



SANTA ANA COLLEGE

Facilities Meeting

February 19, 2013





SAC Facilities Committee
February 19, 2013
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 – November 20, 2012
4. Standing Reports:
 - SAC Project Update – Jerry Neve
 - HEPSS Task Force – Don Mahany
 - M&O Report – Ron Jones
 - ADA Task Force – no report
 - Environmental Task Force – Susan Sherod
5. Old Business
 - Alarm protocol update – Ron Jones
 - Wi-Fi Project update – Nicholas Quach
 - Goal Revisions – Sylvia Turner
6. New Business
 - Measure Q Project Phasing – HMC/Deborah Shepley
 - Programming Principles – HMC/Deborah Shepley
 - Scheduled Maintenance Projects – Ron Beeler
Scott Connors
7. Other
 - Meeting date change – April 16th meeting has been moved to April 30th at 1:30p.m. in the SAC Foundation Board Room.



**SAC FACILITIES MEETING
MINUTES –NOVEMBER 20, 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	Maria Aguilar Beltran(a)	Susan Sherod(a)	Sarah Salas(a)	
Elyse Chaplin(a)	Sara Lundquist (a)	Ray Hicks(a)	Valinda Tivenan(a)	Sean Small(a)	
Bart Hoffman	Linda Rose(a)	Jungwon Jin	John Zarske , Co chair	District Liaison	
Nilo Lipiz(a)	Sylvia Turner		Louis Pedroza(a)	Darryl Odum(a)	Alex Oviedo(a)
Ron Jones		Guests		Campus Safety & Security	
		Becky Miller	Lisa McKowan-Bourguignon	James Wooley(a)	
				ASG Representative	
1. WELCOME AND INTRODUCTIONS					
		Self introductions were made.		Meeting to order – 1:34p.m. Adjourned at 3:00 p.m.	
2. PUBLIC COMMENTS					
		<p>A concern was shared regarding a “trouble” alarm coming from a custodial closet. The alarm was disturbing classes. Although Pyrocomm had been called, the alarm was not able to be deactivated by Safety. There was discussion regarding the need for a protocol to be established.</p> <ul style="list-style-type: none"> Item will be referred to the HEPSS task force. <p>Appreciation for Ron Jones and the M&O staff was given for their quick action in resolving two urgent matters regarding a bookstore clean up and the pigeon problem on the Johnson patio.</p>		FOLLOW UP Ron Jones will take the alarm issue to HEPSS for a protocol.	
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		<p>The October 16 minutes were presented for approval. Due to a lack of quorum the minutes were tentatively approved as presented. A discussion ensued regarding the importance of approving minutes within a timely manner as the committee’s work can impact other shared governance committees on campus.</p> <p>Based on the discussion, when a quorum is not present to approve meeting minutes, the draft minutes will be tentatively approved at the meeting by the membership present.</p>		FOLLOW UP The minutes will be sent out to the membership with a call for any changes. Pending any changes, the minutes will stand as approved.	
4. STANDING REPORTS		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
SAC Project Update		The SAC progress schedule was presented and will be emailed out to the membership for review.			

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Video Surveillance Project</u></p> <ul style="list-style-type: none"> • What is the process when additional cameras are needed or being requested? • Who pays for additional lighting outside of the initial specs of the project? • Are the DMC cameras fully functional? <hr/> <p><u>Wi-Fi Project</u></p> <p>There were some inquiries regarding the WiFi coverage on campus. The committee would like a map of the coverage if one is available.</p> <p>Members were reminded of the following:</p> <ul style="list-style-type: none"> • Over the next year, one of the entrances will be closed down due to the perimeter site improvement project. <p>Dunlap Hall is scheduled to close down over the summer as part of the building renovation project.</p>	<p>FOLLOW UP</p> <p>Alex will be asked to provide an update on the Video Surveillance Project at the next meeting.</p> <hr/> <p>FOLLOW UP</p> <p>Nick Quach will be asked to provide an update on the Wi-Fi Project at the next meeting.</p>
M&O Report	<p>The M & O report was presented by Ron Jones.</p> <ul style="list-style-type: none"> • The department is working on addressing some AQMD compliance issues relative to some of the boilers on campus. • An underground survey is currently underway on the campus to update the campus as-builts. <ul style="list-style-type: none"> ◦ Members were informed that when the fire water line broke, the as-builts did not match. Updating and digitizing the as-builts will be of great value with future construction needs. • Members were also that the infrastructure is part of the Measure Q focus. 	
ADA Task Force	No report	
Environmental Task Force	A report was presented and will be emailed out to the membership.	
HEPSS <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i>	No report	
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Discussion on 2012/2013 Goals</p> <p>The goals were reviewed along with any feedback from the committee.</p> <ul style="list-style-type: none"> • Adapt sustainability into committee goals. • Important to move towards more sustainability as recommended as building designs are being considered. • Important to “tie in” our plans with RISC. • Rethinking goals may lead to rethink the task forces. • Consider planning phase goal. – to avoid issues that have occurred in current facilities. • Look at the committee’s work in relationship with the other shared governance committee. • Sylvia Turner will work on the wording of the goals and send a draft to the co-chairs and Geni. 	<p>FOLLOW UP</p> <p>Sylvia Turner will work on the wording of the goals and send a draft to the co-chairs and Geni.</p>
6. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> ■The December 18 SAC Facilities Committee meeting has been cancelled. <hr/> <ul style="list-style-type: none"> ■Jim Kennedy will be attending in his normal capacity as interim VP of CEC. Nilo Lipiz will no longer serve as his designee. ■Maria Aguilar Beltran was confirmed as an official member. 	

Other (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>■RICS A member of the district RISC subcommittee updated the members on their current work.</p> <ul style="list-style-type: none"> • Looking to partner with AQMD for a Sustainability Day during EARTH week. • Exploring electric car charging stations options. • Exploring transportation options to and from the Santa Ana train station. • In-house shuttle service? • Work with OCTA on a possible bus route to the college. <p>A discussion ensued regarding what does it mean to commit to being a sustainable campus?</p> <ul style="list-style-type: none"> • What is offered to us by the AQMD? • What is more beneficial for SAC, a “free” electric charging station or one the college pays for? <hr/> <p>■Facilities Master Plan Committee work update for next meeting agenda.</p>	<p><i>Submitted by G. Lusk 12/4/2012</i></p>

MAINTENANCE & OPERATIONS FACILITIES UPDATE
February 14, 2013

Preventive Maintenance Completed

Fire and Safety

1. The required annual fire door inspections at SAC
2. Fire Alarm testing at SAC
3. Fire Riser testing at SAC
4. Fire Hydrants at SAC and CEC

Regular

1. Clay Kilns – semi-annual
2. Sewer Hydrojetting – semi-annual
3. Ballasts were replaced in R Building – semi-annual
4. SAC Tree Trimming - annual

Projects/Major Repairs Completed

1. There were three major pipe breaks between our last meeting and this meeting due to aging pipes and cold temperatures:
 - a. Domestic Water - east of the E Building
 - b. Domestic Water – southwest of the A Building
 - c. Fire Line – south of the S Building
2. Phase 2 of the tree removal Project (due to the Eucalyptus tree falling down) approved last year by the Facilities Committee was completed

Future Projects/Major Repairs

1. AQMD Violations

The District is working on replacing the boilers on top of F, R, and A buildings and negotiating a penalty amount with the AQMD.

2. The District is working on a plan to bring de-activate the old emergency generator. Several options are being explored.

3. The District is currently surveying all the underground piping so updated as-builts can be drawn. Preliminary as-builts have been drawn. M & O staff are being consulted to evaluate them to see if all lines they know about are included.

DRAFT (rewrite by Sylvia C. Turner) 12/18/12

Facilities Committee Goals 2012-2013

1. Align SAC Facilities Committee goals with the RSCCD Sustainability Initiative. Maximum effort will be made to ensure that all improvements be created and managed sustainably for reduction of fossil fuel consumption, and thus the reduction of the campus carbon footprint. "Green" efforts will be considered as a means of reducing utility costs and improving the campus, local and community environment.
2. Receive reports on maintenance, repair, renovations, and upgrades to existing buildings, infrastructure, and equipment. Receive reports on progress of new construction as new buildings are approved, designed, and started. Make recommendations as appropriate.
3. Monitor efforts to maintain and improve campus appearance.
4. Continue to review and implement the SAC Facilities Master Plan at ancillary sites.
5. Evaluate and advise on secondary effects of renovation and/or re-purposing of space.
6. Monitor efforts and support the Environmental task force and the HEPSS (Health, Emergency Preparedness, Safety and Security) task force.
7. Monitor the campus grounds and facilities for ADA compliance; review the ADA Transition Plan; and support the ADA task force. Recommend that modifications be made in a timely manner to correct known deficiencies.
8. Provide a conduit for communication for faculty, staff and students to bring forward facility related issues to Administrative attention.