



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

Approved 11/20/2012

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. A recommendation was made sound attenuation is proven to be an effective way to discourage the pigeons.</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>