



CAMPUS CLEANLINESS & MAINTENANCE WORKGROUP

Minutes

MAY, 13, 2019

10:30A.M. – 12:00P.M.

*Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

Administrators		Academic Senate		CSEA	
Dr. Hoffman, Co-Chair		Jaki King		Sheryl Martin	
Mario Gaspar, Co-Chair					
Doug Manning				<b>District Liaison</b>	
Alejandro Vazquez					
Robert Ward					
Guests				Campus Safety & Security	
Susan Gibson	Pam Hernandez	Robert Ward	Antonio Chavez	<b>Scott Baker</b>	
<b>Manuel Pech</b>	<b>Crystal Blancas</b>	<b>Juan Gil</b>	<b>Robert Norris</b>	<b>ASG Representative</b>	
Jabin Guillen	Teresa Mercado-Cota	Chrissy Talarico	Amber Stapleton		
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 10:32 am Adjourned at 11:58 am.	
<b>2. PUBLIC COMMENTS</b>					
<b>3. MINUTES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	None				
<b>4. WORKGROUP TOPICS</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	Cleanliness and Maintenance Workgroup Structure – Handout (Link handout) Dr. Hoffman Outlined the purpose for this workgroup, which is intended to become a			Dr. Hoffman will present a proposal to College Council to make the Campus	

	<p>standing sub-committee of the Facilities Committee. The Facilities Committee tends to focus more on construction and scheduled maintenance.. There is no emphasis or focus on maintenance and operations, and there is little or no opportunity for ongoing dialog between administrators, classified staff, faculty, and students in regards to Maintenance and Operations (M&amp;O) in terms of how we can understand each other’s needs. We need all groups to have a voice in this process. Dialog is to be kept collegial and civil. There is also a lack of recognition for M&amp;O staff as they primarily hear complaints but little positive feedback. The workgroup exists to discuss best practices and standards, and also the challenges each M&amp;O department faces. Examples of challenges include:</p> <ol style="list-style-type: none"> <li>1. In the past few years we have switched from having primarily large, grassy areas to more intricate landscape, which takes more work and is more time-consuming to maintain. There is currently a need for at least one more groundskeeper to cover the additional workload.</li> <li>2. The addition of the new Science building along with the upcoming construction of the new Johnson Center plus a new Health Science Building further down the line will create a need for additional custodians to keep the buildings clean and well maintained.</li> </ol> <p>Proposed Participatory Governance Subcommittee</p> <ol style="list-style-type: none"> <li>1. It was agreed to propose that the Workgroup become a standing Subcommittee.</li> <li>2. It was agreed to have two of the Classified representatives come from Maintenance and Operations.</li> <li>3. It was noted that the invitation for the work group went out to everybody at all SAC sites and the email noted that anybody from the sites can participate.</li> </ol>	<p>Cleanliness Workgroup a standing sub-committee of the SAC Facilities Committee.</p>
<b>5. STANDING REPORTS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
<b>Maintenance Report</b>	<p>Maintenance Report - Robert Ward reported that at least thirty work orders are received per day and are prioritized. Top priority always goes to issues affecting health and safety, but the work orders encompass more than that. He appreciates the committee and welcomes input in regard to how we can help.</p>	
<b>Custodial Report</b>	<p>Custodial Report – Alejandro Vazquez reported that in regard to cleanliness at night, the Custodial department has two crew members cleaning carpets and they have almost completed this project. In regard to the restrooms, Custodial is trying its best to keep them maintained and stocked.. Work orders are prioritized for the evening crew.</p> <p>It was discussed that M&amp;O give notice to Division Offices of upcoming carpet cleanings via email.</p>	
<b>6. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	None	
<b>7. NEW BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	Work Order (WO) System – The Work Order system was designed to be a means of	Dr. Hoffman will work with ITS to have a

	<p>good communication. All SAC, CEC, and OCSRTA faculty and staff are encouraged to communicate their needs through the WO system instead of emails or calls. It is much more efficient for the people who assign projects to the Custodial and M&amp;O staff to have a work order with all the pertinent information than to have to address a slew of emails or to have the clerical staff fielding calls for non-emergency situations. The exception to this is when there is an immediate health or safety emergency. In that case faculty and staff are encouraged to call, email, and also submit a work order.</p> <p>The Work Order button is located at:  <a href="https://www.sac.edu/AdminServices/Pages/Maintenance-and-Operations.aspx">https://www.sac.edu/AdminServices/Pages/Maintenance-and-Operations.aspx</a>. You can attach pictures and submit them with the work order. If the work requested constitutes an emergency (immediate health or safety risk), please call M&amp;O as well. If nobody is available or it is before/after hours, please call Security. Work Orders are distributed accordingly. Custodians have access to computers and printers to view their assigned work orders during their shifts.</p> <p>Accessibility Report – Moved to Future Agenda Items due to lack of time. A brief recap: An assessment was done across the campus throughout all our buildings, because they are old, as to what is not in compliance. Whether it be a compliance issue from being ADA accessible or just be no longer compliant with current codes. It’s a big challenge on this campus because we’re an old campus with a lot of older buildings. This creates difficulty in getting maintenance work done because we work very closely with District Office Facilities Planning who lets us know that if we do one part of maintenance, then we need to address all of these other compliance issues. That then brings up the issue of fiscal resources and money, so something that could be fixed for \$10,000 now becomes a \$50,000 project because we have to address all these other issues as well. This will be discussed more thoroughly at the next meeting.</p>	<p>shortcut to the Onuma Work Order system created and put on desktops.</p>
<b>8. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>• Annual Goals/Priorities</li> <li>• Measurable Outcomes</li> <li>• FMRs</li> <li>• Custodial Services Report</li> <li>• Maintenance Services Report (this needs to be done similar to how the Custodial Report was done)</li> <li>• Five-Year Maintenance Plan Including Handbooks and Standards (this needs to be done for Accreditation in 2022)</li> <li>• Accessibility Report</li> </ul>	
<b>9. NEXT MEETING</b>		
	To Be Announced	

SUBMITTED BY