



SAC FACILITIES MEETING  
 MINUTES – FEB. 18, 2020  
 1:30P.M. – 3:00P.M.

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

Administrators		Academic Senate		CSEA	
Bart Hoffman, Co-Chair	Stephanie Paramore	Marty Rudd, Co-Chair	Jaki King	Sarah Salas (a)	Mike Turrentine (a)
Jim Kennedy (a)	Christine Leon	Ben Hager (a)	Roy Shahbazian (a)		
Vaniethia Hubbard (a)	Mario Gaspar	Monica Zarske (a)		District Liaison	
Jeffrey Lamb (a)	Veronica Oforlea	John Zarske		Carri Matsumoto	Darryl Taylor
Jennie Adams					
Guests				Campus Safety & Security	
Matt Schoeneman	Rudy Delgadillo	Maria Taylor	Brian Schroeder	Scott Baker	Chief Toledo
Dawn McKenna				ASG Representative	
1. WELCOME AND INTRODUCTIONS					
		Self-Introductions were made.		Meeting called to order at 1:35pm Adjourned at 3:12pm.	
2. PUBLIC COMMENTS					
		<p>John Zarske shared his concern regarding the removal of the doorstops. He felt that someone in a wheelchair would have more difficulty entering and exiting a classroom. And it is not a good idea to meet with students with the door closed. And providing your own doorstops may result on getting lost or misplaced.</p> <p>Dr. Hoffman explained that part of our ADA compliance, doorstops had to be removed because they would be in the way of someone in a wheelchair. Some research has been done and a magnet door stop that sits behind the door when the door is opened might work best. We are looking in to these types of door stops.</p> <p>John Zarske added that the wedge doorstop is an extra cost, and they are</p>			

	<p>sometimes taken.</p> <p>Dr. Oforlea reported that she is working with our PIO to prepare a flyer to remind employees that the furniture in the office is to serve the students and they are not be chaining personal items such as fans to the DSPS tables or use the chairs as coat racks which does not allow the students to sit on the chairs. This also makes it difficult for the tables and chairs to be wiped off and cleaned.</p>	
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	Approval of Oct. 15, 2019 minutes	Motion moved to approve Oct. 15, 2019 minutes by Jennie Adams, 2 <sup>nd</sup> by Dawn McKenna. Motion carried unanimously.
<b>4. PROJECT UPDATES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><a href="#">Project Update Report</a> – Darryl Taylor/Matt Schoeneman/Rudy Delgadillo</p> <p>Rudy Delgadillo reported that the hardscape is completed, landscaping is now taking place in the new Science Center. Final equipment connections in the greenhouse and final camera placements are taking place. Exterior trim and finish and metal panels should be done in a couple of weeks. There will be a final water test on the exterior of the building as well as fire alarm testing. Starting the final cleaning and connection of the low voltage system. District IT will start building up the networks and the optics. Final commissioning will then proceed. Will be working on the inspectors list and then the final design system punch list. Shooting for substantial completion early March.</p> <p>Matt Schoeneman reported on the Johnson Student Center updates. He stated that they are at 50% completion of the project, which is on schedule. The interior framing is completed on the first floor. Installation of in-wall and overhead mechanical, electrical and plumbing. Installation of shaft walls inside the elevator and duct penetration. Walls are going up in the second floor and metal walls for the interior office spaces. The kiosk is now being worked on as well as asphalt work on Lot 9 and concrete work around auto and diesel shops.</p> <p><b>Key Distribution Procedure Presentation</b> – Carri Matsumoto/Chief Toledo Carri Matsumoto reported that presentations have been given at both colleges and at Dean meetings. They have been working on drafting a new hard key as well as an electronic access control procedure. They shared a summary that entailed all the work that has gone into the key and electronic access control procedure. Some key points are:</p>	

	<ul style="list-style-type: none"> <li>o New key access will be an ID card form.</li> <li>o Test piloting the access control at the District Office.</li> <li>o A new distribution procedure for hard keys will be used.</li> <li>o New Science Center and Dunlap Hall will be used as test sites.</li> <li>o Mechanical key hardware changes at CEC.</li> <li>o DMC and some buildings at SCC will be test pilots.</li> <li>o Safety Department will maintain the records and keys.</li> <li>o New procedures must be followed by all administration, faculty and staff.</li> <li>o Key requests possibly going electronic vs paper request. Some may have keys in the old system and in the new system.</li> <li>o New Science Center will start new access procedures in the spring.</li> <li>o Everyone is responsible for their keys and their access control card.</li> <li>o There will be a fee for lost and unreturned keys.</li> <li>o Campus safety will not be locking and unlocking doors.</li> <li>o Vendor cards will be issued with limited access.</li> </ul>	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Student Report	None	
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	<p>Dr Hoffman is the co-chair of HEPSS. He is working on changing this task force to become a subcommittee of this Facilities Committee.</p> <p>The concern of lack of captains and floor warders was discussed. There is a need to review the active list of who is the current captains/floor wardens. Dr. Hoffman is working on having the Deans appoint captains and floor wardens.</p>	
Facilities Report	<p>Mario Gaspar reported on the following:</p> <p><b>Life safety:</b></p> <ul style="list-style-type: none"> <li>- Fire Riser and Sprinkler Inspection (Repairs are done, except for A-Bldg.)</li> </ul> <p>Preventative Maintenance:</p> <ul style="list-style-type: none"> <li>-Transformer Maintenance Complete (S-bldg. Transformer needs to be replaced)</li> <li>- SAC and CEC sewer lines have been hydro jetted and grease traps have been pumped</li> <li>- Asphalt work is planned for spring break</li> <li>- Backflows will be serviced during spring break</li> <li>-Chemical Fume Hoods</li> <li>-Window Washing</li> </ul> <p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>-W &amp; L Compressor Replacement Complete</li> <li>- X-Building Window Film Complete</li> <li>- OCSRTA Canopy Painting Complete</li> <li>-Lactation Rooms to be started soon</li> </ul>	

	<p>-Tennis/Pickle Courts to be resurfaced</p> <p>-B-10, A-128, D-213 Carpets are scheduled to be replaced during spring break</p> <p>-G-108 HVAC unit is scheduled to be replaced during spring break</p> <p>-W Gym has been refinished, G-Gym will be refinished during spring break</p> <p>Dr. Hoffman added that a drone program is in the works of getting started on campus. We will be netting the courts for the drone program. A consultant is working on confirming the air flying zone area.</p>	
<b>6. ACCREDITATION</b>		<b>ACTIONS/ FOLLOW UPS</b>
	<p>Dr. Hoffman stated that you can find information on the upcoming accreditation audit on H:/public/Sac 2022 accreditation</p> <p>It contains current documents, assignments and guides.</p>	
<b>7. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><b>Hydration station survey</b> – the sample of the survey was so small and not very significant. There is a current FMR for a hydration station to be installed in CDC building.</p> <p><b>Facilities Master Plan</b> – having conversations and planning is the best way to move forward on our Facilities Master Plan. Knowing priorities that are scheduled helps to better plan. The Facilities Master Plan is a roadmap of what we are doing in the next five years. Reviewing the impact to the college and the community. We can start with what we have first, and what has been done. Then see what the priorities are.</p>	
<b>8. NEW BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Parking Ideas – Academic Senate has voiced a concern regarding the need for more parking. Marty Rudd asked what ideas can be discussed. Some ideas were:</p> <ul style="list-style-type: none"> <li>o faculty and staff to park off site and be shuttled to campus.</li> <li>o Shuttle from DMC</li> <li>o Reduced bus passes for faculty and staff</li> </ul> <p>It appears that the first two weeks of the semester is the busiest and there is a shortage of student parking. Also, due to construction, we have lost many parking stalls.</p> <p>The empty lot on the corner of 17<sup>th</sup> and Bristol, is only for construction workers to park not approved for students.</p> <p>Building a parking structure on any existing parking lot, will result in losing a large amount of parking spaces during the construction of the parking structure and it may take years to complete.</p>	
<b>9. FUTURE AGENDA ITEMS</b>		

10. OTHER	DISCUSSION/COMMENTS	
	Next meeting Mar. 17, 2020 – S-215	

SUBMITTED BY Maria Cardona