



SAC FACILITIES MEETING  
 MINUTES – MAY 21, 2019  
 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 (a)	Stephanie Paramore	Marty Rudd, Co-Chair	Susan Sherod	Sarah Salas (a)	Mike Turrentine (a)
Jim Kennedy (a)	Christine Leon	Ben Hager (a)	Tommy Strong		
Vaniethia Hubbard (a)	Mario Gaspar	Monica Zarske (a)	Jaki King	District Liaison	
Jeffrey Lamb (a)	Don Mahany	John Zarske (a)	Roy Shahbazian	Carri Matsumoto	Darryl Taylor
Jennie Adams (a)	Veronica Oforlea	Brian Schroeder			
Brian Kehlenbach			(a) = absent		
Guests				Campus Safety & Security	
Matt Schoeneman	Aggie Kellett	Rudy Delgadillo		Scott Baker	
Michelle Parolise	Amy Treat	Tim Winchell		ASG Representative	
				Theodore Moreno	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:34pm Adjourned at 2:27pm.	
<b>2. PUBLIC COMMENTS</b>					
	None				
<b>3. MINUTES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>	
	Approval of <a href="#">March 19, 2019</a> and <a href="#">April 16, 2019</a>			Motion moved to approve both March 19, 2019 and April 16, 2019 minutes by Don Mahany, 2 <sup>nd</sup> by Brian Schroeder. Motion carried unanimously.	
<b>4. PROJECT UPDATES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>	
	<a href="#">Project update reports</a> – Carrie Matsumoto, Rudy Delgadillo, Matt Schoeneman Rudy Delgadillo reported on the progress of the Science Center. They are currently doing flashing around the windows. Windows will be installed in the west elevation within the next two weeks. In the interior, production drywall is being installed. Getting permanent power distributed is the next step. This will allow to test the air conditioning, electrical system, boilers, etc. They have been busy draping material around the building due to rainy weather. Throughout the summer, they will be plastering the building, doing site work and getting hooked up to the central plant. This				

	<p>building is scheduled to open Summer 2020.</p> <p>Matt Schoeneman reported on the progress of the Johnson Student Center. Select fill was delivered from a site in Culver City and disposal of all clay soil was completed. They will continue to excavate structural steel late August and September. Rebar and pouring of concrete will continue throughout the summer break. The covered walkway is coming down this Friday. During the summer, a serving lunch kiosk will be installed between Middle College's principal's office and the Fitness Lab. Carri Matsumoto added that the kiosk is for SAC use. The café housed in the Johnson Student Center and the kiosk will work together to provide food and shade for students. There will be plenty of seating and outlets. This will be a permanent structure.</p> <p>Carri Matsumoto reported that the Library reconfiguration is in the design stage. The architectural services were approved by the Board and a walk through assessment took place. The Health Science project is still with the Division of State Architect (DSA). We are waiting for final comments. The DSA pre-qualification process can take several months. Theodore Moreno asked where the Criminal Justice department will be located. Carri answered that there are other departments still needing to be relocated and they are assessing surplus spaces at this time. She added that they are getting ready to do a test pilot of electronic campus directories at SAC and SCC. This project also includes the improvement of wayfinding signage. They are finalizing the drawing of this campus, choosing the lettering and fonts to be used. ITS copper wire project is to replace old lines with copper wire. This project is required to be submitted to DSA for approval before it can be implemented. Regarding the Prop 39 projects, this is a new project to spend down the surplus budget from the previous Year 5 project. Currently, the contractor has completed 90% of the sensor upgrades. This should be completed by the end of June. Carri reported that the emergency blue phone project has been sent out to bid. The bid review is under review. Veronica Oforlea asked if the blue phones will be accessible for the blind and hearing impaired. Darryl Taylor will research and get back to her. Carri also reported on the access control project. The Science Center building, Johnson Student Center and Health Center will have new door access systems in place. There will be new procedures and forms on how keys are requested and distributed. District Facilities have reviewed key access procedures from other colleges.</p>	
<b>5. STANDING REPORTS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
<p><b>Student Report</b></p>	<p><b>Student Report</b></p> <p>Theodore Moreno reported that he will be the new Student Trustee for academic year 2019/2021. He brought up a concern regarding the elevators on campus. He stated that some display expired tags. Director of Facility &amp; Central Plant, Mario Gaspar reported that the elevators are current. The tags may not be displayed but they have a log book that indicates that they are all up to date.</p> <p>Regarding Student Government events, they just hosted the Clothesline event in support of domestic violence and sexual assault. T-shirts designed by survivors or their families were displayed. They had a good turnout.</p>	

	<p>Theodore spoke at the Academic Senate and reported that they delivered staff appreciation notes that were placed in the faculty's cubbies. He also reported that they witnessed outdated flyers in the cubbies not being distributed to the students from faculty members.</p> <p>The Associated Student Government (ASG) just had elections and the new President is Mariano Cuellar and Sarah Valencia is the new Vice President. The ASG has funds that need to be utilized for long term items. In order to save paper, in-office laptops will be used to forward notices to ASG members. They are looking to purchase an electronic display board that has a constant rotation to publicize ASG events, available services from the Health Wellness Center, Financial Aid, etc. There is a lack of publicity for the students.</p> <p>Carri Matsumoto added that there will be several screens for the purpose of publicizing student events and notices in the new buildings. Theodore proposed that the top student leaders have a tour of the construction sites. Carri said that they would have to work with the contractors to arrange a tour.</p>	
<b>HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force</b>	<p><b>HEPSS Task Force</b> – Don Mahany</p> <ul style="list-style-type: none"> <li>See <a href="#">attached</a> HEPSS report. Next meeting is June 6, 2019. You can also retrieve these reports: H:\Department Directories\HEPSS</li> </ul>	
<b>Facilities Report</b>	<p><b>Facilities Report</b> – Mario Gaspar reported the following:</p> <p><b>Santa Ana College</b></p> <ul style="list-style-type: none"> <li><b><u>Life safety</u></b> <ul style="list-style-type: none"> <li>OC Fire Authority conducted inspection. Waiting for final report.</li> <li>Fire extinguishers will be recertified this summer.</li> </ul> </li> <li><b><u>Preventative Maintenance</u></b> <ul style="list-style-type: none"> <li>Breakers need to be fixed during off hours.</li> <li>Campus window cleaning is complete.</li> <li>Campus back load testing is complete.</li> <li>EMS battery back-up installation is complete.</li> </ul> </li> <li><b><u>Projects for Summer</u></b> <ul style="list-style-type: none"> <li>Tree Trimming</li> <li>Roof Repairs</li> </ul> </li> </ul>	
<b>Environmental Task Force</b>	<p><b>Environmental Task Force</b> – Susan Sherod See <a href="#">attached</a> presentation regarding Biodiversity.</p>	
<b>6. ACCREDITATION</b>		<b>ACTIONS/FOLLOW UPS</b>
	No report at this time.	
<b>7. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>

	<p><b>Campus Cleanliness &amp; Maintenance Workgroup (CC&amp;M Workgroup)</b> – Mario Gaspar reported that the first meeting was held. The next step is to submit a request to College Council for approval to make the CC&amp;M Workgroup a sub-committee of the SAC Facilities Committee. The next CC&amp;M Workgroup meeting will be in September.</p> <p><b>Voting of Hand Dryers</b> – Mario Gaspar will design a map of hand dryer placements before voting.</p> <p><b>Placement of Hand Dryers</b> – Mario Gaspar reported that they anticipate to place hand dryers with paper towel dispensers in high use buildings; I, C, W, A, VL, F, H, and Z. Buildings G, M and D already have hand dryers. Mario added that they will place floor mats as close to the sink as possible in order to avoid water on the floor and slip and falls. District standard is the Bobrick brand.</p>	<p>Mario will design a map of hand dryer placement for the next meeting.</p>
<p><b>8. NEW BUSINESS</b></p>		<p><b>ACTIONS/FOLLOW UPS</b></p>
	<p><b>Application for Special Parking Stalls</b> – Sgt. Wert spoke on the Faculty Person of the Year and Employee of the Year Special Parking form. This form was developed for the designated person to be able to use that spot and not others. That spot is non-transferable.</p> <p><b>Relocating Loading Stalls</b> – Sgt. Wert reported that there are two loading zone spots between Phillips Hall and Lot 6. Sometimes there is a large delivery truck that takes up all the loading zone area. It was proposed to add two additional stalls to make a total of three loading zones in this area. There are four loading zones in Lot 5. It is proposed to take two of those loading zones and make them into employee parking. No employee stalls will be lost, this is a straight swap.</p> <p><b>Parking Survey and Off-Site Parking</b> – Marty Rudd reported the possibility of conducting a parking survey and possible off-site parking.</p>	
<p><b>9. FUTURE AGENDA ITEMS</b></p>		<p><b>ACTIONS/FOLLOW UPS</b></p>
<p><b>10. OTHER</b></p>		<p><b>ACTIONS/FOLLOW UPS</b></p>
	<p>Next meeting August 20, 2019 – S-215</p>	

SUBMITTED BY Maria Cardona