



SAC FACILITIES MEETING  
 MINUTES – FEBRUARY 18, 2014  
 1:30P.M. – 3:00P.M.

Approved 3/18/2014

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Administrators		Academic Senate		CSEA	
Michael Collins, Co-chair	Rhonda Langston	Maria Aguilar Beltran	Susan Sherod	Edward Luna(a)	Mike Ediss
Bart Hoffman	Loy Nashua	Ray Hicks	Valinda Tivenan	Sarah Salas	Maria Taylor
Jim Kennedy(a)	Linda Rose	Elliott Jones, Co-chair	John Zarske	District Liaison	
Eve Kikawa	Mark Wheeler		Louis Pedroza(a)	Carri Matsumoto(a)	Darryl Taylor
Guests				Campus Safety & Security	
Tom Bonetati	Adam Nyssen			James Wooley	
Ron Jones				ASG Representative	
Don Mahany				Cristina Zainos(a)	
1. WELCOME AND INTRODUCTIONS					
		Self Introductions were made		Meeting called to order – 1:32p.m. Adjourned at 2:57p.m.	
2. PUBLIC COMMENTS					
		No Public Comments			
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		The November 19, 2013 meeting minutes were presented for approval.		ACTION Motion was moved by J. Zarske to approve the November 19, 2013 Facilities committee minutes as presented. 2 <sup>nd</sup> – M. Taylor The motion carried unanimously.	
4. PROJECT UPDATES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		Darryl Taylor, Director of District Facilities and District Support Services provided an update to the committee. MEASURE E <u>Perimeter Project</u> <ul style="list-style-type: none"> <li>The project is in its final phases.</li> <li>Diligent efforts are being made to complete and closeout the project.</li> </ul>			

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• All the parking lots that were touched as part of this project will receive a final slurry and stripping. <ul style="list-style-type: none"> <li>○ Some of that work has been done that was not satisfactory, however, the district is confident that the work will be completed meeting the required specifications.</li> <li>○ The work schedule to complete the slurry/stripping work will be coordinated with instruction for minimal disruption.</li> </ul> </li> </ul> <p><u>R bldg. Handrail Replacement Project</u> Darryl will provide a concrete timeline in order to be able to provide clear communication to Administration, faculty and staff. All efforts will be made to ensure minimal disruption.</p> <p><u>Parking Lot #11 expansion, Temporary Village, and Planetarium renovation - 3 pak</u> A plan view was presented to the members identifying the layout of Lot #11, the temporary village and the Planetarium.</p> <p>Renderings of the temporary village were provided for the committee's review.</p> <ul style="list-style-type: none"> <li>• The temporary village will be utilized as "swing space" for Dunlap Hall followed by Johnson Center.</li> <li>• The B bldgs. will be painted to match the rest of the village.</li> <li>• Resources have been included to provide a safe, comfortable learning environment for faculty, students and staff.</li> <li>• The portables will each come with cooling units.</li> <li>• The plan is to have the portables gone in 5 years.</li> <li>• The entire area will become parking once the village is gone. <ul style="list-style-type: none"> <li>○ The entire parking area will be paved and the village portables will be placed on a portion of the paved area.</li> </ul> </li> </ul> <p><u>Lot 11</u></p> <ul style="list-style-type: none"> <li>• The lot will include electric car charging stations. <ul style="list-style-type: none"> <li>○ Mike Ediss is currently researching an electric dispensing service.</li> <li>○ It was noted that there will be a cost associated with the dispensing service.</li> </ul> </li> </ul> <p>The lot will be repaved and restriped and capture 32 additional parking spaces.</p> <p>A schedule of the projects was also provided for review.</p> <ul style="list-style-type: none"> <li>• A move management company will be hired to plan and coordinate the pieces of the move. <ul style="list-style-type: none"> <li>○ The communication will be a coordinated effort between Mark Wheeler and the area dean down to the impacted faculty.</li> </ul> </li> </ul>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Dunlap Hall</u>  Negotiations are being conducted with the lease lease back contractor project.</p> <ul style="list-style-type: none"> <li>• Contractor will be conducting an on-site assessment in April.</li> <li>• Work will not begin until the spring semester has been completed.</li> <li>• The building will be handed over to the contractor once faculty and staff have moved and relocated to the temporary village.</li> <li>• Aside from the elevator /new structure work, there will be only minor renovations to the existing building. <ul style="list-style-type: none"> <li>○ Guardrails will be enclosed with scaffolding, removed and replaced.</li> </ul> </li> </ul> <p>Members were reminded that if work is done inside in the building, the district would need to adhere to DSA regulations.</p> <p>The original plan for the project was that it would be phased over the course of two summers. The temporary village will allow for the project to be completed in a more efficient timeframe.</p> <p><u>SCHEDULED MAINTENANCE PROJECTS</u>  Boiler Replacement project - boiler replacement work in A, F &amp; R will begin the closeout phase.</p> <p>It was noted that over the last six months, over 1 mil has been spent in bringing the campus back to where it needed to be from a routine and preventative maintenance stand point.</p> <p>Members were updated on the upcoming scheduled maintenance projects. It was noted that these projects total to just under 2mil. The college is catching up with scheduled maintenance needs that have accumulated over time.</p> <ul style="list-style-type: none"> <li>• High Voltage Preventative - Preventative maintenance work will be done on the high voltage lines.</li> <li>• Campus Key Access - This project will involve a retrofit of the campus doors to ensure security throughout the campus buildings. It was noted that only the cores will be replaced.</li> <li>• Roof repairs - roof repairs will begin in buildings C, H, N, P, and R in the next 6 months.</li> <li>• Hammond Hall - The building will be painted on the exterior. All windows in the building will be replaced with tinted, dual paned and Low E windows.</li> <li>• Practice Football field - There will be a renovation of the practice football field. The crown will be replaced for proper draining. Still exploring the options of sod or seed replacement depending on the budget.</li> </ul>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Russell Hall - The building will be painted to align with G, H, W, and the Planetarium bldgs. This project will tie in with the Russell Hall handrail replacement.</li> <li>• Russell Hall - Interior upgrades will be conducted to the building that are necessary to sustain the building until it is ready to come down in approximately 8 years.</li> </ul>	
6. Standing Reports	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	<p>A HEPSS report was provided for the members (Please see attachment.)</p> <ul style="list-style-type: none"> <li>• The committee is discussing replacing the current AlertU system with a single platform system.</li> <li>• An updated inventory review of the ER supply trailer was conducted.</li> <li>• Eyes and Ears Threat Assessment training hosted by OCDE was provided to faculty and staff. Two sessions were provided.</li> <li>• SAPD is looking to partner with Santa Ana College in setting up “active shooter scenarios” on campus. Those discussions are in progress.</li> <li>• The committee has completed an Emergency Notification for employees, similar to what is read to students on the first day of classes. <ul style="list-style-type: none"> <li>○ This notification has been provided to the faculty. There will be further discussion on how to provide the information to SAC Classified personnel.</li> </ul> </li> </ul>	
Facilities Report	<p>The SAC Facilities Report was presented by Mark Wheeler (see attached). In addition to the report, the following notations were made:</p> <ul style="list-style-type: none"> <li>• The campus will be receiving a \$2500.00 rebate from the Gas Co. for the new pool heater.</li> <li>• The three large trees in front of Russell that were removed will be replaced with Sycamore trees.</li> <li>• Medeco is the new key lock system that will be utilized on campus. It will consist of an access control system as well as a standard locks. <ul style="list-style-type: none"> <li>○ The access control system allows for audit trail reports.</li> </ul> </li> </ul>	
Environmental Task Force	<p>Report was provided by Susan Sherod for members to review. (Please see attachment.) In addition to Susan’s report, Susan stated that currently there are no members on the task force other than herself and Ray Shahbazian. She noted that Ray has chosen to focus on transportation. She welcomes participation.</p> <p>There was an inquiry regarding efforts to reduce the carbon footprint as well as any future plans for solar projects. The committee was updated on those efforts.</p>	

Standing Reports	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Through Proposition 39, the college has been approved for LED lighting retrofit both exterior and interior.</li> <li>• This will result in a huge energy costs savings for the campus.</li> <li>• There will be a significant reduction in manpower due to the life of bulbs (5-7 years).</li> <li>• This project which will allow for those resources normally expended on light bulbs costs/lighting maintenance to be allocated elsewhere on campus.</li> </ul> <p>It was noted that Prop. 39 requires the college to list clean/energy efficient future projects. Solar projects are a part of the campus's future plans.</p>	
7. Old Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Tobacco free college declaration update & proposed District Administrative Regulations	<p>The membership was provided with a draft of recommended revisions to the District Administrative Regulations regarding Smoking and Tobacco Use in District Facilities and Vehicles.</p> <ul style="list-style-type: none"> <li>• SAC has completed their local tobacco free campus declaration.</li> <li>• SAC in collaboration with SCC have developed recommended revisions to the District Administrative (as presented) so that both campuses are consistent in their efforts.</li> <li>• It was confirmed that there is zero tolerance for drugs and alcohol.</li> </ul>	
Committee Goals	<p>2013/2014 Committee goals</p> <p>A draft of the 13/14 committee goals were presented to the committee for review and action.</p> <p>It was noted that the goals are very similar to the 12/13 goals. Members were updated that feedback received in the End of the Year report reflected the desire to carryover the 12/13 goals.</p> <p>Recommendations for evaluating the goals will be brought for discussion at the March meeting.</p>	<p><u>ACTION</u></p> <p>Motion was moved by R. Hicks to approve the 2013/14 SAC Facilities Committee goals as presented. 2<sup>nd</sup> - E. Kikawa.</p> <p>The motion carried unanimously.</p> <p><u>FOLLOW UP</u></p> <p>Dr. Collins and Dr. Jones will bring recommendations on how to evaluate the goals to the March meeting.</p>
8. New Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
9. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>It was confirmed that the Daktronics marquee for theater is still slated to be installed. The marquee had been pulled from the Perimeter project but will be included in one of the upcoming packages.</p> <p>Members were provided with an overview of the district's RFQ and RFP processes.</p> <ul style="list-style-type: none"> <li>• <u>RFQ (Request for Qualifications)</u> companies are invited to present their qualifications and are placed on a list if they meet the district qualifications.</li> </ul>	

Other (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• <u>RFP (Request for Proposal)</u> once deemed qualified, companies present their pricing and plans for a project. They are interview and a selection is made based on the value/cost and the ability to meet our scheduling needs.</li> </ul> <p>This practice has proven to allow for better pricing and better contractors for the district.</p> <p><u>CEC update</u></p> <ul style="list-style-type: none"> <li>• City Council did recommend a 5yr lease extension.</li> <li>• No long term lease - land swap is being considered.</li> <li>• The site needs \$600,000 worth of repairs. The repairs will be done once the lease agreement is finalized.</li> <li>• Dr. Collins is working with the district's attorney and the city attorney on the agreement language.</li> </ul> <p><u>17<sup>th</sup> and Bristol property</u></p> <ul style="list-style-type: none"> <li>• Still in a lease agreement.</li> <li>• Looking to schedule demo.</li> <li>• Design yet to be seen.</li> <li>• Tentative parking lot - Jan. 2015</li> <li>• A P.O. has been initiated for the property to fenced which will help to secure the property.</li> </ul> <p><u>Perimeter Plants</u></p> <p>There was an inquiry in regards to the plans for the perimeter shrubs. It was noted that Mark Wheeler and his Grounds team will be meeting with the landscape architects to discuss the vision for the shrubs.</p>	

SUBMITTED BY Geni Lusk 2/28/2014



Facilities and Maintenance meeting  
 HEPSS Task Force  
 Health, Emergency Preparedness, Safety and Security  
**NOTES FEBRUARY 18, 2014 ROOM – ACADEMIC SENATE CONFERENCE ROOM**

Notes for Facilities Management meeting

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MEMBERSHIP				
Monica Collins, Co-Chair- Absent	<b>Rebecca Barnard</b>	<b>Michael Collins-</b>	Gary Dominguez -Absent	
Andy Gonis - Absent	<b>Don Mahany, Co-Chair</b>	<b>Don Maus</b>		
<b>Mark Wheeler</b>	<b>Alistair Winter</b>	<b>Jim Wooley</b>		

		Meeting Called to Order 2:00
OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<b>Alert-U Test and Training</b>	Considering/Researching options to replace current AlertU with a single platform system. When/If this happens the information gathered by Alert-U will be transferred.	Alistair reported that he is working on this and will report back as progress is made.
<b>Spring Drill</b>	<ul style="list-style-type: none"> <li><b><u>Wednesday, February 26<sup>th</sup> is target date.</u></b></li> <li>Desire to move the ICS location to the first floor of A building for access to power generation capacity with specific circuit panels that will provide access to electricity, computer, phones, etc. <b>New Location A-214</b></li> <li>Conduct a drill just for M&amp;O people and involve Health Center and Psychological Services staff.</li> </ul>	Dr. Collins - Lead Contact Person  Mark Wheeler to research on specific room <b>New Location A-214</b>
<b>Inventory ER supplies</b>	<ul style="list-style-type: none"> <li>Need to inventory ER supplies – suggestion was that next meeting we meet at the trailer and inventory supplies.</li> </ul>	<b>Completed</b> HEPSS personnel went through the supplies trailer.

<p><b>Eyes and Ears- threat assessment training-</b> Dr. Sara Lundquist requested this training</p> <p><b>Disaster Survival Skills training</b></p> <p><b>CERT Training</b></p> <p><b><u>Employee</u> Emergency Notification</b></p>	<p>The Eyes and Ears- threat assessment training with OCDE. Report on completed training.</p> <ul style="list-style-type: none"> <li>• Disaster Survival Skills training scheduled for February 7<sup>th</sup> 8:30 – 11:30 AM by Wayne Bennet.</li> <li>• Don Mahany and Gary Dominguez could provide the FEMA sponsored training. <ul style="list-style-type: none"> <li>○ Requires 24 hours of training.</li> <li>○ Difficulty to schedule, get commitment/make-up sessions??</li> <li>○ Fridays are good days?</li> </ul> </li> <li>• Don Mahany is working on a document that empowers employees to respond to threats on campus</li> </ul>	<p><b><u>Completed</u></b> Dr. Michael Collins A 2<sup>nd</sup> training took place January 21<sup>st</sup>, 3 – 5 PM in D101</p> <p><b><u>Completed</u></b> Capt Wayne Bennett conducted the training on Friday Feb 7<sup>th</sup> for our Maintenance and Operations employees. He spoke about triage of buildings, quick medical treatment and structure stabilization</p> <p><b><u>Project in development stage</u></b></p> <p><b><u>Completed</u></b> (see handout)</p>
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STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
SAC - Jim Wooley	<ul style="list-style-type: none"> <li>• Significant incident report; Report provided by James in a hand-out</li> </ul>	J. Wooley
Risk Management- Don Maus	<ul style="list-style-type: none"> <li>• Injury report provided. See report</li> </ul>	Don Maus



OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<p><b>SAPD request for videos of SAC campus, buildings and grounds for training.</b>  <b>Partnership with Santa Ana Police and SAC</b></p>	<ul style="list-style-type: none"> <li>• Pictures done and sent to SAPD for their review and consideration.</li> <li>• Paul Walters – retired police chief is assisting with a readiness assessment and will be making recommendations to the District task force.</li> <li>• Hopes for future training and SAC as a SAPD training site.</li> <li>• SAC needs to establish protocols for reaction to various situations.</li> <li>• Safety and Security of our students, staff and faculty is our number one concern and our responsibility.</li> <li>• Recent campus wide accreditation survey showed that overwhelmingly people feel safe and secure at SAC.</li> </ul>	<p><b>Completed</b> Alistair Winter / Dr. Collins</p> <p>Mahany and Dominguez would like to enter into this project. A model for tabletop exercise / presentation should be used prepared for this exercise.</p>
<p><b>Smoking Policy</b></p>	<ul style="list-style-type: none"> <li>• Dr. Collins provided members with a copy of the draft revised policy of TOBACCO FREE CAMPUS DECLARATION.</li> <li>• Policy now includes reference to ban on e-cigarettes.</li> <li>• District is updating its regulation on smoking as well to create a common voice across the district for all sites.</li> </ul>	<p><b>Completed</b> Dr. Collins</p>
<p><b>Next Meeting</b></p>	<p><b>Thursday March 6<sup>th</sup></b></p>	<p><b>Agenda Items for March Meeting:</b></p>



#### Facilities update for 2/13/2014

- We have received 309 work orders and have 9 open work orders on the books.
- One of the pool heaters is in the process of being replaced with a new unit. ACCO is performing the work and it should be completed by Monday 2/17/2014.
- The area behind the baseball and softball dugouts is in the process of being renovated to make it more attractive to our visitors.
- The main elevator in the U building is out of order. The elevator service company has been given the approval to complete the necessary repairs. Originally there was a major concern as the replacement parts are no longer available and the cost to replace the door control hardware was in excess of \$50,000.00. They have since found a replacement system and albeit used, they are confident that it will work for the next few years.
- The three large trees in front of Russell Hall were removed due to safety concerns and replacement trees have been planted. The two ends of the building are scheduled to be painted in the next few weeks and the remainder of the building will be painted as soon as the replacement railings have been installed. That replacement is tentatively scheduled for spring break.
- There has been a new lock installed on the exterior door of the faculty lounge in A building.
- The chemistry storage and processing facility in Russell Hall is scheduled for replacement locks. Unfortunately the vendor is not rushing the cores as we would like. We expect them to be on site in the next week. There are renovation projects on the schedule in the following areas:
- W106 - electrical installation
- A214 - electrical installation and exhaust fan installation
- R326 - conversion of old photo lab to a useable classroom
- We have five roofs in the queue to get repaired in the near future and a more complete schedule will follow.
- Building H is going to be renovated and that will begin in the next couple of months. It will include paint, windows and fascia replacement.