



SAC FACILITIES MEETING
MINUTES – MAY 19, 2020
1:30P.M. – 3:00P.M.
 Zoom Meeting

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

Administrators		Academic Senate		CSEA	
Bart Hoffman, Co-Chair	Stephanie Paramore	Marty Rudd, Co-Chair	Jaki King	Sarah Salas (a)	Mike Turrentine (a)
Jim Kennedy (a)	Christine Leon	Ben Hager (a)	Roy Shahbazian		
Vaniethia Hubbard (a)	Mario Gaspar	Monica Zarske	Rodrigo Valles	District Liaison	
Jeffrey Lamb (a)	Veronica Oforlea	John Zarske	Crystal Jenkins	Carri Matsumoto	Darryl Taylor
Jennie Adams		John Strong			
Guests				Campus Safety & Security	
Matt Schoeneman	Rudy Delgadillo	Maria Taylor	Brian Schroeder	Scott Baker	Chief Toledo
William Nguyen	Dawn McKenna			ASG Representative	
				Matthew Duncan	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:38pm Adjourned at 3:07pm.	
2. PUBLIC COMMENTS					
	John Zarske asked to have the Campus Access Authorization Standard Operating Procedures listed under item number eight in the agenda to be changed from a discussion item to an action item.				
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of April 21, 2020 minutes			Motion moved to approve April 21, 2020 minutes by Jaki King, 2 nd by John Strong. Motion carried unanimously.	
4. PROJECT UPDATES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Project Update Report – Carri Matsumoto/Matt Schoeneman/Rudy Delgadillo Carri Matsumoto reported that the Science Health project was approved by				

the DSA and submitted to the Chancellors Office for approval. Hopefully, we can go out to bid on this project by Summer if the State allows. We are now working on opening up the pre-qualification process again for the subcontractors. We have a short list of general contractors that are pre-qualified to bid on the job. We are hoping for a Fall contract that can be awarded in September or October. Our goal is to start before the end of the year.

Rudy Delgadillo reported on the Science Center Project. He stated that all workers are in good health non-symptomatic. All contractor implemented COVID-19 procedures have been followed. Metal panels are being placed on the exterior of the building. Regarding the hardscape and landscape, the actual design team punch list has occurred and there were a couple of items that needed correcting, but overall it went very well. The greenhouse is getting finished and will be getting a punch list on that as well as, the final connections and checking of systems. As far the interior, a punch list was conducted by the architects on the first through third floors. All the systems are being checked to be in working order. A schedule will be created for training of all maintenance personnel. A meeting will take place on how to provide training during this situation. We are still scheduled to complete this project in the summer. Carri Matsumoto added that there is a new move-in schedule and they will be meeting with the Science Department tomorrow. They anticipate a move-in date of Spring 2021.

Matt Shoeneman reported on the Johnson Student Center Project. He reported that they are also following the COVID-19 restrictions and do not have any reported cases or illnesses. On the first floor, soft and hard lid ceilings are being done, as well as the framing and the drop down of the exhaust fans and utilities. Framing for pony walls and getting ready for casework. Installation of curtain walls and storefront glazing systems on the first floor. On the second floor, electrical, mechanical and fire sprinklers are being done. Most of the drywall is up on the first floor and top down on the second floor. Up on the roof, the mechanical equipment including exhaust fans and the electrical wiring is being done. The boiler room has CMU and the structural set has been done and the metal deck inset. The CMU and the structure steel is done on the serving Kiosk (Express West).

5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Student Report	Matthew Duncan reported that due to lack of physical presence on campus, students were unable to bring up any concerns regarding the current condition	

	of the campus. He will share with ASG the Student Johnson Center, Science Center and Health Science Center updates reported at this meeting.	
Safety and Security Committee (formerly HEPSS Task Force)	Dr. Hoffman reported that the Safety and Security Committee will be brought to College Council for approval. This will take some months for the transition.	
Facilities Report	<p>Mario Gaspar reported on the following:</p> <ul style="list-style-type: none"> • Asphalt work to begin June 1st • Window washing has been completed • Split system unit has been installed • Lactation room still in progress • Tennis and pickleball courts are completed • Carpet cleaning in progress • Hand dryers are being installed throughout campus 	
6. ACCREDITATION		ACTIONS/ FOLLOW UPS
	Marty Rudd reported that he and Mario Gaspar met last Friday and are moving forward as quickly as possible.	
7. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Doors on Restroom Stall – Mario Gaspar reported that all restroom partitions have been checked and the missing partition has been installed.</p> <p>Parking ideas – Marty Rudd informed the committee to send any parking ideas to Dr. Hoffman or himself. Matt Duncan asked when will parking be renovated or updated? There is no additional parking to be added. There will only be asphalt work done. Dr. Hoffman stated that there is a row of portables that will be removed and will add more parking spaces. Carri Matsumoto added that some of those spaces will be for electric vehicles charging stations. The portables will be moved when the individuals currently occupying them are moved into the new building. However, some of those portables are being used for Middle College and may not be moved. There is no set number of how many parking spaces will be added at this time. Mat Duncan asked about the vacant lot on the southeast corner of Bristol and 17th. Dr. Hoffman added that the District is overseeing the development of that property, but the city of Santa Ana has restrictions as to what they will allow to be placed there. Carri Matsumoto added that the city of Santa Ana does not want to see a surface parking lot on that property, they prefer a commercial building. However, we are currently using it for construction worker parking.</p>	

8. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Downtime Cleaning Standard Operating Procedures (SOP)</u> – Dr. Hoffman reported that this procedure was created for the safety of custodial staff. Custodians are working on staggered schedules at this time. Mario Gaspar added that the disinfecting and sanitizing of buildings has started to take place.</p> <p><u>Campus Access Authorization Standard Operating Procedures (SOP)</u> – Dr. Hoffman informed the committee that this SOP was created from a directive from the Chancellor’s Office. The directive stated that the campus will be closed to people coming on and off campus, to the extent that every individual that comes on campus has to be checked in by public safety. It is to ensure the health and safety of faculty, staff and students by knowing who, when, where and why personnel are on campus. This will allow the college to take appropriate actions in accordance with the Centers for Disease Control and Prevention guidelines in the event an individual contracts COVID-19 and was contagious while on campus. This SOP will track all personnel that come on campus. Currently, we are working on a schedule that will allow faculty and staff to come on campus to pick up items they need to work remotely. We are calling this “on campus week.”</p> <p>Both of the SOPs are working documents and can be found on the SAC Intranet.</p> <p>Campus Maintenance Committee Membership – Roy Shahbazian informed the committee that he nominated a few people to be on this committee. Dr. Hoffman stated that this committee will be responsible for looking at the Downtime Cleaning SOP. Mario Gaspar added that this committee has two vacancies, one for a faculty member and one student member.</p>	<p>Motion to amend the Campus Access Authorization Standard Operating Procedure to include an on campus week for college personnel was moved by John Zarske and 2nd by Jaki King. Motion was passed unanimously.</p>
9. FUTURE AGENDA ITEMS	District Safety Special Event Form	
10. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: September 15, 2020	

SUBMITTED BY Maria Cardona