



**SAC FACILITIES MEETING  
MINUTES – MAY 17, 2016  
1:30P.M. – 3:00P.M.**

Approved 9/20/2016

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.

Administrators		Academic Senate		CSEA	
Michael Collins, Co-chair	Rhonda Langston	Dietrich Kanzler(a)	Susan Sherod	Sarah Salas	Mike Turrentine
Bart Hoffman(a)	Christine Leon(a)	Brian Kehlenbach, Co-chair	Valinda Tivenan(a)		Maria Taylor(a)
Nilo Lipiz(a)	Mark Wheeler	George Moore	John Zarske	<b>District Liaison</b>	
Eve Kikawa(a)				Carri Matsumoto	
				Darryl Taylor	
Guests				Campus Safety & Security	
Elliott Jones	Matt Schoeneman			Mike Colver	
Marty Rudd	Brian Sos			<b>ASG Representative</b>	
Heller Sanchez				Darlene Zepeda-Field(a)	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order – 1:30p.m. Adjourned at 3:25p.m.	
<b>2. PUBLIC COMMENTS</b>					
	The following public comments were noted: A concern was shared in regards to the costs related to using the college facility by faculty such as facility use for coaches.			<b>FOLLOW UPS</b> The item was placed under New Business for this meeting.	
<b>3. MINUTES</b>					
	<b>DISCUSSION/COMMENTS</b> The April 19 meeting minutes were presented for approval.			<b>ACTION</b> Motion was moved by D. Mahany to approve the April 19, 2016 Facilities committee minutes as presented. 2 <sup>nd</sup> – M. Wheeler The motion carried unanimously.	
<b>4. PROJECT UPDATES</b>					
	<b>DISCUSSION/COMMENTS</b> Carrie Matsumoto provided the Measure E and Q bond project updates <b>Bristol Street Sidewalk Improvement</b> The membership was advised that the district met with the City of Santa Ana and were advised that the city is taking over this project. This project will be taken off the district's list.			<b>ACTIONS/ FOLLOW UPS</b>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Campus Parking Study</b></p> <p>Ms. Matsumoto presented the results of the Campus Parking Study.</p> <ul style="list-style-type: none"> <li>• The study was done the 3<sup>rd</sup> week of the semester.</li> <li>• It identified the average peak parking demand to be 11:00a.m.</li> <li>• In looking at potential enrollment, the study confirmed that the college will need more parking.</li> <li>• Staff parking was included in the study as part of the inventory.</li> <li>• Fridays were not part of the studies as Fridays are not typical days.</li> </ul> <p>Discussion ensued.</p> <p>Ms. Matsumoto noted that 60 spaces are to be added back into the inventory in May. In addition, the new parking lot on the corner of Bristol Street and 17<sup>th</sup> will add 180 spaces. She also noted that if the enrollment trend indicates that a parking structure is needed, a plan will be developed that will take the future buildings into consideration.</p> <p>The committee discussed Bristol and 17<sup>th</sup> street parking lot plans. These plans are currently in plan check with DSA. Additionally, plans have been submitted to the city.</p> <p>Dr. Collins noted that it is important to be sensitive to the Washington Square Neighborhood Association concerns as this project is right on their doorstep and the neighborhood supported and funded the activities in the bond.</p> <p>Plans for the lot have been modified to include a 3' wall with fencing and centennial tile around the perimeter. This was part of the original design but had been removed for budgetary reasons.</p> <p>It was noted that the city is not in favor of the parking lot and would prefer commercial building space that would generate tax revenue. Members were advised that the district is responsible to the State not the City for design and construction. The district is experiencing some delay with the cities' approval for the off-site permit that would allow the district to tie into a city storm drain for storm water management for the new development. The District is planning on moving forward with the project.</p> <p>Discussion ensued:</p> <ul style="list-style-type: none"> <li>• Long term development for the property is still in discussions with the campus.</li> <li>• The surface parking lot satisfies an interim purpose.</li> <li>• The estimated timeline for the surface parking to be ready is at least a year.</li> <li>• Discussions continue with the City regarding plans for the lot are ongoing.</li> <li>• Electronic billboard advertisement and/or commercial lease spaces may be a way to satisfy the City.</li> <li>• There has been thought to utilizing the mall parking to help alleviate traffic and parking issues.</li> </ul> <p>In addition to the report provided by Ms. Matsumoto, Matt Schoeneman provided some additional information on the Central Plant.</p> <ul style="list-style-type: none"> <li>• Lot 6 will be returned to the campus next week.</li> <li>• Over the summer two-way traffic will be accessible on Campus Rd.</li> <li>• Started potholing by Russell and the Football field. The potholing will allow the team to get an idea of what is under the concrete.</li> <li>• There will be some rerouting of the existing water lines as they are conflicting with the utilities.</li> </ul>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Phase 5 drives the schedule and will be implemented before Phase 4. <ul style="list-style-type: none"> <li>○ A logistics plan will be developed with input from the user groups.</li> <li>○ Phase 5 will start early June. Phase will be taken in pockets.</li> <li>○ Work will include demo, concrete breakup, and tree removal.</li> <li>○ A revised map will be issued this week.</li> </ul> </li> </ul> <p>Members were also advised that there was a flooding of the footings in the Central Plant location related to the water irrigation system. Some of that work will need to be re-done. Cost and delay yet to be determined.</p> <p><b><u>Quad &amp; Amphitheater</u></b>  In addition to the project summary provided. The drought tolerant landscape plan was presented to the membership.</p> <ul style="list-style-type: none"> <li>• Due to new state requirements regarding irrigation, controller some redesign will be needed.</li> <li>• The overview identified all the different trees, plants, shrubs, bushes and flowers that will be put back into the design.</li> <li>• The watering schedule will be changed.</li> <li>• A lot movement in landscape and change in design. Important to keep with the motif that is being established.</li> </ul> <p><b><u>MCHS Relocation</u></b>  There is a possibility that MCHS will be staying in the Village through the course of the Johnson construction.  In light of the delay with the Central Plant project and the impact, the schedule is being reevaluated.  MCHS will be utilizing the 300 wing.</p> <p><b><u>2015-2016 Scheduled Maintenance Projects</u></b>  A status update of the campus scheduled maintenance projects were presented.</p> <p>Members were advised that there will be another allocation for Scheduled Maintenance and Instructional Equipment for 16/17 however, the allocation will be a decrease from the January budget proposal.</p> <p>It was also noted that by early fall, 80% of the roofs on campus will have been replaced.</p> <p><b><u>Door Hardware Upgrade</u></b>  An RFP is out for a district wide assessment and proposed solutions for lock down scenarios.  Members were advised that the campus Door Hardware Upgrade is a core replacement to ensure safety and security.</p> <p><b><u>Prop 39 Projects, Year 4</u></b>  Members were advised that Year 4 will be upgrading the EMS system at the DMC, Sheriff's Academy and all the other buildings on the SAC campus that are not part of the Central Plant project. This project may need to be phased over two years as it is over the allocation.</p>	

5. Standing Reports	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	<p>Don Mahany provided a brief overview of the May 17 meeting:</p> <ul style="list-style-type: none"> <li>The task force team has developed an office security protocol as well as a bomb threat protocol for the department and division offices. Security officers will be visiting the various offices and explain the process.</li> <li>A new mobile app (LIVE SAFE) will be introduced on campus once the Security becomes familiar with it more information will be forthcoming.</li> <li>The task force had an extensive discussion on skateboards and bicycles on campus especially with the extensive construction on campus.</li> </ul>	<p><b><u>FOLLOW UP</u></b> Lt. Colver will meet with Student Life and with ASG to discuss skateboard enforcement, policies and best practices. In addition, he will research policies from other college campuses for the possibility of future consideration.</p>
Facilities Report	Mark Wheeler, facilities manager, presented a report on SAC facilities team activities, work order requests and completion, and planned work ahead on campus.	
Environmental Task Force	Susan Sherod provided a brief overview on Site Based DC Power and how implementing this could benefit the college for future buildings and major remodels.	
6. Old Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	No old business.	
7. New Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b><u>Parking Improvements</u></b> Some options were presented to the membership regarding moving staff stalls from parking Lot 6 to parking Lot 11 to accommodate for the staff that have moved to the Village.</p>	<p><b><u>FOLLOW UP</u></b> Lt. Colver and his team will assess the options presented and bring back any recommendations.</p>
	<p><b><u>Lot 1 Electric Car Stations</u></b> It was noted that the original plan was for additional electric car stations to be placed in the area of where the 300 wing of the Village currently resides. Members were advised that in light of the relocation of MCHS to the 300 wing for the duration of the Johnson project this would not occur for a while.</p>	
	<p><b><u>Bicycle Parking</u></b> No update</p>	
	<p><b><u>Faculty Use of Facilities</u></b> As a follow up to the public comments made earlier in the meeting, a discussion ensued regarding Faculty Use of Facilities.</p> <p>Members were reminded that the Board Policy and the Administrative Regulations were beyond the scope of the committee. However, the committee could discuss the college's current procedures and the way the Administrative Regulations are undertaken at SAC are within the purview of the Facilities committee.</p> <ul style="list-style-type: none"> <li>It was decided that at the September 20, 2016, SAC Facilities meeting the committee would review what the current policies are along with some examples of situations that have occurred. This action will allow for the members to more educated on the subject and possible present some opportunities for changes.</li> </ul>	<p><b><u>FOLLOW UP</u></b> At the September 20, 2016, SAC Facilities meeting the committee would review what the current policies are along with some examples of situations that have occurred.</p>
8. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Members were informed that district wide there has been a 29% reduction in water usage. She thanked the college for their efforts.	