



SAC FACILITIES MEETING
MINUTES – NOVEMBER 17, 2009
1:30P.M. – 3:00P.M.

Approved 2/16/10

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	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		
		Sarah Salas	Sean Small (a)	
1. WELCOME AND INTRODUCTIONS				
		Committee welcomed ASG representative, Kimberly O'Neill. Self Introductions were made.		Meeting called to order – 1:37 p.m.
2. MINUTES				
Approval of Minutes – 9/15/09		DISCUSSION/COMMENTS		ACTIONS/OUTCOME/FOLLOW UPS
				Motion was moved by S. Turner to approve the September 15, 2009 Committee minutes 2 nd – M. Sugranes Discussion ensued. Motion was unanimously approved.
Approval of Minutes – 10/20/09				Motion was moved by M. Sugranes to approve the October 20, 2009 Committee minutes 2 nd – M. Mugica Discussion ensued. Motion was unanimously approved.
3. STANDING REPORTS				
SAC Project Update Darryl Odum		DISCUSSION/COMMENTS		ACTIONS/OUTCOME/FOLLOW UPS
		An overview of the SAC projects was provided for members. Additional information as noted: Child Dev Center Improvements at CEC (HUD) <ul style="list-style-type: none"> • Met with all parties as indicated last month. • Scope of work includes: Kitchen improvements, restroom changes. interior and exterior modifications. Projected time table <ul style="list-style-type: none"> ✓ Project out to bid before Christmas holiday. ✓ Board approval of bid in January ✓ Estimated 4-5 months completion Gym Floor A humidity control system is being installed. The floor manufacturer would not warranty the floor unless we can control the moisture content in the room.		FOLLOW UP Darryl will follow up with the manufacturer to address the problem.

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<p>Gym Restroom Addition</p> <ul style="list-style-type: none"> Contractor is slightly behind schedule. <p>Gym Fire Sprinkler Installation</p> <p>Pryo-Comm is connecting devices in G and also H & W.</p> <ul style="list-style-type: none"> Work is expected to be completed this evening. 	
	<p>SAC Fire Alarm Replacement Phase I</p> <ul style="list-style-type: none"> All device changes have been made and will be re-tested after panels are re-programmed. <p>SAC Fire Alarm Replacement Phase II</p> <ul style="list-style-type: none"> The contractor has begun electrical work in A bldg. Project is slightly behind schedule <p>Maintenance & Operations Complex</p> <ul style="list-style-type: none"> Gate on north side is inoperable and south gate appears to be going out as well. Contractor has been notified District will withhold funds until the issue is resolved. <p>SAC Child Development Center</p> <p>The project in parking lot 8 is progressing on schedule.</p>	<p>FOLLOW UP</p> <p>Darryl will arrange for a meeting with FEI to address issue.</p> <p>FOLLOW UP</p> <p>Darryl is arranging for a meeting with the architect, EMAI, Paul, Mike and Bernard's.</p>
<p>SAC Update Mike Mugica</p>	<p>An overview of the work completed by the M&O was presented.</p> <ul style="list-style-type: none"> 100 work orders completed between Oct. 1 and Nov. 12. Work continues with a smaller staff. 	
<p>Safety Committee Monica Collins</p>	<p>A brief overview was presented by Monica Collins, committee co-chair.</p> <ul style="list-style-type: none"> The Safety and Security committee passed a motion, recommending that the ADA subcommittee be moved to the Facilities committee. The recommendation will be taken to College Council. 	
<p>Parking ASG Spots for Raffle</p>	<p>Kimberly O'Neill (ASG representative for Alex Flores) presented a fundraising proposal</p> <ul style="list-style-type: none"> Purpose is to support the Summer Session Rescue Fund by raffling 5 premium student parking spots. The committee provided some strategies for ASG to consider in an effort to maximize their return. 	<p>FOLLOW UP</p> <p>Norm will work with Alex Flores on the details of this project.</p>
<p>SAC Facilities Master Plan Sub Committee</p>	<p>A sub committee was formed to develop a Santa Ana College Facilities Master Plan.</p> <ul style="list-style-type: none"> Plan will include current needs, short-term, and long term planning and program needs/development The Facilities Master Plan is driven by the Educational Master Plan. Immediate planning needs should be identified in the department portfolios A draft questionnaire was presented. A discussion ensued. ADA Transition plan should be included in the Facilities Master Plan. The questionnaire will allow for discussions to be initiated at the department level as well as from within all constituencies. 	<p>FOLLOW UP</p> <p>Maria will work on incorporating the facility planning component into the portfolios.</p> <p>FOLLOW UP</p> <p>Sub committee will review the questions and provide an outline at December's meeting.</p>

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
2009/10 Committee Goals	<p>Members were provided a draft of 2009/2010 proposed goals. Discussion ensued.</p> <ul style="list-style-type: none"> • Now is the time to consider the 2010/2011 goals. • Committee goals should coincide with the Facilities Master Plan 	<p>FOLLOW UP Carried to next agenda.</p>
4. Old Business	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
2009/10 Committee Membership	<p>Members reviewed the College Council approved change to membership in the shared governance document.</p> <ul style="list-style-type: none"> • Changes are pending CSEA approval because CSEA was not represented at the College Council when the structural was approved. 	
5. Other	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<ul style="list-style-type: none"> ■ Question was raised regarding building sprinkler requirements <ul style="list-style-type: none"> ✓ The year of construction determines the requirements, so not all buildings are sprinklered but meet code requirements. All new buildings have sprinklers and several older buildings have been retrofitted with sprinklers. ■ Baseball Field Project <ul style="list-style-type: none"> ✓ The baseball field is not on the District Construction list as it is not yet an official project. The plans will be coming out DSA shortly. An update will be provided at the next meeting. 	

Meeting adjourned – 3:00p.m.
Next Meeting – December 15, 2009
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