



SAC FACILITIES MEETING  
 MINUTES – SEP 17, 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	Jeffrey Lamb (a)	Marty Rudd, Co-Chair	Roy Shahbazian	Sarah Salas	Mike Turrentine (a)
Jennie Adams (a)	Christine Leon	Crystal Jenkins (a)	Tommy Strong (a)		
Mario Gaspar	Don Mahany	Jaki King	Rodrigo Valles (a)	District Liaison	
Vaniethia Hubbard	Veronica Oforlea	Dawn McKenna		Carri Matsumoto	Darryl Taylor
Brian Kehlenbach	Stephanie Paramore				
Jim Kennedy (a)			(a) = absent		
Guests				Campus Safety & Security	
Brian Schroeder	Aggie Kellett	Rudy Delgadillo	Matt Schoeneman	Scott Baker, Ray Wert	
Chrissy Talarico	Amy Treat	Doug Manning	Maria Taylor	ASG Representative	
				Sophia Baltadano, Kimberly Arauz	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:34pm Adjourned at 3:10pm.	
<b>2. PUBLIC COMMENTS</b>					
	None				
<b>3. MINUTES</b>					
	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of <a href="#">May 21, 2019</a>				
<b>4. PROJECT UPDATES</b>					
	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	<p><b>Science Center</b> - Rudy Delgadillo reported that they are currently testing the windows' water pressure and resistance. The plaster on the building has been completed. They are working on the trims and accent pieces. The exterior will start looking like a finished building soon. The interior is currently being loaded with equipment, cabinetry and paint. The lab areas have extensive cabinetry. The concrete flooring is being sealed with a high moisture barrier. There is startup of mechanical, electrical and plumbing systems.</p> <p><b>Johnson Student Center</b> – Structural steel is underway on the east side of the building. The second floor should be done in two weeks. For the next three weeks there will be</p>				

	<p>welding work in progress. Shortly after the welding is complete, the slab on the second floor will be completed. Deck inserts for plumbing and electrical will be worked on as well. The roofing and exterior will be done next. There were some challenges in the kiosk (between Middle College's Building I and the Fitness lab) project. There was an abundance of existing utilities below the surface. The decision was made to re-route the utilities. Once that is complete, earth work will be started and then the installation of the kiosk will take place. The kiosk or Express West, will be used to sell pre-packaged food items as well as a shade structure with outlets and seating for the students to utilize. Both projects are on track.</p> <p><b>Project update reports</b> – Carri Matsumoto reported that the Scheduled Maintenance funding for 2019 which are State Allocated, have been diminishing. Therefore, we may not see these types of funds next year. The Health Science project is still at the Division of State Architecture (DSA) for approval. The Board approved the resolution to adopt a uniform system for prequalifying and rating bidders on June 17, 2019. On August 12, 2019, the Board approved the agreement for construction management services. Because state funds are being used for this project, we are required to follow state requirements. We will have to get approvals before going out to bid.</p> <p>She also reported that the Emergency Blue Phone project is underway. There are seven existing blue phones at SAC and an additional 14 more blue phones will be added, making it a total 21 emergency blue phones on SAC campus. Blue phones will be tested before going live. She added that all the Prop 39 5-Year projects have been completed.</p> <p>Carri reported that a draft has been created of the new key distribution procedures. The draft procedures will be shared at the next Facilities committee meeting. There will be a test pilot for both mechanical and access control keys. The test pilot locations are; SAC: new Science Center and Dunlap Hall; SCC: Humanities and Bldg. D; CEC; DMC and the District Office.</p>	
<b>5. STANDING REPORTS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
<b>Student Report</b>	<p>Sophia reported that there are no working water fountains and cleanliness issues in the bathrooms located in the welding department.</p> <p>She reported the upcoming events for the month of September – Constitution Day on the 17<sup>th</sup> and Spanish Heritage on September 25<sup>th</sup></p> <p>Dr. Hoffman added that there are several areas on campus that are in need of hydration stations. The Associated Student Government (ASG) was to provide this committee a campus map showing the locations they wanted additional hydration stations. He suggested that the representative go back to the ASG, complete the map and bring it back to this committee. Carri Matsumoto reported that a student survey was conducted and we have not seen the results. The survey was to include sustainability items such as hydration stations. The results will help meet the student's needs. Sophia will go back to speak to the ASG regarding the survey.</p>	

<p><b>HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force</b></p>	<p><b>HEPSS Task Force</b> – Lt. Baker</p> <p>Lt. Baker reported that there have been some incidents with skateboarders on campus. A draft on skateboarding regulations is being created. He also added that any incident should be reported to Campus Safety. Dr. Hoffman added that our current Administration Regulation (AR) states that no bicycles or other mechanical devices are allowed on our walkways. This includes skateboards. He added that signage would need to be added to campuses. Sgt. Wert suggested that the AR be clearer and something should be added in the Student Code of Conduct regarding this issue.</p> <p>There are not enough staff in the positions of building captains and wardens. Volunteers are needed for all buildings. A training session will take place at the upcoming Great Shake Up meeting.</p> <p>He added that the Security Office currently unlocks an average of 1,800 doors a month. It is important to have an ID when requesting to have a room unlocked.</p> <p>You can also retrieve HEPSS reports at: H:\Department Directories\HEPSS</p>	
<p><b>Facilities Report</b></p>	<p><b>Facilities Report</b> – Mario Gaspar reported the following:</p> <p><u>Santa Ana College</u></p> <p><b>Life safety:</b></p> <ul style="list-style-type: none"> <li>-Fire Extinguishers (summer)</li> </ul> <p><b>Preventative Maintenance:</b></p> <ul style="list-style-type: none"> <li>-Tree Trimming (completed)</li> </ul> <p><b>Projects planned for winter:</b></p> <ul style="list-style-type: none"> <li>-Bldgs. W &amp; L Compressor Replacement (In process)</li> <li>-Baseball, Softball and Football field Renovation (Nov/Dec)</li> <li>-CDC Carpet Replacement</li> <li>-Transformer Maintenance</li> </ul>	
<p><b>6. ACCREDITATION</b></p>		<p><b>ACTIONS/FOLLOW UPS</b></p>
	<p>No report at this time.</p>	
<p><b>7. OLD BUSINESS</b></p>	<p><b>DISCUSSION/COMMENTS</b></p>	<p><b>ACTIONS/FOLLOW UPS</b></p>
	<p><b>Campus Cleanliness &amp; Maintenance Workgroup (CC&amp;M Workgroup)</b> – Dr. Hoffman reported that the CC&amp;M Workgroup convened and a consensus was reached to bring the Workgroup to College Council to become a subcommittee of this Facilities Committee. Its purpose would be to develop a five-year plan and monitor the plan and to address any issues and concerns that come up.</p> <p><b>Voting on Placement of Hand Dryers</b> – Mario Gaspar distributed a map (<i>attached</i>) that displayed the placement of current (green) hand dryers and the placement of future (yellow) hand dryers. All hand dryers will be hard wired. The hand dryers that are</p>	<p>Mario to provide a list of restrooms that will have a paper towel dispenser at the next meeting. Voting will take place at next meeting.</p>

	planned to be used are very quiet. They will be as close as possible to the sink area. They will be placed at the required ADA height. Some restrooms will have both hand dryers and paper towel dispensers.	
<b>8. NEW BUSINESS</b>		<b>ACTIONS/FOLLOW UPS</b>
	<p><b>AR 5220 – Shower Access for Homeless Students</b> – Dr. Hubbard reported that in 2017 there was legislature that came through the Chancellor’s Office that stated that Community Colleges needed to have a procedure in place for access to showers for homeless students. She distributed a draft (<i>attached</i>) copy of the AR 5220 Shower Access for Homeless Students. Modifications will be made to the draft. Mario Gaspar reported that keypads will be installed for the homeless students to have access to the gym area to shower. The keypad will also be used for tracking when a student enters.</p> <p><b>Parking Survey and Off-Site Parking</b> – Tabled</p> <p><b>Bond Projects</b> – Dr. Hoffman stated that the District is looking at a Bond Measure. The top three items on the Bond are; 1) Applied Technology Center; 2) CEC – Construct newer buildings and 3) New Library</p>	Modifications will be made to the AR 5220 and will be discussed at the next committee meeting.
<b>9. FUTURE AGENDA ITEMS</b>		<b>ACTIONS/FOLLOW UPS</b>
<b>10. OTHER</b>		<b>ACTIONS/FOLLOW UPS</b>
	Next meeting October 15, 2019 – S-215	

SUBMITTED BY Maria Cardona