



SAC FACILITIES MEETING
 MINUTES – APRIL 29, 2014
 1:30P.M. – 3:00P.M.

Approved 9/16/14

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(a)	Valinda Tivenan(a)	Mike Ediss	vacant
Bart Hoffman(a)	Loy Nashua	Elliott Jones, Co-chair	John Zarske(a)	Sarah Salas	Maria Taylor
Jim Kennedy(a)	Linda Rose(a)	Susan Sherod	Louis Pedroza(a)	District Liaison	
Eve Kikawa(a)	Mark Wheeler			Carri Matsumoto/Darryl Taylor	
Guests				Campus Safety & Security	
Ron Jones	Don Mahany			John Follo	
*Ron Coopman for Bart Hoffman	Matt Schoeneman			ASG Representative	
				John Olivares	
1. WELCOME AND INTRODUCTIONS					
		Self Introductions were made		Meeting called to order – 3:00p.m. Adjourned at 4:33p.m.	
2. PUBLIC COMMENTS					
		There were no public comments			
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		The April 29, 2014 meeting minutes were presented for approval.		ACTION Motion was moved by M. Wheeler to approve the April 29, 2014 Facilities committee minutes as presented. 2 nd – S. Sherod The motion carried unanimously.	
4. PROJECT UPDATES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		A project update was provided by Darryl Taylor, Director of Facilities, Construction and Support Services(see attached). Additional update as noted. <u>Central Plant</u> <ul style="list-style-type: none"> • A meeting with DSA is planned to review what has been submitted so far and to discuss what DSA expects to see from the project. • Timelines are tentative. 			

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Phase 1 Laying the underground utilities infrastructure throughout the campus.</p> <ul style="list-style-type: none"> o Chilled water line o New electrical o Fire water o Domestic water <p>It was noted that the existing infrastructure is failing on a regular basis.</p> <p>This phase will also include landscaping throughout the central mall.</p> <p>Phase 2 Actual building of the Central Plant.</p> <ul style="list-style-type: none"> • The plant will cool the water as well as a storage facility for ice that will be used to cool our buildings and eliminate the need for each building to have their own HVAC system, chiller and condenser. • This will allow for services to come direct from one central plant which will provide some great efficiencies. <p>In addition, the building will also house a baseball office, small storage area and M&O inventory storage.</p> <p>Phase 3 Mechanical Upgrades</p> <ul style="list-style-type: none"> • Hooking up 8 buildings to the Central Plant. • Addition of new equipment on top to allow the chilled water to service the buildings. • Stub-outs for future work. <p>This project will be very impactful for pedestrian traffic and way finding.</p> <p>The importance of way finding and signage has been stressed to the district and communicated to the crews, design and implementation teams.</p> <ul style="list-style-type: none"> • Imperative that this project does not have a negative impact on FTE generation. • Important to mitigate through good planning and implementation of projects. • Front Door experience and serving students' needs are a high priority. <p>Mr. Taylor noted the following efforts by the district:</p> <ul style="list-style-type: none"> • Contractors are aware that activities on campus are priority #1. <ul style="list-style-type: none"> o They are expected to coordinate with the campus. • District is providing Campus Alerts when activities may be impactful to faculty, staff and students. <p>Campus projects will continue to be safe, coordinated with a lot of information on the front end and throughout the project.</p>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Johnson Center</u> RFP process was conducted for Architectural Engineering Services and interviews proceeded from that point.</p> <ul style="list-style-type: none"> • Architects were asked how do we our serve students into the future. • It was noted that the architect firm selected has a lot of experience with student life and student services buildings. • Prior to their interview, the firm had visited the campus and had some ideas about the building. They understood the building as a focal point for the campus. • Members of the interview team felt very confident with their selection. • It is not known at this time if the project will be a renovation or a complete demo and rebuild. • Design costs are less if you tear down, rebuild rather than renovate. • Once the programming is reaffirmed, a scope of work will be developed and within the scope of work, a budget estimate will be discussed. At that time there will be discussion as to what the best option for SAC is. • The target start for Design Phase was corrected to July 2014. <p><u>Bristol and 17th Street Parking Lot</u></p> <ul style="list-style-type: none"> • Lot has been demoed. • Preliminary design has been created. • District has met with the city for their comments. • There has been one initial review with the college. • The project is not in DSA. <p>It was noted that in order to minimize the parking impact on campus, the lot is being used for construction parking, lay down area and storage of materials.</p> <ul style="list-style-type: none"> • The space may be used to minimize the parking impact of future projects. <hr/> <p>SCHEDULED MAINTENANCE PROJECTS Bldgs. C, N, P, R, & L - Roof Repairs After a review of critical roof repairs needed, a roof restoration to building L has been added to the list.</p> <ul style="list-style-type: none"> • The roof has had a number of leaks, specifically one over the computer lab. • A complete re-roof is cost prohibited however the restoration will have a warranty for 10 years against leaks and future damage. • It was noted that the building may be a part of a future project. <p>Members were advised that there had been delays with the roof repair projects; however the work is on target and will be completed before the rainy season.</p> <p>The importance of maintaining roofs and building envelopes on a regular basis as part of the college's scheduled maintenance plan was emphasized.</p>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>A brief overview of the planning process for Scheduled Maintenance projects was provided:</p> <ul style="list-style-type: none"> • From the RARs all Facility related requests are initially pulled and separated into Scheduled Maintenance projects list eligible for funding. • That list is attached to the Scheduled Maintenance list. <ul style="list-style-type: none"> ○ In addition, the following items are reviewed for consideration: <ul style="list-style-type: none"> ▪ Preventative Maintenance projects. ▪ Facilities Condition Assessment report. ▪ Areas on campus that need to be completed. <p>It was also noted that there are a number projects that are pending at the Sheriff's Academy.</p> <p>This planning process is followed by the budget process, projects are moved to a list where they are tracked and completed.</p> <p>The list is prioritized once the monies are known for 14/15. Projects are prioritized every September.</p> <p><u>Football Field Reconditioning</u></p> <ul style="list-style-type: none"> • This project will be a re-grading and re-sod of the field. • It will be released back to the college on September 15. <p><u>LED Lighting Upgrades</u></p> <ul style="list-style-type: none"> • Work is ongoing. • The majority of this work will be done at night. 	
5. SAC ACTIVE PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Matt Schoeneman, project manager with Linik Corp. provided the membership with an update on the SAC ACTIVE PROJECTS (see attached). Additional comments as noted.</p> <p><u>Dunlap Hall Addition and Alterations</u></p> <ul style="list-style-type: none"> • Contractor has been on board for about a month. • Critical component of this project are the guardrails. • Drilling of the peers for the stair towers will begin in the next couple of weeks. <p>An inquiry was made regarding the fence line that is removing the sidewalk along parking lot #6. Discussion ensued.</p> <ul style="list-style-type: none"> • It was noted that closing this sidewalk is a concern that has been expressed to Matt Schoeneman and the district. • Important to teach and train campus community to use the entrances around the fence line. • There will be some mitigation techniques that will be utilized to train students, faculty and staff as they return to the campus. • Some options were discussed to appease some of the safety concerns. 	

SAC ACTIVE PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>This item will be discussed at the SAC Coordination meeting. The SAC Coordination team consists of Dr. Collins, Mark Wheeler, Campus Security and Matt Schoeneman. It was noted that this team meets bi-monthly to discuss vehicular/pedestrian traffic issues as well as any safety related campus items.</p> <p><u>Parking Lot #11 Expansion, Road Improvement</u></p> <ul style="list-style-type: none"> • Upcoming events - Landscaping and installation of trees. <p><u>Portable Village Swing Space</u></p> <ul style="list-style-type: none"> • Some of the modular units were purchased and some leased. The leased units are Village group C. <ul style="list-style-type: none"> ○ These units were received in a brown color and will be painted to match the rest of the units. <ul style="list-style-type: none"> ▪ Quotes are being received for this work. • The parking lot motif will match the other campus parking lots. • Project is coming along nicely and is on track for the move in date. • Working on the “move in” plan with the district and the move management consultant to ensure the move’s efficiency. • Flex week will be the first week of occupancy. • The Village will be ready for the first day of school. • There will be a designated area in Lot #11 for smoking. <p>Appreciation was expressed to Matt Schoeneman for his diligent efforts with the projects.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
<p>HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force</p>	<p>A HEPSS report was provided for the members by Don Mahany. (Please see attachment.) Additional comment as noted.</p> <ul style="list-style-type: none"> • Blackboard Connect is being considered as the district’s alert system is being explored. • The date of July 15 has been set for the FEMA/CERT Training. <p>The Active Shooter drill will be held on August 15. The drill will begin at 9:00a.m. It will continue throughout the day.</p> <ul style="list-style-type: none"> ✓ It will be a collaborating effort with O.C. Fire and S.A.P.D. S.W.A.T. ✓ SAPD and OCF teams will be brought in throughout the day in Bldg. C and will work through the scenario of an active shooter. ✓ No live ammunition will be used. ✓ A simulator will be utilized for the drill. ✓ We need to be prepared for when this situation comes to our campus. ✓ Lt. John Follo has developed robust Active Shooter guidelines for the campus. <ul style="list-style-type: none"> ○ These guidelines will lead our security, dispatch and emergency management teams. 	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o Lt. Follo was thanked for his work on the guidelines, background and professional expertise that he has brought to the campus. ✓ Important for the campus to see the drill and or become involved. ✓ These drills will be ongoing. ✓ The campus will be updated as the drill nears on how you can participate. <ul style="list-style-type: none"> • The task force welcomes new members Nilo Lipiz, Maria Aguilar-Beltran and Victoria Williams. • There is a need to secure Floor Wardens and Building Captains for the evening evacuation drills. • The security cameras on campus are not monitored. The word needs to get out. • Software options are being explored that will notify when a camera goes down. <p>It was noted that the emergency interior and exterior sound system for CEC was included on the RARs process for CEC.</p>	
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"> • The practice field will close Monday, June 30 at which time will become a construction site. <ul style="list-style-type: none"> o It will be closed for about 6 weeks. o Flyers will be posted in an effort to keep folks out. o A campus wide email will be sent out. • The automatic door in the S building has a burnt out motor, the part has been order and will be installed once it is received. • It was reported that a copper line was cut related other to the campus's energy management system. The line was repaired however the system has not come back correctly. The system is still experiencing some issues and measures are being taken to resolve it as quickly as possible. • An electrical break occurred last week. The repairs were quickly made. A walk through was done to confirm that everything was up and running. The contractor's efforts on the job were commended. • Appreciation and gratitude were expressed for Mark Wheeler and his grounds team for their efforts on keeping the campus up. • On behalf of the Faculty Senate, Mr. Jones expressed their appreciation for the outstanding communication efforts by Mark Wheeler in keeping the campus community abreast of construction issues that impact the campus. 	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Environmental Task Force	<p>Susan Sherod emailed her report to the membership and welcomed any questions. (Please see attachment.) She noted that she continues to focus on materials and vendors items for sustainable solutions.</p> <p>Dr. Collins provided a handout on the Higher Education Sustainability Conference that he had attended. (See attached.) The overview highlighted the following:</p> <ul style="list-style-type: none"> • Irrigation and water conservation for a greener landscape. • Drought Management. • Goals for efficient and effective irrigation program. • Energy smart landscapes – strives to achieve the most ecological benefits for the least ecological cost. • Measuring Sustainability Outcomes in Higher Education. • Measuring Sustainability in 4 different categories: Academics, engagement, operations and planning and admin. • Teaming with Facilities for achieving zero waste. • REcyclemania! CSU San Marcos <p>It was noted that a campus-wide initiative needs to be established on all of the Santa Ana College sites. It is important to engage students, faculty, staff and administration in the program in an effort to work toward a zero waste program.</p> <p>Dr. Collins recognized Susan Sherod's continued efforts in bringing information forward to the membership in the areas of thermal massing, zero waste and natural ventilation. In addition it was noted that those are solid approaches to sustainability that need to become part of the design goal for new buildings.</p> <p>The district is working on a Sustainability plan. The draft will be forwarded to the membership once it is ready.</p>	
7. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Technology Suggestion Box update	<p>Loy Nashua provided the membership an update on the Technology Suggestion Box that had been placed in the Academic Computing Center, Library and Math center.</p> <p>Loy met with the ASG senators regarding some feedback that was received:</p> <ul style="list-style-type: none"> • Maintain the suggestion boxes in the designated centers by faculty or the centers where they are located. • Increase the center's hours of operation and possibly increase staffing. <p>The students were advised to work with the ASG Executive Board regarding these suggestions. Loy will work as a liaison between the ASG and the deans of those respective centers.</p>	

OLD BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Cigarette Receptacle in Lot #1	<p>An update on the cigarette receptacles in Lot #1 was provided.</p> <ul style="list-style-type: none"> • Two receptacles had been installed. One has gone missing but will be replaced. • Effective placement in the lot is an issue. • A receptacle has been placed near the motorcycle parking; however it is not being used as much as desired. • It appears that smokers are moving further away from bldgs. H&R and thus creating less of an issue. • Efforts will continue in making folks aware that those are non-smoking areas. 	
Chorisia speciosa aka Floss silk tree update	<p>There is a concern regarding the root management of the tree. The district has recently received arborists' quotes to review of the tree. Once the report is complete, it will be brought for review.</p>	
8. NEW BUSIN	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
AR 6700 Civic Center and Other Facilities Use	<p>AR 6700 Civic Center and Other Facilities Use "draft" was presented and reviewed for the membership.</p> <ul style="list-style-type: none"> • The draft has been presented to the joint councils (SCC and SAC) and will be brought to District Council in July. • This is the new Administrative Regulations for Facilities Use. • There have been some changes to the Civic Center Act that needed to be addressed. • The draft primarily reflects changes in section 6700.8 Prioritization of Facility Use Requests. • Important that we are consistent with everyone we serve. • The current schedule fees will stay the same until the board changes that. <p>Members were also updated on a new accounting procedure in accordance with the Civic Center Act that allows for some fundraising of some events. In addition, the wear and tear of the facilities and equipment used will be accounted for.</p> <p>The draft along with the new accounting procedure will take place July 1.</p>	
9. Future Agenda Items	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Parking Permit Machines, locations and strategy • Parking for school events • 2014 Facilities Master Plan 	
10. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>A brief update on the Don Café was provided for the membership.</p> <ul style="list-style-type: none"> • Don Café will be located where the cafeteria was. • Soft opening in late July early August. Grand opening in Fall 2014 • Similar to Don Express concept • Grab and Go idea • Fresh salads and sandwiches • No grill 	

Other (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none">• No food prep• Looking at ways to deliver warm food products• Focusing on having convenient, fresh and healthy foods. <p>Ms. Langston expressed her appreciation to the M&O team for their work on the SAC Café.</p>	

SUBMITTED BY Geni Lusk 8/22/2014



Santa Ana College
Facilities Committee Meeting
Update June 17, 2014



PHASES OF A PROJECT

PLANNING	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	DSA REVIEW	BID & AWARD	CONSTRUCTION	OCCUPANCY	CLOSE OUT
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Projects in Planning & Design

Project	Status Description	Current Activities	Upcoming Activities	Target Milestone Dates (Subject to Change)
Chavez Hall	Measure E project in planning phase. Investigate work to assess exterior walls, parapet and finishes. Consultant has been undertaking investigations and is preparing a report for the District.	Draft Report in progress.	District reviewing report and evaluating recommendations.	Draft cost estimate and budget to be completed by June 2014. All other activities - TBD
Central Plant	Measure Q project in design phase. Replacement of underground site utilities, new central plant building, and mechanical upgrades and connection to central plant for 8 buildings. This project is currently under design and is a multi-phased project. Phase 1 Infrastructure Phase 2 Central Plant Phase 3 Mechanical Upgrades	Site surveying completed. Soils investigations completed. Draft reports in progress. Concluding Schematic phase. Project team is continuing site investigations and reviewing design, construction logistics and the sequencing of work. Reviewing utility shutdown schedules. Final soils report was submitted to California Geological Society for approval.	Entering design development phase. District met with SCE to confirm the design for various rebate programs: "Savings By Design Program", "Demand Response Program" and "Permanent Load Shifting Program".	<u>Target DSA Submittals</u> Phase 1 Infrastructure: July 2014 Phase 2 Central Plant: Sept 2014 Phase 3 Mechanical upgrades to 8 buildings: June, July, Aug, Sept, Oct, Nov 2014 <u>Target Construction Start</u> Phase 1: December 2014 Phases 2 & 3: April 2015 <u>Target Occupancy</u> Phase 1: December 2015 Phases 2 & 3: August 2016

Johnson Center	Measure Q project in planning phase. The intent of the project is to renovate the building to better utilize the space available and to repurpose the space to support new program requirements established by the Facility Master Plan and the College. The old bookstore annex is to be demolished, and additional accessibility elements to be added, including an elevator.	A Request for Proposals for Architectural Engineering services was released and received in May. Programming has been completed but needs to be reconfirmed with College so that design can begin.	AE interviews have been scheduled for June 10, 2014 for Board approval on July 21, 2014.	<u>Target Start for Design Phase:</u> June 2014 <u>Target DSA Submittal</u> June 2015 <u>Target Construction Start</u> Spring 2016 <u>Target Occupancy</u> July 2017
STEM Building	Measure Q project in planning phase. This is a new building addition to the campus.	A Request for Proposals is being developed to solicit proposals to hire an architect firm and sub-consultant team to start the programming phase.	Pending release of RFP. Revised schedule is under review to determine if design can be expedited.	<u>Target Start for Program Phase:</u> September 2014 <u>Target DSA Submittal</u> June 2015 (under review) <u>Target Construction Start</u> May 2016 (under review) <u>Target Occupancy</u> August 2018 (under review)
Bristol and 17 th Street Parking Lot	Measure Q project in the design phase. This is a new surface parking lot addition.	This project is currently in design with Donald Krotee Partnership Architects. District has also met with the City of Santa Ana to discuss project. Site Buildings to be demolished.	Pre-construction meeting scheduled for June 5, 2014 with the contractor.	<u>Target DSA Submittal</u> June 2014 <u>Target Construction Start</u> November 2014 (under review) TBD – Contractor Parking <u>Target Occupancy</u> TBD
Building H – Roof Repairs	Scheduled Maintenance	District is scoping the project to prepare for bidding.	Advertising and issue for bid week of June 16, 2014.	<u>Target Construction Start</u> August 2014

Building H - Painting, window replacement and screen demolition	Scheduled Maintenance	Building H to include painting, window replacement and screen demolition.	Advertising and issue for bid week of June 16, 2014.	<u>Target Construction Start</u> January 2015
Building L Roof Repairs –	Scheduled Maintenance	This is a new project to repair the roof. District is scoping the project to prepare for bidding.	RFP for Hazmat survey to be completed within next two weeks.	<u>Target Construction Start</u> Fall 2014
Buildings C, N, P & R - Roof Repairs	Scheduled Maintenance	Board approved Rejection of all Bids.	Building C, N, P and R will be re-bid as formal projects during Fall semester 2014.	<u>Target Construction Start</u> October 2014 (Building C, N, P, R)
Football Field Reconditioning	Scheduled Maintenance	Pre-bid walk was completed May 28, 2014 and five bidders attended. Bids were due June 6, 2014. Abatement of current grass is in progress and showing signs of die-off.	Bid to be board ratified on July 21, 2014.	<u>Target Construction Start</u> July -September 2014
LED Lighting Upgrades	Prop 39 and Capital Facilities Project: replace interior and exterior lighting. 18 Buildings.	First shipment of parking lot lighting and Building D exterior canopy lighting to arrive June 9, 2014.	Installation of parking lot 6,7,8,9 and building D canopy will take place June 9 – June 13, 2014. Interior lighting upgrades will commence June 16, 2014.	<u>Target Construction Start</u> May 15, 2014 through June 30, 2014

			<p>The manufacturer of the retrofit kits is running behind schedule. The District has requested additional crews and weekend shifts to try and complete the work prior to June 30, 2014.</p>	
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Dunlap Hall Addition & Alterations

RSCCD Project Manager: Darryl Taylor
Architect: HMC Architects, Inc.
Construction Manager: Linik Corp.
Contractor: DPR Construction
Contract Start: 4/2/14
Contract Completion: 6/3/15

Scope: The Dunlap Hall Addition & Alterations project will replace the existing aging guard rails around the pedestrian walk ways on all levels of Dunlap Hall, remove the existing elevator and install two new elevators, renovate the restrooms, and provide a new monumental stairway on the south facing end of the new elevators.

Construction Alerts:

- Campus Road south of Parking Lot #11 will be re-stripped and the construction fence will be extended, reducing Campus Road to one-way traffic, heading west. Effective 6/9/14 – 7/30/14. Issued on May 29, 2014 to SAC Campus.
- Construction fencing will be installed around the Dunlap Hall building and the amphitheater area for a period of one year for construction activities and renovation. Pedestrian walkway south of Dunlap Hall will be closed for the duration of construction while pedestrian walkways north, east and west of construction fence will be available. Effective 6/9/14 – 6/3/15. Issued on June 3, 2014 to SAC Campus.

Status: Recent construction activities are listed below:

- Set construction fence
- Confirm existing elevations

Upcoming and Current Activities:

- Hard demo
- Install SWPPP
- Pothole utilities
- Install tree protection and temporary irrigation



DPR construction fence around Dunlap building and amphitheater.

Parking Lot #11 Expansion, Road Improvements, Retention Basin

RSCCD Project Manager: Darryl Taylor
Architect: W+W Architects
Construction Manager: Linik Corp.
Contractor: McCarthy Building Companies, Inc.
Contract Start: 3/3/14
Contract Completion: 9/30/14

Scope: One of three projects within the Campus Improvements Package 4 Project. This project includes replacing the old soccer field with a new parking lot that will include a new accessible ADA parking and an electric car charging station. Enhancement of storm drainage system to provide a retention system that will divert storm runoff back into the natural aquifer.

Construction Alerts:

- The construction fence will be extended into the entrance of the access road between Building B-8 to B-33 bungalows, vehicle access limited (to deliveries) adjacent to road east of B-33. Pedestrian access will not be affected. Effective 6/9/14 – 7/7/14. Issued on May 29, 2014 to SAC Campus.
- Campus Road south of Parking Lot #11 will be re-striped and the construction fence will be extended, reducing Campus Road to one-way traffic, heading west. Effective 6/9/14 – 7/30/14. Issued on May 29, 2014 to SAC Campus.

Status: Recent construction activities are listed below:

- Pour aggregate base at west end of Parking Lot #11
- Pave asphalt at Parking Lot #11
- Extend construction fence to include north lane of Campus Road
- Backfill west percolation field

Current and Upcoming Activities:

- Install CMU Columns/Fence Pilasters
- Demo asphalt and curb/gutter at Campus Road
- Excavate east percolation field
- Pour sidewalks



Demo operations on north lane of Campus Road.



Excavation at east percolation field.

Portable Village Swing Space

RSCCD Project Manager: Darryl Taylor
Architect: W+W Architects
Construction Manager: Linik Corp.
Contractor: McCarthy Building Companies, Inc.
Contract Start: 3/3/14
Contract Completion: 9/30/14

Scope: One of three projects within the Campus Improvements Package 4 Project. This project includes installation of temporary classrooms, lecture halls, and faculty/staff offices for future swing space during future building renovations.

Construction Alerts:

- The construction fence will be extended into the entrance of the access road between Building B-8 to B-33 bungalows, vehicle access limited (to deliveries) adjacent to road east of B-33. Pedestrian access will not be affected. Effective 6/9/14 – 7/7/14. Issued on May 29, 2014 to SAC Campus.
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Status: Recent construction activities are listed below:

- Underground utilities for modular buildings
- Pave portable village area
- Deliver modular buildings

Upcoming and Current Activities:

- Deliver remaining modular buildings
- Set modular buildings on foundations



Portable Village modular buildings in process of being set on sleeper foundations.

Portable Village Swing Space

RSCCD Project Manager: Darryl Taylor
Architect: W+W Architects
Construction Manager: Linik Corp.
Contractor: McCarthy Building Companies, Inc.
Contract Start: 3/3/14
Contract Completion: 9/30/14

Scope: One of three projects within the Campus Improvements Package 4 Project. This project includes installation of temporary classrooms, lecture halls, and faculty/staff offices for future swing space during future building renovations.

Construction Alerts:

- The construction fence will be extended into the entrance of the access road between Building B-8 to B-33 bungalows, vehicle access limited (to deliveries) adjacent to road east of B-33. Pedestrian access will not be affected. Effective 6/9/14 – 7/7/14. Issued on May 29, 2014 to SAC Campus.
- Campus Road south of Parking Lot #11 will be re-stripped and the construction fence will be extended, reducing Campus Road to one-way traffic, heading west. Effective 6/9/14 – 7/30/14. Issued on May 29, 2014 to SAC Campus.

Status: Recent construction activities are listed below:

- Underground utilities for modular buildings
- Pave portable village area
- Deliver modular buildings

Upcoming and Current Activities:

- Deliver remaining modular buildings
- Set modular buildings on foundations



Portable Village modular buildings in process of being set on sleeper foundations.



Facilities & Maintenance meeting June 26th, 2014
Health, Emergency Preparedness, Safety and Security
HEPSS MEETING ROOM – F-126
June 5, 2014 F-126

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.

MEMBERSHIP				
Rebecca Barnard	Maria Aguilar-Beltran DSPS	Michael Collins	Gary Dominguez	
John Follo	Andy Gonis	Nilo Lipiz	Donald Mahany, Chair	
Don Maus	Alistair Winter	Mark Wheeler	Ray Stowell	

		Meeting Called to Order 2:00p.m.
OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
Alert-U Test and Training	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:
FEMA / CERT Training	Don Mahany and Gary Dominguez could provide the FEMA sponsored training. <ul style="list-style-type: none"> Requires 24 hours of training. July start date 	Work in progress; July work with Wheeler and Heller
Active Shooter drill at SAC	John Follo has been meeting with 1 st responders Fire/PD <ul style="list-style-type: none"> August 15th, 2014 	John Follo
NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
1. Introduction of new members	Welcome new members, Nilo and Maria <ul style="list-style-type: none"> Nilo Lipiz from CEC Maria Aguilar-Beltran from DSPS 	Mahany
2. Evacuation Drill schedule for FY 14/15	Evacuation Drill schedule for FY 14/15 <ul style="list-style-type: none"> Oct 16, 2014 ; 3rd times 2 day and night classes 	J. Follo

NEW BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<ul style="list-style-type: none"> Feb 25, 2015; 1st times 2 day and night classes We need to cover <u>night</u> Floor Wardens and Building Managers 	
3. Dist Surveillance Cameras- protocols, testing	Dist Surveillance Cameras- protocols, testing <ul style="list-style-type: none"> How do we know when a camera goes off line and what do we do about it? Alistair is looking into getting some kind of computer testing of the system so we are notified when a camera goes down These camera are not monitored they are used for research when checked for information (no one watches them on a constant basis. If someone were to signal the camera, it would <u>not</u> be seen. It would be recorded but not watched live. 	J. Follo / Winter / Wheeler Wheeler
4. Door hardware/key retrofit update	Door hardware/key retrofit update <ul style="list-style-type: none"> This is a big job and we are hiring a Key Consultant. We are looking into keys with a computer chip, electronic key pads and trying to get away from a hardware key. 	Wheeler/ Winter
5. Emergency interior and exterior sound system for CEC”	Improving emergency interior and exterior sound system for CEC” Some of the classrooms do not have speakers and there are no exterior speakers at all <ul style="list-style-type: none"> Pyro-comm is supposed to make recommendations 	Wheeler
6. Outdoor emergency lighting	Emergency Outdoor lighting at CTC; They want some kind of lighting to light the patch if power is lost outside in the parking area	Nilo / Wheeler
STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
SAC - John Follo	<ul style="list-style-type: none"> Significant incident report; 	J. Follo
Risk Management- Don Maus	<ul style="list-style-type: none"> Injury report provided. See report 	Don Maus
Next Meeting	Thursday July 3rd	Agenda Items for March Meeting:



FACILITIES UPDATE
6/26/2014

- Received 221 work orders, 17 outstanding.
- Worked very hard on getting setup for graduation which went without any major incidents.
- Spent two days at the CJTC preparing for their graduation. Did large amount of landscape work and trying to get the entire complex up to speed.
- In the process of cleaning up the landscape on campus by installing mulch in a lot of the parking lot planters to minimize the maintenance in those areas.
- The practice field is being killed in perpetration for sod in a month. The field will be ready for use in mid September.
- In the process of hiring 3 custodians and an automotive mechanic. Will be conducting interviews in the next couple of weeks.

Enviro. Task Force update 6-24-14 – Continued recommendations for thermal massing, and more

Thermal Massing Options for New Construction, as well as and Retrofit to Existing Buildings

A good reference for using concrete is “The Concrete Solution for the Changing Climate” written by The Concrete Centre in 2005. This paper pointed out the key components for success with use of concrete for either new or retrofit projects.

Key Concept: Thermal Linking

The importance of having exposed thermal mass for linking the thermal massing elements to the interior space is critical for success as pointed out in this article.

1. In new applications, planning to leave thermal massing exposed is always easily possible.
2. In retrofit applications, removing the wall, and floor coverings, and removing suspended ceilings is recommended. Adding concrete soffits and chilled beams in otherwise unused ceiling areas are fairly easy ways to add thermal mass in existing buildings.
3. Plastered finish on walls or other surfaces will conduct heat or cold very similarly to concrete, but if drywall is used, extra care is required since the method of having lines of adhesive leaves air between the board and concrete wall, so it fails to provide the thermal linkage needed. A thermally conductive adhesive over the entire board surface would be needed.

Thermal Massing works very well when combined with night cooling.

Wall options:

It is essential where an option to use the thermal mass for cooling is being contemplated, that this forms an integral part of the brief, and key decisions regarding this certainly need to be taken before any significant architectural design work on the building is undertaken.

From:

[http://www.bibm.eu/Documenten/ECP%20General%20Guidelines%20for%20Using%20Thermal%20Mass%20in%20Concrete%20Buildings%20\(PM%2029%2004%2009\).pdf](http://www.bibm.eu/Documenten/ECP%20General%20Guidelines%20for%20Using%20Thermal%20Mass%20in%20Concrete%20Buildings%20(PM%2029%2004%2009).pdf)

Accessed 6-24-2014. [General Guidelines for using thermal mass in concrete buildings - BIBM](#) contains some good information and is also the document from which the image below showing wall options was captured.

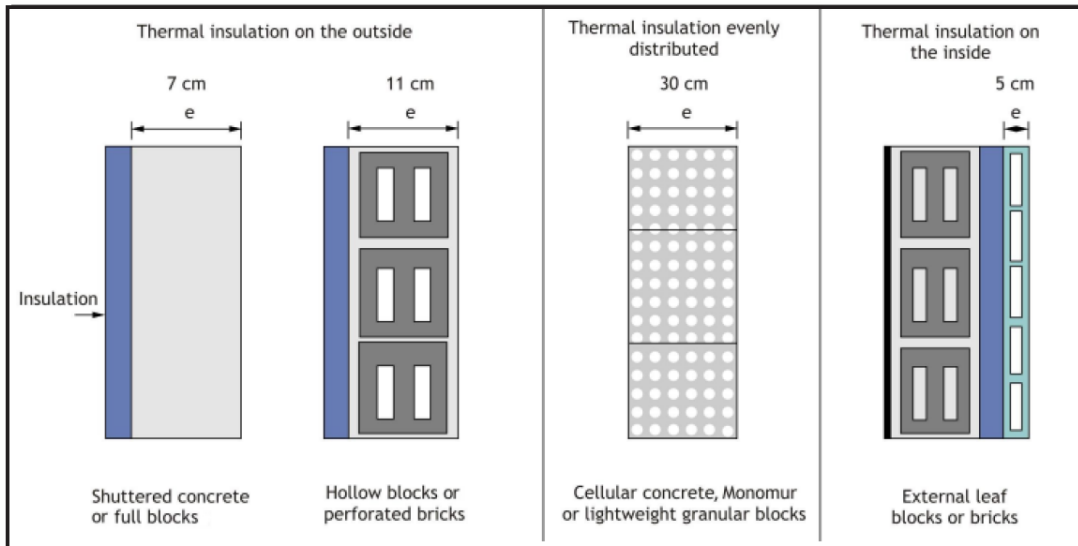


Illustration © CIMbéton

Insulation placement is important for performance to be as intended. Insulation material slows down the transfer of heat or cold, so having it located towards the outside will mean that the heat or cold enters or leaves via the exterior more slowly, which has traditionally been best for buildings in the Southern CA climate zone in which SAC is located, where significant external heat and cold swings in temperature occur. In schools, in rooms with higher occupancies and multiple computers or other significant equipment that cause high internal heat loads, we may wish to vary the wall construction in response to the schools' higher internal heat loading.

High performance insulation possibilities are shown in this .pdf, which includes a Raincladding educational building project. Raincladding is a material previously recommended in the prior Enviro. Task Force Report, as it can cover existing construction, or be integrated with new construction. Due to cost being rather higher than traditional concrete block with stucco, application to only some surfaces rather than all surfaces may be appropriate.

<http://www.marleyeternit.co.uk/~media/Files/Product%20Files/Facades/Brochure%20Request/External%20Wall%20Insulation%20Solutions.PDF>

Key features for overcladding

- Restoration of existing facade
- Extending the life of the building
- Improving appearance and image
- Provide thermal insulation and weather-tightness
- Improve acoustical performance of the building
- Lower maintenance cost



Assembly Square, Commercial, Cardiff: Natura

Finish Options:

Finishes can help make or break thermal massing linkage. They must not impede the thermal properties of the concrete or other thermal massing materials.

Even color is an important consideration. Colors on the exterior that are light can reflect light and heat, while colors that are dark will retain and absorb heat.

Some exemplary practices with finishes are described from an article link shown below.

“Silicate dispersion paints – Canadian manufactured using silica sand and natural mineral pigments – were used throughout to provide rich colour and naturally mildew-free painted wall finishes. One room was even more specially treated with a clay veneer instead of any paint at all, leaving a suede-like texture that immediately attracts attention. Local clays were used to make durable, natural, earthen-based plasters on site to finish the fireplace and some baseboards.” <http://www.greenlivingonline.com/slideshow/four-home-sweet-home-competition-founding-homes?page=2>

Although the above is a residential project, the same finishes could be used in any type of project.

Additional wall system link, explored:

Nanotechnology superinsulation! Wonderful, but cost could be high since it's so new.

<http://www.azonano.com/article.aspx?ArticleID=3131>

Sipcrete – insulates the center of the panel, such that it can work for either internal or external heat or cold – this could work, but if our main need is to dissipate high internal heat loads, this isn't the optimal plan.

<http://www.sipcrete.com/System.htm>

Cost! – last but not least from NREL <http://www.nrel.gov/docs/fy14osti/61365.pdf>

3.2. Design strategies

In most cases, high-efficiency building components are more expensive than standard-efficiency equivalents. However, not all efficiency strategies require additional capital investment. In particular, innovative design teams can integrate simple, passive energy-efficiency strategies into the building architecture and envelope at no additional cost. Building orientation, massing, and layout can be designed to reduce building thermal loads without increasing material or construction costs. Other passive strategies, including daylight redirection, thermal massing, natural ventilation, and solar shading, can be integrated with the building structure to create architectural designs that also save energy. The RSF's south-facing daylight redirection strategy demonstrates the value of leveraging building architecture to implement cost-effective, passive efficiency strategies. Rather than employing adjustable blinds or automatic roller shades to control solar glare, the RSF design uses passive, fixed light-redirecting devices that maximize daylight penetration and completely eliminate solar glare without requiring occupant interaction or adjustment. Well-integrated solutions can often eliminate the need for additional controls and mechanical components that increase first cost and require long-term maintenance. In the case of the RSF, application of simple, passive, well-integrated efficiency solutions such as the daylight redirection strategy enabled mechanical systems to be substantially downsized.

AR 6700 CIVIC CENTER AND OTHER FACILITIES USE

References: *Education Code Sections 82537 and 82542; SB 1404, School property: Civic Center Act.*

6700.1 General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and times identified by each campus' Vice President of Administrative Services, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

6700.2 Vice President, Administrative Services, shall be responsible for administering these regulations.

6700.3 Affiliated Organizations

A. Affiliated organizations described below do not pay a fee for the use of District facilities:

1. Santa Ana College and Santiago Canyon College student groups under the supervision of staff advisors.
2. Educational organizations, to which members of the college staff belong (i.e., academic senate, classified senate, ACCCA, BOSCCC).

6700.4 Unaffiliated Organizations

For charging purposes, unaffiliated organizations fall into one of three categories:

A. Civic groups (i.e., NAACP, Boys/Girls Club, and Boy Scouts) may use the District's facilities to engage in supervised recreational activities or to meet to discuss any subjects that relate to the educational, political, economic, artistic, or moral interests of the citizens. These events shall be free and open to the public. All groups and organizations that have events shall qualify under the provisions of the Civic Center Act.

B. Non-profit organizations and religious groups may use District facilities for fundraising and/or commercial activities. When this applies to organizations that charge admission fees or solicit contributions, the net proceeds must be used for the direct welfare of the students of the district or for charitable purposes sponsored by established non-profit organizations. A copy of the I.R.S. letter indicating the organization's tax exempt status pursuant to Section 501(c)(3) of the tax code must be provided for organizations claiming non-profit status.

C. For-profit organizations may use District facilities for fundraising and/or commercial activities. This also applies to non-profit organizations that charge admission fees or solicit contributions with the net proceeds destined for other than the direct welfare or charitable purposes affecting students of the District.

6700.5 Periods of Use

Multi-year contracts may be granted, with approval of the campus Vice President of Administrative Services.

A. Special events and long-term facility uses will be considered on a case-by-case basis by the colleges. Requests should be submitted through the campus Facilities offices.

B. Limitations for use by religious groups shall be governed by the Civic Center Act.

6700.6 Fees

A. The Board of Trustees shall periodically review and revise the Fee Schedule, which shall govern the fees assessed to all organizations that use District facilities. The Fee Schedule includes rates for non-profit and for-profit groups and is available on the District's website.

B. Affiliated organizations engaged in the activities enumerated in 6700.3 shall not be charged a fee for the use of District facilities, but may be required to reimburse the college for any extra staffing costs incurred by the college in support of the group's activities.

C. Unaffiliated organizations engaged in the activities enumerated in 6700.4A shall not be charged a fee for the use of District facilities, but may be required to reimburse the college for any staffing costs incurred by the college in support of the group's activities.

D. Unaffiliated organizations engaged in the activities enumerated in 6700.4B above will be assessed a fee to reimburse the college for the direct costs. These fees are listed under the non-profit rate on the Fee Schedule. Rates may be prorated and assessed at a level deemed appropriate when events utilize partial areas of facilities.

E. Unaffiliated organizations enumerated in 6700.4C shall be charged a fair rental value. These fees are listed under the for-profit rental rate on the Fee Schedule. Rates may be prorated and assessed at a level deemed appropriate when events utilize partial areas of facilities. Unaffiliated organizations enumerated in 6700.4C will reimburse the college for any direct costs incurred by the college in support of the group's activities.

F. A charge of \$50 will be assessed on all returned checks.

G. Any organization with outstanding financial obligations to the District or College, relating to its use of District facilities, shall forfeit its priority ranking for the facility use reservation of dates and shall not be granted any additional reservations until the financial obligation is met.

6700.7 Provisions for Use of Facilities

A. Applications for use of District facilities may be obtained from the Facilities Office at each college. The Use of Facilities Contract contains specific provisions that must be met prior to facility use.

1. Requests for use of District facilities must be made at least 30 days in advance of the first date of use being requested. Applications shall be on forms provided by the colleges. Permission to use the facilities shall be granted by the college Vice President of Administrative Services.

2. Permittee must provide all required documents (Application, Facilities Use Agreement, Certificate of Insurance, Additional Insured Endorsement, etc.) and 50% of fees no later than fifteen(15) working days prior to an event.

B. All equipment and facilities to be used must be listed on the Application for Use of District Facilities form (e.g. audio visual equipment, tables, chairs, etc).

C. All organizations not affiliated with the college shall be required to enter into the Use of District Facilities Contract, indemnify and hold harmless the Rancho Santiago Community College District, and meet insurance requirements. A Certificate of Insurance must be provided, evidencing \$1,000,000 each occurrence limits of General Liability and Property Damage coverage with an endorsement. Such certificate shall name Rancho Santiago Community College District as the certificate holder, there shall be an endorsement on the policy (not to be included on the "certificate") listing the District as an additional insured and the policy shall be in full force and effect for no less than 48 consecutive hours

prior to the date of the activity shown on the Application for Use of District Facilities, and it shall remain in full force and effect for no less than 48 consecutive hours after the termination of the activity.

Insurance documents must be mailed, emailed or faxed to the college from the insurance broker, not directly from the applicant.

D. Whenever a District employee co-sponsors an event with an off campus group, such event shall be treated as an unaffiliated organization event and shall be subject to contract requirements and normal facility use fees.

E. Facility use fees and equipment/staffing costs are outlined in the Fee Schedule.

1. A deposit up to 50% of the estimated costs for an event may be required prior to any use of facilities. The college reserves the right to require full payment for all anticipated fees for events up to twenty (20) days in advance at the discretion of the college.

2. Staffing fees for holiday events will be charged at an overtime rate.

3. Additional fees may be charged for custodial services, parking lot sweeping and other required cleanup.

F. Priorities for use of facilities shall be managed in such a way that no group will monopolize a facility.

G. At least one authorized college employee shall be on duty whenever a facility is being used. Such employee shall be in charge of facility use and will report any damage or problems and may request law enforcement support if necessary. The college shall determine when management or skilled college personnel must be present and will assess charges accordingly.

H. Any youth group or other organization using facilities must have a responsible adult sponsor present at all times during facility use, providing adequate and effective supervision.

I. The group or organization using the facilities will be liable for any damage to or destruction of District property. The permittee shall be fully responsible for damage to District property and equipment. Fees will be assessed for all damages and repairs required to restore said facility and equipment to its original condition. The college reserves the right to request a fee deposit from the permittee.

J. No alcoholic beverages are permitted in any form on college property at any time. Exceptions for campus Foundation events may be made by the college president. Any unauthorized use of alcoholic beverages by any individual, group or organization, will be reported immediately to the local law enforcement agency and, if necessary, the event will be immediately shut down.

K. The group or organization contracting for the use of facilities is responsible for preservation of order and enforcement of all regulations pertaining to the use of college facilities.

L. The use of signage and decorations must be approved by the campus vice president of administrative services and shall be flameproof and erected and used in such a manner that no damage is caused to college property. All signage and decorations must be removed immediately following the event or the permittee will be charged extra labor fees for cleanup. Decorations shall not be attached to any painted surfaces.

M. All groups or organizations must provide adequate security as required by the college. Security needs are evaluated by the college and/or district for each facility use and the District reserves the right to specify a greater level of security or law enforcement protection for events. A detailed Security Plan with a fairly accurate estimate of the number of event attendees may be required at the college/District discretion.

N. Parking: Parking is enforced 24/7 and vehicles not displaying a valid parking permit will be cited. All groups, organizations, staff and participants shall adhere to posted parking regulations. No parking is allowed on any walkways or sidewalks without prior college approval. Violators shall be subject to ticketing and/or towing at the vehicle owner's expense. If an event includes the permittee paying to rent the parking lot, the permittee has the option of charging or not charging its customers/participants for parking. The college will not provide staffing support for the collection of parking entrance fees.

O. Playing music (live, DJ, recorded or other) is prohibited, unless administratively waived in writing by the campus vice president of administrative services.

P. Food and/or beverages are not allowed in college facilities without prior approval by the college vice president of administrative services. At the time of application, the organization must inform the college if food service is required for an event.

1. Selling or serving food and beverages, or allowing cooking or barbecuing or food brought in from the outside by participants is prohibited, unless administratively waived in writing by the college.

2. Food and/or beverages are prohibited in the gymnasiums at any time.

3. Tobacco use, including electronic cigarettes and/or unapproved nicotine delivery systems, is not permitted in any building, facility, or on campus grounds.

Q. Special Regulations - All Weather Track Surface and Artificial Turf Field

1. Gasoline/diesel or electric carts are not to be operated on the track surface or artificial turf field (emergency vehicles excepted).

2. Heavy equipment, heavy items, stools or any object with sharp or tapered protrusions are not to be used directly on the track or artificial turf field. The permittee must provide plywood or some type of approved protection for the track surface.

3. Track athletes must use 3/16" spikes or smaller on their running shoes.

4. Gas powered remote controlled model aircraft are not to be operated in or around the track or athletic fields.

S. All events shall conform to all city, county, and state ordinances and fire regulations.

T. All concerts and carnivals are prohibited on campus except as approved college functions.

U. Failure to meet deadlines for signing of permit, paying deposits and/or meeting all insurance requirements will be cause for cancellation of approval to use college facilities.

6700.8 Prioritization of Facility Use Requests

A. Reservations for District facilities usage shall be made using a tier system in the following priority:

1. TIER 1:

(a) Rancho Santiago Community College District Instructional Programs - No Permit Fees Charged - District Insured.

- Approved classes with instructor present (no permit needed but calendared).
- Scheduled athletic contests with coach present (no permit needed but calendared).

2. TIER 2:

(a) Approved Rancho Santiago Community College District Instructional Programs - No Permit Fees Charged.

- Approved ASB Organizations/Clubs - sponsor must be present - District insured.
- Coach Sponsored Community Youth Groups - coach must be present - Insurance required from Youth Group

3. TIER 3:

(a) Community Based Non-Profit Groups - Non-Profit Rates Charged.

- Coach/Staff Approved Community Youth Groups – Coach not present - Insurance required from Youth Group
- Other Non-Profit Groups (i.e. AYSO, Pop-Warner, Local Schools, etc.) - Insurance required

4. TIER 4:

(a) Private and For-Profit Groups - Regular Rates Charged -Insurance Required.

- Commercial film shoots and film crews
- For-Profit groups
- Professional athletic teams

B. All District facilities, shall be primarily utilized for the instructional and athletic programs of the college.

C. In order to prioritize as specified in 6700.7A to apply, reservations for soccer field at Santa Ana College and gymnasium and swimming pool at Santiago Canyon College must be received as soon as possible, but no later than thirty (30) days prior to the start of the semester. If multiple permits are requested for the same venue during the same period of time, then completed permits will be chosen at random thirty (30) days prior to the start of the semester.

6700.9 Violations or abuse of any portion of these regulations may result in immediate cancellation of an event at the discretion of the campus vice president of administrative services. Additional fees may ~~the~~ be charged and restriction of the permittee from future facility use shall be determined by the college.

6700.10 Waiver authority for these regulations resides with the college president. All waiver requests shall be submitted to the Campus President's office.

Revised: January, 2014