D and C buildings. This area will be used for art events and students working on art projects. • Susan Sherod asked, “Why doesn’t SAC install solar panels”? • April 17, 2018 meeting – this meeting will be an “email meeting”, committee will not physically meet. <p>Next meeting May 15, 2018</p>	<p>Moved by Ben Hager to have an “email meeting” in place of the April 17, 2018 meeting, Eve Kikawa 2nd</p>

SUBMITTED BY Maria Cardona