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>
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<tbody>
<tr>
<td>Michael Collins, Co-chair</td>
<td>Jim Kennedy</td>
<td>Veronica Oforlea</td>
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<tr>
<td>Carol Comeau(a)</td>
<td>Christine Leon(a)</td>
<td>Brian Kehlenbach, Co-chair(a)</td>
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<tr>
<td>Frances Gusman(a)</td>
<td>Frank Fonseca</td>
<td>Genice Gilreath(a)</td>
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<td>Nilo Lipiz</td>
<td>Dan Mahany</td>
<td>Ben Hager</td>
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<tr>
<td>Eve Kikawa</td>
<td>Jennie Adams</td>
<td>Marty Rudd</td>
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<td>Becky Miller</td>
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<thead>
<tr>
<th>Guests</th>
<th>Campusat Safety &amp; Security</th>
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<tbody>
<tr>
<td>Maria Taylor</td>
<td>Scott Baker</td>
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<tr>
<td>Monica Zarske</td>
<td>ASG Representative</td>
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<tr>
<td></td>
<td>Mariely Figueroa-Hernandez(a)</td>
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### 1. WELCOME AND INTRODUCTIONS
Self-Introductions were made.
Meeting called to order – 1:34p.m. Adjourned at 3:15p.m.

### 2. PUBLIC COMMENTS
There were no public comments.

### 3. MINUTES
**DISCUSSION/COMMENTS**
The May 16, 2017 meeting minutes were presented for approval.

**ACTIONS/ FOLLOW UPS**
ACTION
Motion was moved by Ben Hager to approve the May 16, 2017 Facilities committee minutes as presented. 2nd Marty Rudd.

### 4. PROJECT UPDATES
**DISCUSSION/COMMENTS**
Carri Matsumoto shared project updates.

**PROJECT UPDATES**
- Dunlap Hall Renovation – Completed
- Central Plant & Infrastructure
- Johnson Student Center
- Johnson Demolition
- Science Center & Building J Demolition
- 17th & Bristol Street Parking Lot

**SCHEDULED MAINTENANCE PROJECTS**
- Window Replacement
- Water Conservation
- 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>
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<th>5. STANDING REPORTS</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
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**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
students

- R-114 Lecture room replaced broken tablet arm chairs with new
- Installed (15) exterior lights around J Building Automotive/Diesel
- Replaced carpet in several classrooms at CJTC
- Continuing to replace/repair exterior lighting throughout campus with LED lights
- Received cost proposal to upgrade restrooms in L-Building lobby & R-Building 1st floor women’s (partitions, fixtures, paint, mirrors)
- Ballast replacement in R-building (39 total); work completed by AlleyCat Construction
- Installed hydration systems at: Spot, R, S, H, F, Softball field home dugout; Future installation at L, C, Softball field visitors’ dugout
- Major mechanical improvement in Building T elevator; required by State Inspection
- Installed 1,000 sq. ft. of Bermuda sod/turf
- Replaced backflow devices in Building R and Track & Field
- Received cost proposal for tree trimming service at SAC and CEC
- Water leak in U-Building, theater classroom was moved to U-103
- S-201 added data and power to 6 workstations
- L Building added (4)-circuits to provide power to printers
- Painted exterior Village Buildings 100, 200, 300
- Repairs done at SAC swimming pool:
  a. Repaired pool chemical port in pool
  b. Rebuilt (2)- boilers
  c. Installed new backwash controller for pool system
  d. Installed new chemical feeder to monitor chemical balance

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.

6. ACCREDITATION

ACTIONS/ FOLLOW UPS

7. OLD BUSINESS

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.

7. OLD BUSINESS

DISCUSSION/COMMENTS

ACTIONS/ FOLLOW UPS

8. NEW BUSINESS

1. Lt. Baker reported that a request was generated to have students use Parking Lot 1 on Saturdays and Sundays. Students and staff must display a parking permit.

Eve Kikawa moved to allow student and staff to park with a valid parking permit in Parking Lot 1 on Saturdays and Sundays.

8. NEW BUSINESS

ACTIONS/ FOLLOW UPS
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 Oforlea 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.

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<tr>
<th>9. OTHER</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
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<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>
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SUBMITTED BY Maria Cardona 10/17/2017
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**

<table>
<thead>
<tr>
<th>Rebecca Barnard</th>
<th>Renee Miller</th>
<th>Michael Collins</th>
<th>Frank Fonseca</th>
<th>Susan Salgado</th>
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<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>
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*Bold font indicates members in attendance*

Meeting called to order – 1:00p.m.

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<thead>
<tr>
<th>Old Business</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS</th>
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| Emergency Response Training for maintenance and Operations | • All new faculty should have received Safety and Security Training  
  • Back to school night or Flex training | Mahany/Baker |
| Doors | • All assessments have been completed at this time. We will start the lock replacement or augmentation soon. This process is going to take a while, as there are so many locks on campus.  
  • Some of the goals are to provide a way to lock doors from the Security Office, inside the room and to provide keys much the same way hotels issue keys to room guests. All doors will continue to have key that can be used by Emergency Responders to make access to rooms and offices. | Bland/Collins
  Work in progress |
| Radios | New Radios will be forthcoming and be given to Safety personnel. We will be using a couple of different radios that have the ability to talk to each. The new radios used by Campus security will have the ability to communicate with City fire and Police. | Baker
  Work in progress |
| EOC Training New | • Moving EOC to district safety office (currently in A-206)  
  • Cameras monitoring the campus  
  • Parking lot directly across district safety office can be a triage  
  • Set up canopies, generators  
  • Important to get out to ICS team  
  • Have a 30 minute meeting with ICS team  
  • Better location logistically  
  • Bland/Baker will make a quick assessment of resources | Bland/Baker/Mahany/Collins |
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<thead>
<tr>
<th>New Business</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS</th>
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<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. Campus Security provided 10 Safety classes to Division Back to School Nights and one Flex Week class. Mahany covered one Division class and the Flex Week class. The classes went very well and we feel confident that we met with all new faculty as well as returning faculty. The classes reviewed the document written by the HEPSS committee relating to Safety and Security in the classroom.</td>
<td>Baker</td>
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<td>DACA</td>
<td>What are the ramifications, six months to get ready The college is working on this situation from a number of angles. The college president Dr Rose, Chancellor Rodriguez and John Hernandez wrote a letter to Staff, Faculty and Students. Counseling and the Health Office on campus are gearing up for student concerns.</td>
<td>Work in progress</td>
</tr>
<tr>
<td>Update on LiveSafe</td>
<td>Are we still lining up with LiveSafe? The program may be changed in the future but right now it is working well and the company seems to be maintaining it adequately.</td>
<td>Mahany/ Baker</td>
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<tr>
<td>Elevator service interruptions –</td>
<td>Elevator service interruptions – Security &amp; Facilities protocol Problems were reported in Building D &amp; I. An inspection found that a cable was too loose causing the elevator to sense vibration, such that might be found in an earthquake and causing the elevator to shut down. The elevator contractor has identified the problem and we are currently working together to resolve the issue permanently. The elevators will be inspected by the State on Monday Sept 10th.</td>
<td>Collins</td>
</tr>
<tr>
<td>Lighting assessments</td>
<td>Lighting assessments – Security &amp; Facilities. Campus Security assessed the lights on the SAC campus and it is anticipated that problems will continue as construction continues. Security will continue to conduct assessments. CEC has some problems with lights that involve the City of Santa Ana and it was suggested that they document their attempts to contact the city and their results or lack of results.</td>
<td>Collins / Fonseca</td>
</tr>
<tr>
<td>Heat Stress prevention</td>
<td>Heat Stress prevention. Don Maus provided the committee with a hand out from Safety Spotlight titled, “Preventing Heat Related Illness”, Keep Yourself Cool, What is Heat Illness and What You Can Do to Prevent Heat Illness, were some of the topics.</td>
<td>Don Maus</td>
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<th>STANDING REPORTS</th>
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<td>SAC – Scott Baker</td>
<td>Security</td>
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No thefts to report and the summer went well with few incidents. One incident that occurred at the Skate Park in CEC was mentioned.

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<tr>
<th>Donald Maus</th>
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<tr>
<td>Risk Management</td>
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<td>No serious injuries were reported however, one injury generated a report for all maintenance workers and gardeners. While trimming a Pencil Cactus, workers ingested dust from the bush causing them to experience respiratory and skin reactions. Some workers were taken to the emergency room for breathing issues.</td>
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<tr>
<th>Round Table</th>
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<tr>
<td>• Norma Castillo brought the trip hazard of the Straw Blanket under for ground cover and that it needs to be kept back from the sidewalk. If it grabs your shoe, it does not release.</td>
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<tr>
<td>• Renee Miller wanted to make sure that Campus Security keep an eye on the dark areas of campus during the construction around the Village.</td>
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Next Meeting October 5th, 2017