



SAC FACILITIES MEETING
MINUTES – OCTOBER 20, 2009
1:30P.M. – 3:00P.M.

Approved 11/17/09

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		District Liaison
Norm Fujimoto	Mike Mugica	Monica Collins (a)	Cathie Shaffer (a)	Darryl Odum
Paul Foster, Co chair	Ed Ripley	Stephanie Fondren (a)	Valinda Tivenan(a)	Campus Safety & Security
Rhonda Langston (a)	Maria Sugranes	Ray Hicks, Co chair	Karen Warner(a)	James Wooley
Sara Lundquist (a)	Sylvia Turner	Michelle Parolise(a)	John Zarske(a)	Guests
Alternates		CSEA		Ron Jones
		Sarah Salas (a)	Sean Small (a)	

1. WELCOME AND INTRODUCTIONS		
		Meeting called to order – 1:37 p.m.
2. MINUTES	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
Approval of Minutes – 9/15/09	Minutes were not approved due to a lack of quorum	
3. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
SAC Project Update Darryl Odum	An overview of the SAC projects was provided for members Fire Water Improvements <ul style="list-style-type: none"> This project will be complete when additional devices required by DSA are installed. SAC Diesel and Welding <ul style="list-style-type: none"> This project will be complete when the documents are closed. Child Dev Center Improvements at CEC (HUD) <ul style="list-style-type: none"> Monies from the HUD grant will expire at the end of the federal fiscal year (Sept 30, 2010). Darryl will be meeting with all parties involved to discuss reducing the scope of the project due to budgetary constraints and the estimated cost of the project. Gym Floor Moisture on the floor is causing lifting. <ul style="list-style-type: none"> Work is being done to ventilate the area. Cleaning procedures have been changed. Our standard equipment should not penetrate the sealant and custodians will not run the machine over floor boxes in the future. Users have been notified 	FOLLOW UP Darryl will coordinate a meeting

3. STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<p>SAC Project Update Darryl Odum</p>	<p>Gym Fire Sprinkler Installation Pyro-Com will connect the flow switches</p> <p>Fire Sprinkler Installation Testing of the installation work in H & W will be coordinated through Pyro-Comm to insure that the system is working properly.</p> <p>Sherriff's Training Academy-Obstacle Course Lighting Light standards are installed and operating. Final inspection is pending.</p> <p>SAC CDC Concrete footings are being poured. Safety concern has been raised due to the heavy and fast traffic flow. M&O to re-stripe Campus Dr.</p> <p>SAC Fire Alarm Replacement Phase I P-114 has been demolished and removed. B-12 will be demolished at the end of Phase II (late December 2009).</p> <p>Discussion ensued regarding Phase I problems:</p> <ul style="list-style-type: none"> • Incorrect pull station devices have been discovered and reported to the project manager • Inoperable devices • All devices will be checked during the winter break. • Exterior speaker placement and devices are being reviewed • Adequate training is necessary - now is the time • Quick Copy needs a smoke alarm <p>Maintenance & Operations Complex</p> <ul style="list-style-type: none"> • The asphalt areas in the M&O yard will be re-sealed • There's a recurring problem with the north gate • The district is working on a punch list with more items <p>Upcoming Projects</p> <ul style="list-style-type: none"> • Baseball field improvements – concrete work, sidewalk to concession stand. President Martinez to review plans before work begins. • College Ave Improvements expected to begin late Summer 2010. 	<p>FOLLOW UP Mike will work with the vendor</p> <p>FOLLOW UP Darryl will arrange for a meeting with James, Mike, Pyro-comm and FEI and walk through concerns.</p> <p>FOLLOW UP Paul and Mike to meet to discuss the problem of slowing the traffic flow.</p>
<p>SAC Update Mike Mugica</p>	<p>Mike presented an overview of the work completed by the M&O department from 9/20/09 – 10/20/09 noting that the work was completed with the entire department M&O, Custodial and Grounds working as a team.</p>	
<p>Safety Committee Monica Collins</p>	<p>Paul provided a brief update in Monica's absence. Working off a list from Eric Evans inspection.</p> <ul style="list-style-type: none"> • Knox box has been installed to Campus Safety Bldg • New gate for fire lane access was provided on College Ave • Additional building letters are being installed on B,J, & K 	

4. Old Business	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
Planning & Budget – IE@A Flowchart	Paul provided an outline and described how information flows to the committee and how information is used for planning and budget.	
2009/10 Committee Goals	There was brief discussion regarding process for goal setting and evaluation. The discussion will be carried to next meeting.	FOLLOW UP Carried to next agenda.
Tobacco Free	Area around the butt cans have become smoking areas <ul style="list-style-type: none"> • Not intended for that reason • This was a health measure to make it a smoke-free environment. • ASG proposed the idea of smoking shelters to College Council 	
5. New Business	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
2009/10 Committee Membership	The committee membership was reviewed. <ul style="list-style-type: none"> • CSEA is recommending that a Classified Co-Chair be appointed to this committee 	
Facilities Master Plan ADA Transition Plan	This committee needs to develop a Facilities Master Plan. <ul style="list-style-type: none"> • The plan in the SAC Education Master Plan was created by an independent architectural firm and is not considered a true facilities master plan. • ADA Transition Plan should be a part of the development of the Facilities Master Plan • A sub-committee was formed to begin work on the SAC Facilities Master Plan. Initial sub-committee members include: Paul Foster, Ray Hicks, Maria Sugranes, and Geni Lusk to provide administrative support 	FOLLOW UP Geni will research plans from other colleges.
6. Other	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<ul style="list-style-type: none"> • POD Exercise - October 30 due to contract issue. • I building – Sliding door on the 2nd floor facing east is not working correctly. • OCTA will be providing ADA accessibility to the campus from the eastbound 17th bus stop as part of the Bravo project that is scheduled to start in Nov 2010. • Lt. Wooley provided a demo of the security cameras placed in the M&O building. 	FOLLOW UP Paul to follow up on issue in Quick Copy Center.

Meeting adjourned – 3:05p.m.
Next Meeting – November 17, 2009
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