



SAC FACILITIES MEETING  
 MINUTES – SEPT. 18, 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	
Bart Hoffman, Co-Chair	Veronica Oforlea (a)	Marty Rudd, Co-Chair	Susan Sherod	Sarah Salas (a)	Mike Turrentine (a)
Jim Kennedy (a)	Christine Leon	Ben Hager (a)	Jaki King		
Vaniethia Hubbard	Mario Gaspar	Monica Zarske	Tommy Strong	<b>District Liaison</b>	
Jeffrey Lamb (a)	Don Mahany (a)	John Zarske		Carri Matsumoto	Darryl Taylor
Jennie Adams	Lorena Chavez	Elliot Jones (a)			
Brian Kehlenbach					
Guests				<b>Campus Safety &amp; Security</b>	
Brian Schroeder	Allison Coburn -RSCCD			Scott Baker (a) Ray Wert	
Miguel Simental - HGA	Amy Treat - DSPS			<b>ASG Representative</b>	
Satoshi Teshima - HGA	Aggie Kellett, A&R		(a) = absent	Mariely Figueroa-Hernandez (a)	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:35p.m. Adjourned at 3:00 p.m.	
<b>2. PUBLIC COMMENTS</b>					
	None				
<b>3. MINUTES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	The Aug. 21, 2018 meeting minutes were presented for approval.			<b>ACTION</b> Moved by Brian Kehlenbach to approve the Aug 21, 2018 Facilities Committee minutes as presented. 2 <sup>nd</sup> by Brian Schroeder. Motion carried.	
<b>4. PROJECT UPDATES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	Project Update Reports – Carri Matsumoto/Darryl Taylor/Matt Schoeneman <ul style="list-style-type: none"> <li>Report was distributed for review only.</li> <li>HGA Presentation on Health Science Building – presentation by HGA attached.</li> </ul>				
<b>5. STANDING REPORTS</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
HEPPS (Health, Emergency Preparedness, Safety and Security) Task Force	HEPPS Task Force – Don Mahany <ul style="list-style-type: none"> <li>No report</li> </ul>				

<b>Facilities Report</b>	Facilities Report – Mario Gaspar reported the following: <b>Santa Ana College</b> <ul style="list-style-type: none"> <li>• Installed brick path between T and R</li> <li>• Fixed tripping hazard in front of Johnson Center</li> <li>• Repaired wall in C-207</li> <li>• Working on Improvement of Washington/Pacific Entrance</li> <li>• Tree trimming Company will start 9/24</li> <li>• Scheduling Somerset to come out and install and service inverters</li> <li>• 90% of Work Orders that have been submitted between 8/22/18 – 9/18/18 have been closed out.</li> </ul>	
<b>Environmental Task Force</b>	Environmental Task Force – Susan Sherod <ul style="list-style-type: none"> <li>• Susan Sherod reported that most of the recommendations of the Environmental Task Force (ETF) are realized at this point. There was a lot of input on the Master Plan and the Sustainable Master Plan. Some of the items that have already been done are LED lighting and xeriscaping. However, we would like to see solar panels and solar powered high efficiency fans, and more bike racks. Susan Sherod will share the final ETF report with this committee. She recommended the use of beacons to help with wayfinding issues. These beacons can be used through a smart phone to find your way through campus. Dr. Vaniethia Hubbard added that we have a mobile app that helps you maneuver through campus. It was suggested that Susan Sherod speak to the ASG Sustainability Committee to pitch any ideas.</li> </ul>	
<b>Student Report</b>	<ul style="list-style-type: none"> <li>• Teddy Moreno and Kayla Walker – the students reported that there is lack of shaded areas and water stations on campus. They would like to see more trees for shade. Dr. Hoffman will work with Carri Matsumoto to address the shading issue.</li> </ul>	
<b>6. ACCREDITATION</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>• No report at this time</li> </ul>	
<b>7. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>8. NEW BUSINESS</b>	<b>DISCUSSION/COMMENTS</b> <ul style="list-style-type: none"> <li>• <a href="#">BP6332</a> and <a href="#">AR6332</a> – Competitive Bidding Quotation &amp; Contracts</li> <li>• <a href="#">BP6603</a> and <a href="#">AR6603</a> – Informal Bidding Procedures Under CUPCCAA</li> <li>• <u>Maintenance Work vs Public Works</u> – Carri Matsumoto pointed out that there is a difference on how maintenance work and public works are processed. It is important to follow the steps in the document provided. Maintenance work will go through the SAC Maintenance and Operations department as the Public works would go through District Facilities department.</li> </ul>	<b>ACTIONS/ FOLLOW UPS</b>

	<ul style="list-style-type: none"> <li>Facilities Modification Request (FMR) Process – The Board Policy, Administrative Regulations and forms are available in the Employee Intranet under the Facilities Department. These forms are used when doing a modification to a facility (i.e., exterior, interior, building related, change or reconfiguration in the classroom, space, alteration or any type of modification, etc.). Any of these changes will have to go through further review.</li> </ul>	
<b>9. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>CEC Building Lease – no report on this item.</li> </ul>	
<b>10. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	Next meeting Oct. 16, 2018	

SUBMITTED BY Maria Cardona