



Santa Ana College

Facilities Meeting

November 20, 2012



SAC Facilities Committee
November 20, 2012
1:30 p.m. - 3:00 p.m.
SAC Foundation Board Room, S-215

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.

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes – October 16, 2012
4. Standing Reports:
 - SAC Project Update – Alex Oviedo
 - M&O Report - Ron Jones
 - ADA Task Force – no report
 - Environmental Task Force – Susan Sherod
 - HEPSS Task Force – No report
5. Old Business
 - Update on the directional signage – Sylvia Turner
 - M bldg. reorganization update - Ron
 - Sound activated solution for pigeons update – Ron
 - Gutter clean up frequency update - Ron
 - Discussion on 2012/2013 goals
6. New Business



**SAC FACILITIES MEETING
MINUTES –OCTOBER 16, 2012
1:30P.M. – 3:00P.M.**

Draft for approval

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.

Administrators		Academic Senate		CSEA	
Jim Kennedy, Co chair	Rhonda Langston(a)	Maria Aguilar Beltran	John Zarske , Co chair	Sarah Salas	
Elyse Chaplin(a)	Sara Lundquist (a)	Ray Hicks(a)	Louis Pedroza(a)	Sean Small(a)	
Bart Hoffman (a)	Linda Rose(a)	Susan Sherod		District Liaison	
Nilo Lipiz(a)	Sylvia Turner	Valinda Tivenan		Darryl Odum(a)	Alex Oviedo
Ron Jones		Guests		Campus Safety & Security	
		Jungwon Jin		James Wooley(a)	
				ASG Representative	
1. WELCOME AND INTRODUCTIONS					
		Self introductions were made.		Meeting to order – 1:34p.m. Adjourned at 3:03 p.m.	
2. PUBLIC COMMENTS					
		<ul style="list-style-type: none"> Members were reminded of the Great California Shake out on 10/18 @ 10:18a.m. The committee was advised that Dr. Michael Collins, had been selected as the new Vice President of Administrative Services and would start at the college on November 26. Official notification will be sent out once Dr. Collins has been board approved. Jim Kennedy received many words of thanks for his work in the department as well as on the committee. Jim expressed his appreciation for the opportunity to be involved with Administrative Services. 			
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		The following minutes were presented for approval: <ul style="list-style-type: none"> June 12, 2012 September 18, 2012 		ACTION No action was taken due to a lack of quorum.	
4. STANDING REPORTS		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
SAC Project Update		Alex Oviedo presented the SAC progress schedule. The following inquiries were made: <ul style="list-style-type: none"> Bungalow certification– The bungalows were a temporary placement during the construction of the I building. The college has requested a more permanent placement thus requiring certification. <hr/> <ul style="list-style-type: none"> Relative to the Bookstore Seismic Rehab, an inquiry was made regarding an automatic door for the M building. <ul style="list-style-type: none"> It was noted that there was a meeting that included discussions with the architect reviewing the possibility reorganizing the existing building, determining what the offices are used for and the possibility of the addition of an additional entrance. 		FOLLOW UP Ron will be meeting with Elyse Chaplin and will have an update for the committee for the November meeting.	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
SAC Project Update	<ul style="list-style-type: none"> • Members were reminded that Dunlap Hall would be closed for the summer and the campus would need to plan for that. <ul style="list-style-type: none"> ◦ Vending machines will be removed and brought back once the building re-opens. ◦ An inquiry was made in regards to accommodations for faculty offices during this time. <ul style="list-style-type: none"> ▪ Inquiries on Faculty offices should be directed to Dr. Rose. 	
M&O Report	<p>The M & O report was presented by Ron Jones. Preventative Maintenance has been added as a category to the monthly M&O report.</p> <ul style="list-style-type: none"> • The department has worked hard to implement and organize Preventative Maintenance projects. Completed PM projects were outlined for the members. • There is a Fire Safety notebook that documents the fire safety systems testing on campus. • The importance of having these systems in place was also stressed. • The department maintains a calendar of current preventative maintenance in place and will be adding other systems as well. • There was an inquiry regarding general routine preventative maintenance items such as roofs, roof drains, scuppers, caulking and irrigation systems. <ul style="list-style-type: none"> ◦ All were advised that while these areas are important, they are the most difficult to do when you lose staff. 	
ADA Task Force	No report	
Environmental Task Force	<p>Members were updated on the efforts of task force. The task force is recommending incentives and rebates for sustainability upgrades to reduce utility bills and also reduce the campus's carbon footprint.</p> <p>The committee is also researching grant funding specific to higher education facilities.</p> <ul style="list-style-type: none"> • It was noted that some of the current work of the task force may be more valuable and have a better impact on a district level aka the RISC where decisions on that level are discussed. <ul style="list-style-type: none"> ◦ In order to achieve better integration with RISC, it was recommended that Susan Sherod become involved with RISC. Currently there are two faculty members serving however, it is not a voting committee. <ul style="list-style-type: none"> ▪ Susan will attend the October 17 meeting and will connect with the current faculty members that serve on that committee. <p>A need to re-think college issues(aka Environmental Task Force) vs. district issues (aka RISC).</p> <ul style="list-style-type: none"> • What is the task force's responsibility to the facilities committee? • What is the relationship to the district sustainability committee? <p>A concern was also expressed regarding the need for help with the membership/commitment to the task force.</p> <ul style="list-style-type: none"> • Jim Kennedy would be happy to participate once the new VP of Administrative Services comes on board. 	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
<p>HEPSS <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i></p>	<p>The taskforce has been focusing on the Great California Shake Out drill for this fall and the fire evacuation drill in spring. Regarding the Great California Shake Out on 10/18 at 10:18a.m. Information has been sent out to faculty.</p> <ul style="list-style-type: none"> • Drill will be announced, all will be instructed to drop, cover and hold. • All will be instructed to evacuate • Roll call will be taken • The "all clear" will be given to return to the buildings. <p>Discussion ensued.</p> <ul style="list-style-type: none"> • Need to coordinate with Safety regarding students that will not evacuate the cafeteria areas. <p>■Concerns regarding DSPS students.</p> <ul style="list-style-type: none"> • Uncertainty amongst DSPS students. • Need for clearer instructions regarding disabled students for faculty and staff. • Training for how to handle DSPS students for floor wardens and building captains. • Classroom maps need to clearly identify areas for disabled students to go in cases of emergencies as well as where instructors can send them. <hr/> <p>■There was an inquiry about a debrief meeting after the drill. It was noted that the meeting had not been previously arranged.</p>	<p>FOLLOW UPS The following issues will be forwarded to the HEPSS Task Force by Ron Jones:</p> <ol style="list-style-type: none"> 1. Practicing "sheltering-in-place" should be a part of the evacuation drill. 2. Areas should be designated in each building that are effective for sheltering-in place. 3. Maps should be created in the building that shows where the evacuation chairs are located and where the designated shelter-in-place locations are. 4. Building captains should have some people practice "shelter-in-place" during the evacuation drill. 5. When building captains are reporting that the building is empty, they should also report if there are people sheltering-in-place and how many. <hr/> <p>FOLLOW UPS A debriefing meeting will be scheduled immediately following the drill. Floor wardens/building captains will be notified.</p>
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Update on the directional signage.</p>	<p>FOLLOW UPS Tabled for next month.</p>
	<p>Flea situation in Health Center</p> <ul style="list-style-type: none"> • Measures have been taken to eradicate the fleas. • The carpet has been removed and replaced with tiles. • Necessary to wait another week to evaluate the situation. • An OSHA complaint had been filed. The complaint was responded to per the guidelines. A copy of the response has been placed in the Health Center. 	

OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Update on Russell Hall mold</p> <ul style="list-style-type: none"> • Members were advised that the area had been isolated and cleaned out. • The problem was related to a slow leaking duct. • The duct has been removed and replaced. • The problem has been resolved. 	
	<p>Discussion on 2012/2013 Goals</p> <p>Due to a lack of time, members briefly discussed the committee goals. There was some discussion to revise and revisit the 2012/2013 goals. The 2011/2012 goals will be used as a baseline for any revisions.</p> <p>The importance of establishing/incorporating two-way communication, and sustainability efforts into the goals was discussed.</p>	<p>FOLLOW UPS</p> <p>Members will be forwarded the task force's goals for their review.</p> <hr/> <p>Members were asked to forward recommendations for goals to Geni for discussion at the November meeting.</p>
6. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was no new business on the agenda.</p>	
6. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>■There was a concern raised regarding the stack of cardboard being collected behind the health center and the impact it could have on the flea situation.</p> <ul style="list-style-type: none"> • Members were advised that a recycled bin had been purchased to address the problem. <hr/> <p>■A concern was raised regarding the flea and mice situation at CEC. Staff has not been made aware of the status to resolve the problem. Members were also advised of efforts. Improved communication will follow in the future.</p> <hr/> <p>■There was a concern raised regarding the pigeon problem on the Johnson patio. Despite measures taken to alleviate the problem, the problem continues. The mess caused by the bird dropping is a strong concern.</p> <hr/> <p>■There was an inquiry as to how often the gutters in Lot 1 were cleaned. It was noted that some items such as drains, roofs are difficult to maintain when the department loses grounds staff.</p> <hr/> <p>■An update on the hand washing signs brought forward at the April 17, 2012 meeting by the ASG Health Commissioner was requested.</p> <hr/> <p>■An issue was raised by DSPS regarding the process/policy when a student requests additional table and chairs room accommodations that fall outside of the DSPS parameters specifically outside of the ADA mandated accommodation requirement.</p>	<hr/> <p>FOLLOW UPS</p> <p>An email will be sent from Rhonda Langston to Jim and Ron regarding the issue.</p> <p>Ron will contact Don Maus on a "sound activated solution" to the pigeon problem.</p> <hr/> <p>FOLLOW UPS</p> <p>Ron will look into how often the gutters in Lot 1 are cleaned and report back.</p> <hr/> <p>FOLLOW UPS</p> <p>Ron will provide an update at the next meeting.</p> <hr/> <p>FOLLOW UPS</p> <p>DSPS should forward this item to Lilia Tanakeyowma.</p> <p style="text-align: right;"><i>Submitted by G. Lusk 10/22/2012</i></p>

Bid # 1179	SAC College Ave. /Realignment	\$8,000,000.00	Westberg+White	SCHEDULED	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 96 97 98 99 100
	General Contractor	\$7,559,000.00	L A Engineering	ACTUAL	
BOARD APPROVED	DRAWINGS APPROVED 11/9/2011	BIDS DUE 12/15/2011	CONTRACT AWARDED	8/27/2012_The first phase of work was completed on August 13th. The President of the College officially opened the first phase parking lots in preparation for Fall student enrollment. The Contractor is on schedule to complete the 2nd of 3 phases by December 2012.	
CONSTRUCT. STARTED 2/27/2012	SCHEDULED COMPLETION 5/15/2013	REVISED COMPLETION	CHANGE ORDERS	10/1/2012 Demolition of the intersection at College Ave and 17th St. has begun. Work includes widening of College Ave. installation of wireless traffic controls, new handicap ramps, new concrete pilasters entrance monuments and new concrete pavers. (4) new concrete structures are being built and are scheduled to be completed by November 19, 2012. 11/2/2012 Contractor has begun working on the final phase earlier than scheduled. Anticipated completed date is May 2013.	
Bid # 1194	SAC Portable Bldg. Cert.	\$109,960.00	Westberg+White	SCHEDULED	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 96 97 98 99 100
	General Contractor		DCI	ACTUAL	
BOARD APPROVED	DRAWINGS APPROVED 4/5/2012	BIDS DUE 5/15/2012	CONTRACT AWARDED	10/1/2012_DSA has requested additional Structural review by licensed Engineer in order to confirm mechanical attachment recommendation submitted in Field Change Directive (FCD). Structural Engineer has been contracted to perform structural review of landing to building attachment as proposed on Field Change Directive. Once completed Architect will resubmit FCD.	
CONSTRUCT. STARTED	SCHEDULED COMPLETION 8/9/2012	REVISED COMPLETION	CHANGE ORDERS	11-2-12 Westberg & White has submitted the Field Change Directive to DSA for approval of the Structural Engineers attachment detail. DSA field inspection reviled lack certified welding inspection prior to platform assembly. Welding inspect criteria will need to be developed and reviewed by DSA field engineer before the District can certify the project.	
Bid #1180	SAC Perimeter Site Improvement	\$4,700,000.00 \$5,137,000.00	Westberg+White	SCHEDULED	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 96 97 98 99 100
				ACTUAL	
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE 10/23/2012	CONTRACT AWARDED	10/1/2012 Job walk conducted on September 20th with 21 people in attendance. Of those who attended 14 have downloaded or duplicated full set of plans and specifications. We expect good Bid participation.	
STARTED	COMPLETION	COMPLETION	ORDERS	11-2-12 Bids were open on Tuesday October 23rd. Woodcliff Corp. submitted the lowest responsive bid for the amount of \$5,137,000.00. Woodcliff will be forwarded to the Board of Trustees on November 13th.	
Bid # 1163 Re-bid	SAC Baseball Complex Improvements	\$305,000.00	LPA	SCHEDULED	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 96 97 98 99 100
	General Contractor		B-One Construct.	ACTUAL	
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE 7/13/2010	CONTRACT AWARDED	8/27/2012 Project has not yet been certified and closed. Missing documents from the Architect, Engineer and Contractor are bring gathered and will be send to DSA once compiled.	
CONSTRUCT. STARTED 9/8/2010	SCHEDULED COMPLETION 11/8/2010	REVISED COMPLETION 2/24/2012	CHANGE ORDERS	10/1/2012 Contractor and Engineer have not submitted proper forms to DSA for closeout. The District will draft a letter requesting final signatures and forms be submitted without delay. 11-2-12 DSA has not approved Change Orders #1,2, LPA is tracking the DSA Change Order review.	
Bid #	SAC Book Store. Seismic Rehab.		Westberg&White Architects	SCHEDULED	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 96 97 98 99 100
	General Contractor			ACTUAL	
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	8/27/12 Plan development nearly complete, once completed meeting will be scheduled with the Campus to review construction timeline, drawings and impact to Campus programming.	
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS	10/1/12_ Meeting will be scheduled with the Campus to review project scope and potential impact to the College. 11-2-12 Westberg & White will reconvene with the Campus to review proposed scope. No meeting date has been determined for the next meeting.	
Bid # 1187	SAC D-Bldg. Elevators / Handrails	\$7,000,000.00	HMC	SCHEDULED	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 96 97 98 99 100
				ACTUAL	
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	10/1/12 DSA has approved plans to construct a new elevator and make repairs to the existing landing. Job walk scheduled for October 25, 2012	
CONSTRUCT. STARTED	SCHEDULED COMPLETION N/A	REVISED COMPLETION	CHANGE ORDERS	11-2-12 Job Walk was conducted on Thursday October 25th with (15) contractors in attendance. Bids are due November 20th.	

Bid #	SAC Access Points/ Wi-Fi Network General Contractor		D-4	SCHEDULED																													
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100					
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	8/27/2012 Majority of the network is functioning with the exception of the parking lots. Remaining devices are scheduled to be operational by September 14, 2012 10/1/2012 Wireless access points installed throughout the District with the exception of the Santiago Canyon College. Contractor has mobilized on the SCC Campus and is scheduled to be finished by December 2012																													
CONSTRUCT. STARTED 2/13/2012	SCHEDULED COMPLETION 5/13/2012	REVISED COMPLETION	CHANGE ORDERS	11-2-12 Contractor is mobilized on the Santiago Canyon Campus and is on schedule to complete installation by December 2012.																													

Bid # 1183	SAC Video Surveillance Sec. Sys. General Contractor	\$3,500,000.00 \$ 2,905,424.00	Integrated Electrical	SCHEDULED																													
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100					
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	10/1/2012 Parking lot cameras are installed but malfunctioning because of the heat. Engineering team will determine cause and develop a solution. Contractor has mobilized to the SCC campus and is scheduled to complete the project by December 2012.																													
CONSTRUCT. STARTED 2/13/2012	SCHEDULED COMPLETION 2/13/2013	REVISED COMPLETION	CHANGE ORDERS	11-2-12 Contractor is working to resolve programming issues throughout the District. At times gaps in recording have occurred. The District Information Technology Department is working with the Contractor to find a solution.																													

Bid #				SCHEDULED																													
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100					
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																														
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																														

Bid #				SCHEDULED																													
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100					
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																														
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																														

MAINTENANCE & OPERATIONS FACILITIES UPDATE
November 20, 2012

Preventive Maintenance Program

Fire and Safety

1. The required five year inspection/testing on the fire sprinkler system was conducted for the Sheriff's Academy.

Projects/Major Repairs Completed

None

Future Projects/Major Repairs

1. The boilers on top of F, R, and A buildings will be replaced due to AQMD rule non-compliance for NOx emissions. The F building has been load tested to determine that a boiler under 2,000,001 btus/hr can replace the current one over 2,000,001 btus, This means we will not have to permit the boiler and will only have to register it along with several others we have. This replacement project is being handled by the District.
2. The old emergency generator on the D Building is also out of compliance, but we did not receive a violation on it the last time he came. But we may the next time the inspector comes. In the D Building Elevator project that generator is scheduled to be disengaged and no longer used and replaced by a battery pack to run the emergency lights in summer 2014. So we are looking into a temporary battery pack so we can disengage the generator as soon as possible.
3. We are currently surveying all the underground piping so updated as-builts can be drawn.

Environmental Task Force November 20, 2012

Unfortunately, I'm not getting much co-operation from the people that have been active in the past Environmental Committee. Perhaps it's time to open the Task Force up to some additional people who are willing to do the work of it?

I may have found someone that will help Ron Jones with the preventative maintenance plan for our campus. He has done such work previously. I suggest we seek retired professionals who can assist on a pro-bono basis with this type of work that is time-consuming and tedious, but very beneficial for ensuring we do things sustainably and with our eye to our overall budget bottom line.

In addition, I am:

- Exploring some EPA grants that may benefit SAC for doing their retrofits
 - The EPA grant work I'm researching is for several areas, but my research is focused with regards to solar assisted passive ventilation for campus buildings.
- I applied for the Leave a Legacy grant project, requesting funds for LED tube lights, with information for students to explain the options for energy use, and the amount of energy savings these lights can bring to our budget
- Have done some research on what grants have been won and used to fund sustainable measures at other campuses - they are a mix of training and retrofit
 - <http://www.deanza.edu/kirschcenter/> - various resources used to fund "a building that teaches"
 - Garfield Foundation, <http://www.garfieldfoundation.org/> - private granting foundation
 - the Wege Foundation
<http://www.wegefoundation.com/seekingagrant/seekingagrant.html> - private granting foundation
 - Kresge Foundation, <http://www.kresge.org/programs/health> - private granting foundation

For educational programs - if a building becomes a teaching tool, then this route may work for us.

-EWD - Economic Workforce Development at Shasta College \$10 million for programs for students

-Comm. Coll. Chancellors office award to Cuyamaca \$700,000 for training students

-link to a book about the various options for funding a sustainable campus

http://www.nacubo.org/Products/Publications/Sustainability/Financing_Sustainability_on_Campus.html



SAC Facilities Committee

Committee Goals 2011/2012

1. Monitor efforts to maintain existing buildings, infrastructure, and equipment.
2. Monitor efforts to maintain and improve campus appearance.
3. Monitor and support the goals of the approved task forces.
4. Continue to review and implement the SAC Facilities Master Plan with ancillary sites.
5. Evaluate secondary effects of renovation and/or re-purposing of space.
6. Review the ADA Transition Plan and proceed with modification to correct known deficiencies.

Review and Approved on 10/18/11

Committee Goals
2012/2013

1. Monitor efforts to maintain existing buildings, infrastructure, and equipment *sustainably*.
2. Monitor efforts to maintain and improve campus appearance.
3. Monitor and support the goals of the approved task forces.
 - ADA
 - Environmental
 - HEPSS
4. Continue to review and implement the SAC Facilities Master Plan with ancillary sites.
5. Evaluate secondary effects of renovation and/or re-purposing of space.
6. Review the ADA Transition Plan and proceed with modification to correct known deficiencies. *Monitor ADA compliance.*
7. *Provide a conduit for communication for faculty, staff and students to bring forward facility related issues to Administrative attention.*
8. *SAC Facilities will support moving towards being a Zero Waste and Net Zero⁸ Energy campus. *Net Zero Energy means that we do not consume more energy than we produce on site.*

Make sure we include "sustainable" in the new or existing improvements. Examples of how to do that are below.

We could add a new goal:

Facilities will work to ensure that all improvements be created and managed sustainably for reduction of fossil fuel consumption, reduction of the Campus Carbon Footprint and resultant utility bill savings for our budget.

OR, we could edit some of the existing ones including language regarding how it can be done sustainably, such as adding the word sustainably to the end of the first goal and working it into the Master Plan goal.