THE FACILITIES COMMITTEE is the participatory governance committee responsible for identifying and prioritizing capital projects including scheduled maintenance projects. It serves as an information and exchange body on facilities projects that are in construction or that are being planned.

Santa Ana College Participatory Governance Structure Handbook (May 27, 2015)

**Agenda**

1. Welcome and Introductions

2. Public Comments

3. Approval of Minutes:
   - Sept. 19, 2017

4. Project Updates -- Carri Matsumoto/ Darryl Taylor/ Matt Schoeneman
   - Central Plant Presentation
   - Bond Projects Update
   - SAC Active Project Update
   - Scheduled Maintenance Projects

5. Standing Reports (5mins.)
   - HEPSS Task Force – Don Mahany
   - Facilities Report – Frank Fonseca
   - Environmental Task Force – Susan Sherod

6. Accreditation

7. Old Business
   - Pilot Door Lockdown Program

8. New Business
   - Bulletin Boards – John Steffens
   - Service Animals on Campus

9. Other

Next Meeting - Tuesday, November 21, 2017

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

### SAC FACILITIES MEETING
**MINUTES - SEPT. 19, 2017**
**1:30p.m. - 3:00p.m.**

<table>
<thead>
<tr>
<th>Administrators</th>
<th>Academic Senate</th>
<th>CSEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Collins, Co-chair</td>
<td>Jim Kennedy</td>
<td>Sarah Solis(a)</td>
</tr>
<tr>
<td>Carol Conneaut</td>
<td>Christine Leona</td>
<td>Carrie Taylor</td>
</tr>
<tr>
<td>Frances Lutman(a)</td>
<td>Frank Fonseca</td>
<td>Tommy Strong(a)</td>
</tr>
<tr>
<td>Milly Lipt</td>
<td>Ben Mahany</td>
<td>Dominic Garza</td>
</tr>
<tr>
<td>Eve Kikawa</td>
<td>Becky Miller</td>
<td>Susan Sherod</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scott Baker</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASG Representative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marily Figueroa-Hernandez(a)</td>
</tr>
</tbody>
</table>

**1. WELCOME AND INTRODUCTIONS**
- Self-introductions were made.

**2. PUBLIC COMMENTS**
- There were no public comments.

**3. MINUTES**
- Meeting called to order - 1:34p.m.
- Adjourned at 3:15p.m.

**4. PROJECT UPDATES**
- Carli Matsumoto shared project updates (attached).

**SCHEDULED MAINTENANCE PROJECTS**
- Dunlap Hall Renovation - Completed
- Central Plant & Infrastructure
- Johnson Demolition
- Science Center & Building J Demolition
- 17th & Bristol Street Parking Lot

**DISCUSSION/COMMENTS**
- The May 16, 2017 meeting minutes were presented for approval.
- Motion was made by Ben Hager to approve the May 16, 2017 Facilities committee minutes as presented.

**ACTIONS/FOLLOW UPS**
- 2nd Marty Rudd.
- Roof Replacements
- Waste Oil Tank Replacement
- Door Replacements
- Dance Room Floor Repair
- Painting
- Carpet Replacements
- Lighting Contact/Relays
- Hazardous Materials Abatement

**CAPITAL PROJECTS**
- Russell Hall Replacement (Health Sciences Building)
- Emergency Blue Phone & Path of Travel
- Chavez Hall Renovation
- Barrier Removal Exterior
- Football Field Fence & Gate
- Orange County Sheriff's Regional Training Academy-Block Wall
- All Call Fire Alarm
- CEC Mural

**PROP 39 PROJECTS**
- Energy Management Systems
- LED Lighting – SAC, SCC, Digital Media Center and OC Sheriff’s Regional Training Academy

**CURRENT PROJECTS**
- Door Locks and Access Control
- District-Wide Security Radio Communication Infrastructure
- District-Wide Emergency Blue Phone & ADA Path of Travel

**POTENTIAL FUTURE INCREASES TO CONSTRUCTION COSTS**
- Impact of Hurricane(s)
- Local Impacts to Construction Market

**ADA SELF-EVALUATION AND TRANSITION PLAN**
- District-Wide effort is underway for self-evaluation to update the ADA Transition Plan and complete this update by June 2018

<table>
<thead>
<tr>
<th>5. STANDING REPORTS</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
</table>

**Facilities Report**
- Frank Fonseca provided the following Facilities update report.
  - May 1st- September 19th Received 597 Work Orders, Completed 540, 57 pending
  - Cesar Chavez partial remodel of computer lab A-106-1
  - Learning Center Building D-307 installed 150 new student chairs
  - Installed new carpet in H-105
  - W-107 small gym; refinished entire gym floor due to water damage
  - Install exterior moisture barrier at north and east side of W-107
  - Received (2)- cost proposals to paint exterior/interior C-Building; exterior of S-Building
  - Installation of new carpet in R-307 and installed new tiered seating for
Environmental Task Force
Susan Sherod expressed the need of space on campus for a Sustainability Resource Center.

Present to Kimo Morris and the District Sustainability Committee for feedback.

6. ACCREDITATION
Dr. Collins reported that a mid-term report was completed and mailed out to the ACCJC. The report highlights what we are doing on campus in regards to the follow-up to the last accreditation visit. He also reported that a new mission statement has been created for the college and will be branded throughout.

7. OLD BUSINESS
DISCUSSION/COMMENTS
Eve Kikawa proposed the following:
1. Utilize the space in between Buildings C and P to show films for Theatre and TV/Video Communication, have music concerts and dances with live music. As well as paint the walls with murals.
2. Provide work space for Fine Arts students by utilizing the space between Music and Phillips Hall. She explained that they would need a tent and a portable floor for this idea.

Eve Kikawa will research the cost and specific details then present it to the Facilities Committee for further consideration.

8. NEW BUSINESS

Eve Kikawa moved to allow student and staff to park with a valid parking permit in Parking Lot 1 on Saturdays and Sundays.
2. Monica Zarske stated that adjunct faculty requested to purchase parking permits annually. Jennie Adams reported that this may be feasible. This request has been tabled until further research is completed by the Auxiliary and will be brought back to this committee.

3. An issue was brought to the committee by the Student Health Center staff regarding the current status of campus lactation rooms. Dr. Collins reported that lactation rooms will be designed in the new buildings. However, in our current buildings, we do not provide lactation rooms. Currently, the process is to use the Student Health Center where you can find a more sterile environment for lactation purposes. Veronica Oforle added that staff have been accommodated in other private rooms when the need arises. There have not been any student requests for lactation rooms at this time.

<table>
<thead>
<tr>
<th>9. OTHER</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Next meeting – October 17, 2017</td>
<td>with a review to be done in 3 months for any negative impact. 2nd Marty Rudd.</td>
</tr>
</tbody>
</table>
Facilities Committee  
October 17, 2017  
HEPSS report  
From October 5, 2017

Santa Ana College inspires, transforms and empowers a diverse community of learners. 2017

MEMBERSHIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Barnard</td>
<td>Renee Miller</td>
<td>Michael Collins</td>
<td>Frank Fonseca</td>
<td>Susana Salgado</td>
</tr>
<tr>
<td>Scott Baker</td>
<td>Veronica Oforlea</td>
<td>Nilo Lipiz</td>
<td>Donald Mahany</td>
<td>Amanda Trama</td>
</tr>
<tr>
<td>Don Maus</td>
<td>Toni Bland</td>
<td>Amy Treat, DSPS</td>
<td>Norma Castillo</td>
<td>Maria Cardona</td>
</tr>
</tbody>
</table>

**Bold font indicates members in attendance**

Meeting called to order – 1:00p.m.

### Old Business

<table>
<thead>
<tr>
<th>Issue</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response Training for maintenance and Operations</td>
<td>• All new faculty should have received Safety and Security Training</td>
<td>Mahany/ Baker</td>
</tr>
<tr>
<td></td>
<td>o Back to school night or Flex training</td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td>• This is a work in progress</td>
<td>Bland / Collins</td>
</tr>
<tr>
<td></td>
<td>There are 19 doors scheduled for a Beta test</td>
<td>Work in progress</td>
</tr>
</tbody>
</table>

### New Business

<table>
<thead>
<tr>
<th>Issue</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Shake Out</td>
<td>Cover and, Hold, Is the campus ready for the Great Shake Out Drill and what do we need to do to prepare. October 19th Security is ready for this event</td>
<td>Baker</td>
</tr>
<tr>
<td>Student Stress post Las Vegas incident</td>
<td>Many of our students were directly involved or know someone who was involved with the Las Vegas Incident Psychological Services responded with many notifications to staff and students inviting everyone to express their concerns and receive information about coping skills October 5th 10:00 – 12:00, Oct 11 12.00-1:30 Their phone number is 564-6216. Many thanks to Psychological Services for quick response meeting the needs of our students and staff.</td>
<td>Mahany</td>
</tr>
<tr>
<td>BAT Team</td>
<td>Behavioral Assessment Team is actually Behavior Intervention Team and they meet on a monthly basis. A very informative discussion took place as result of the Las Vegas disaster.</td>
<td>Oforlea / Collins</td>
</tr>
<tr>
<td>Update on RAVE</td>
<td>We are changing to RAVE; do we have a plan yet?</td>
<td>Mahany/ Baker</td>
</tr>
</tbody>
</table>
Yes, we are currently entering the RAVE program. This program was used during the recent Canyon -2 Fire notifying students and faculty of campus closers. It appears the software worked very well.

<table>
<thead>
<tr>
<th>Radios</th>
<th>This is a work in progress. New Radio will be delivered on Tuesday October 12th from 8:00am to 11:00am and 12:00 to 2:00pm to swap your old building Captain radios &amp; chargers for your new ones. The program is under way at the security building.</th>
<th>Baker/ Wert Work in progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>What time should we open the college in the morning</td>
<td><strong>Incident with a man in A building.</strong> The buildings will be opened at 0700 hours, one hour before the first class starts at 0800 hrs.</td>
<td>Baker/ Mahany</td>
</tr>
<tr>
<td>Comfort Animals</td>
<td><strong>Where do we draw the line on comfort animals, do we have to let them in classrooms or even on campus</strong> Don Maus provided information From the District’s Administrative Regulations AR 3440 and the opinion of the HEPSS committee that only service animals be allowed in the classroom.</td>
<td>Miller/ Maus</td>
</tr>
</tbody>
</table>

**STANDING REPORTS**

| SAC – Scott Baker | Security
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nothing significant to report</td>
</tr>
</tbody>
</table>
| Donald Maus       | Risk Management
|                   | No report at this meeting                        |
| Round Table       | Dr Michael Collins reported the temporary closer and tenting of the planetarium was in response to an infestation of **Bed Bugs**. The college took a very aggressive approach concerning this problem by tenting the building for five days and replaced twenty-five backpacks. Hopefully this process stopped the problem in its bed. |

**Next Meeting November 2nd, 2017**