



**SAC FACILITIES MEETING
MINUTES – OCTOBER 19, 2010
1:30P.M. – 3:00P.M.**

Approved 2/15/2011

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		District Liaison
Norm Fujimoto	Rhonda Langston (a)	Elliot Jones	Valinda Tivenan(a)	Darryl Odum
Paul Foster, Co chair	Sara Lundquist (a)	Louis Pedroza(a)	Karen Warner	Campus Safety & Security
Bart Hoffman	Jane Mathis	Ray Hicks, Co chair	John Zarske	James Wooley
Ron Jones	Ed Ripley (a)			
	Sylvia Turner	CSEA	Guests	ASG Representative
Alternates		Sarah Salas	Lilia Brito	Lizbeth Navarro
		Sean Small (a)		
1. WELCOME AND INTRODUCTIONS				
		Self Introductions were made. ASG students were welcomed		Meeting called to order – 1:34 p.m.
2. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS
Approval of Minutes – 9/21/10		Minutes for the September 21, 2010 meeting were presented for approval.		Motion was moved by B. Hoffman to approve the September 21, 2010 Committee minutes 2 nd – S. Turner Motion was unanimously approved.
3. STANDING REPORTS		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS
SAC Project Update Darryl Odum		An overview of SAC projects was provided. <ul style="list-style-type: none"> • CEC Renovation – The scope of the project includes siding, trim, down spouts, window sills, fencing, and painting. The bid date due is Friday, October 22, 2010. This is a 60-day project, budgeted at \$250,000. • CEC CDC Renovation – The project is complete – classes are in session. • SAC Child Development Center grand opening scheduled for October 26, 2010. • SAC Baseball Complex ADA Improvements – Rain has delayed this project, so the revised completion date is December. • CEC Roof Maintenance and Rain Gutter project is going to the Board next Monday, October 25. This is a 60-day project. • Job walk for the SAC Sewer & Gas Line Repair project happened yesterday (Oct 10/18); This is a 60-day project. Areas of campus will be temporarily affected. 		
SAC M&O Update Ron Jones		An update was provided <ul style="list-style-type: none"> • The department is making strides to be more proactive, which is saving money. • The A bldg. will be re-carpeted during intersession. <ul style="list-style-type: none"> o Details will be shared with building users 		

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Members acknowledged the maintenance of the campus grounds.</p> <ul style="list-style-type: none"> ○ Ron noted that the Grounds staff has suffered reductions that have not been replaced. The crew is working hard to maintain the integrity of the grounds work. He appreciated the compliment and will share it with staff. • Tree Trimming is scheduled annually, CEC and Sheriff's Academy in August and SAC during Intercession. • Members shared concerns regarding leaky roofs. <ul style="list-style-type: none"> ○ Some roof repairs have been made. ○ Ron asked that staff call or email him regarding the problem. ○ It's important to call when the problem occurs to help identify the source. • Ron will explore options for repairing the T Bldg roof. It looks like work needs to be done underneath the air conditioning unit. 	
<p>ADA Sub-committee Paul Foster</p>	<p>The sub-committee did not meet since the last Facilities meeting.</p> <ul style="list-style-type: none"> • Looking at handicapped copier accessibility in the Library. <ul style="list-style-type: none"> ○ Staff has been instructed to assist students as needed. ○ Signage will be placed there informing students to ask staff for help. • Members were advised that the ADA Transition plan had been updated to reflect the new July 2010 legislation. <ul style="list-style-type: none"> ○ College is required to have an ADA plan. ○ New construction as well as renovations must adhere to guidelines. ○ A survey has been developed by Monica Collins and is scheduled to be launched in a few weeks. <p>The next subcommittee is scheduled to meet on October 21, 2010</p>	<p>Motion was moved by S. Turner to forward the Santa Ana College ADA Transition plan as is to College Council for approval. 2nd – R. Hicks Discussion ensued. Motion was unanimously approved.</p>
<p>Environmental Sub-committee Paul Foster</p>	<p>An overview of the Environmental sub-committee was provided to members.</p> <p>The question was asked if the campus has plans to have recycling bins for bottles and aluminum cans.</p> <ul style="list-style-type: none"> ○ The college would need to take bottles and cans to a recycling location unlike the paper that is picked up. <p>All toilet paper and hand towels are green certified.</p>	
<p>Facilities Master Plan Sub-committee</p>	<p>The sub-committee has been entrusted with creating a standardization plan as a subset of the SAC Facilities Master Plan. The sub-committee is looking to the Facilities committee to provide input. The following items were discussed:</p> <ul style="list-style-type: none"> • Consistent look of campus. <ul style="list-style-type: none"> ○ Similar entrances throughout. ○ Similar color Palette for buildings. <ul style="list-style-type: none"> ▪ Need for color boards 	<p>FOLLOW UP Paul will contact Alex Oviedo for building color boards.</p>

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Consistent Infrastructure. • Standardized mediation of rooms. • Standard equipment • Furniture should be included. • Thoughtful and consistent purchases. 	
Master Plan Update	<p>Phase One of the plan is targeted to be completed with Measure E dollars and will include:</p> <ul style="list-style-type: none"> • Construct cul-de-sacs at Martha and 15th • Demolish the former CDC (old church; College and 17th) • Construct a new soccer field (College and 17th) <ul style="list-style-type: none"> ◦ User group has met with the architect. • College Ave. re-alignment and improvements • Faculty input: <ul style="list-style-type: none"> • Student designing a better main entrance felt the Campus Safety office at that strategic location sends a negative message. <p>A presentation of the Master Plan was made to the Board in August.</p>	
4. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
SMOKING ON CAMPUS	<p>There appears to be an increase of students smoking on campus. The ground signage was cost effective but is not effective. Options for better signage will be explored.</p>	<p>FOLLOW UP Ron will explore signage options and cost and report back next month.</p>
5. OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The committee discussed appropriate white board cleaning. The boards are properly cleaned each night with the Expo cleaner. Each classroom with white boards has a more cost effective cleaner available for cleaning throughout the day. The improper use of the daytime cleaner is creating an issue for instructors in class.</p> <ul style="list-style-type: none"> • As a pilot plan beginning November 1 - The daytime cleaner will be removed from the classrooms in the I building and the boards will continued to be cleaned with the Expo cleaner at night. • It was noted that the boards can be properly cleaned by the instructor with a dry cloth. <ul style="list-style-type: none"> ◦ John will discuss this with the Senate. ◦ Norm will discuss this with the deans. <p>A concern was raised regarding the EXIT at Lot 1. Cars are entering the EXIT, creating a safety hazard. Discussion ensued.</p>	<p>FOLLOW UP Ron will send John and Norm prescribed directions for cleaning the white boards. John and Norm they will forward them onto the faculty/instructors.</p> <p>FOLLOW UP Ron will research gate options for the exit at Lot 1.</p>

**Meeting adjourned – 2:55p.m.
Next Meeting – November 16, 2010**