



SAC FACILITIES MEETING MINUTES February 19, 2008

Approved 3/18/08

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

President Erlinda Martinez
Norm Fujimoto
John Grindel, Comm. Chair.
Rhonda Langston
Sara Lundquist
Kathy Mennealy
Maria Sugranes
Sylvia Turner

Student Representation

Hugo Campos (absent)

Academic Senate

Stephanie Fondren
Ray Hicks
Jeff McMillan (absent)
Cathie Shaffer
Karen Warner
John Zarske, faculty co-chair

Guests

Avie Bridges	Darryl Odum
Al Chin	Michelle Parolise
Monica Collins	Angela Tran
Jim Manning	Dee Tucker
Don Maus	

CSEA

Mike Mugica (absent)
John Nastasi
Sean Small

Security Supervisor

James Wooley

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 1:35p.m. by John Grindel. Self introductions were made.

Mr. Grindel invited Dr. Martinez for opening remarks. Dr. Martinez reported to members that during the intercession, a retreat involving the Executive Board of the Academic Senate and SAC cabinet members was held to discuss Shared Governance as well as other items. The group discussed the importance of information being channeled through the respective college constituencies participating on the committees allowing for a clear flow of information. In addition, she noted that structure, clerical support, district liaison and meeting frequency were also addressed. It was noted that the meeting for the SAC Facilities Committee will change from quarterly to monthly and in addition, Scheduled Maintenance will become a standing agenda item for the Facilities Committee.

Members were reminded that shared governance committees operate on consensus bases but does not preclude voting when necessary. It was clarified that the role of a shared governance committee is to be a recommending body to the college president. It was decided that in light of the committee's role as a recommending body to the college president, Dr. Martinez will no longer attend shared governance meetings. All the committees on the structure report to College Council. Recommendations will be brought forward to her through the respective committee representation at College Council.

2. APPROVAL OF MEETING MINUTES – November 20, 2007

The minutes were unanimously approved with the following correction:
Al Chin added as a guest.

3. Facilities Sub Committee - Norm Fujimoto

Mr. Fujimoto reported that the Hammond Hall plans were reviewed with the respective faculty and deans. Changes and recommendations were forwarded back to the architect through Bob Partridge. Mr. Fujimoto is waiting for the revised plans. Once the revised plans are available, they will be reviewed by the respective deans. In an effort to keep the math faculty together, a classroom will be lost, however it will be recaptured within the new classroom building. The finalized plans will be submitted to DSA for approval. Mr. Odum roughly projected the project beginning in September 2009 pending DSA approval.

4. Science Building Update

The State has agreed to share half of the cost of the new science building with the district. The State is now asking for a final proposal. Mr. Fujimoto gave an overview of the details involved in presenting a final proposal. A proposal will be presented at the upcoming board meeting recommending approval for **tBP Architects** to work with SAC on the FPP (Final Project Proposal). Mr. Odum approximated a four year window before construction begins with an 18 – 24 month building estimation. A discussion took place regarding the footprint and the assignable square footage of the new building. Mr. Fujimoto noted that the contents of the building would be different from what was originally proposed. Furthermore, he stated that assignable square footage is based on enrollment. Assignable square footage determines funds allotted for Scheduled Maintenance as well as other state monies. He noted the caution in overbuilding a campus and the financial impact it can have. As the campus adds square footage, they will also be subtracting square footage as in the removal of the portables.

Action – Mr. Odum will bring to the committee, an update on the Science building to the March 18th meeting. In addition, he will bring the original Master Plan for review.

5. SAC UPDATE – WAYNE NUNNERY

Mr. Nunnery provided a brief update and overview of his focus for the college. He noted his priority of taking care of the existing plant with an emphasis on safety and welfare. He has familiarized himself with the different crews and is confident in his staff. An update will be provided to members at the March meeting.

6. SAC PROJECT UPDATE – DARRYL ODUM

An update on the progress schedule for the district construction projects was presented. Mr. Odum provided a detailed listing and reviewed the highlighted status for each project. As the project status required, he provided additional information.

SAC Fire Alarm

Mr. Odum also provided members with an update on the fire alarms on Bob Partridge's behalf. Members were provided with a brief written update. The new master control panel will be paralleled along side the existing panel, as a building comes online with the new system it will be removed from the existing panel until all buildings are up and full functioning.

He confirmed that the project does include the PA system. The system will be controlled from the Security Office. It has the capability to send messages campus wide or building specific.

The committee discussed provisions in the system to accommodate the hearing impaired. Members were informed that all alarm systems are required to be both visual and audio. In addition the district is reviewing a text messaging platform.

SAC Classroom Building

Mr. Odum reported that the moisture in the soil has been an issue since November. The groundbreaking is still on schedule for February 28th at 1:00 p.m.

HVAC Update - D building

Mr. Odum noted that the district is waiting on DSA for the final install of the new units. Once the project is ready to move forward, a window of time will be coordinated to insure minimal impact on students.

7. Safety Committee – STEPHANIE FONDREN

Mrs. Fondren reported that the 1st meeting will be held on Thursday, February 21st at 1:30 p.m. in the SAC Foundation Board Room. The committee will discuss how the committee will function, mission statement, and goals. The meetings will be held on a monthly basis on the 2nd Thursday of the month. Paul Foster will be the co-chair of the committee. Mr. Chin and Mr. Maus will be attending the Safety Committee meetings on a regular basis.

Mr. Chin offered a recommendation that a sub committee focusing on Emergency Preparedness be created within the Safety committee

The committee discussed how the college's off campus sites would tie into the Safety committee. Mr. Chin provided some history where each site had had their own site specific safety committee with a member of that committee reporting to the larger committee. Mr. Chin will provide that structure information to Mrs. Fondren and Mr. Foster

8. Security Updates

Updated Building and Floor Captain list

A Building and Floor Captain's list was distributed. Lt. Wooley noted that the list is being redefined and the focus will be to enlist more classified staff. The goal is to have 2 – 3 individuals per assignment. He is also looking for "evening" building and floor captains. Some of the floor captains have been trained in first aid. Training of building and floor captains is a work in progress. He is also in the process of identifying potential problems regarding coverage. The list will be available on the campus security web page and handouts are also available.

Mr. Nunnery cautioned identifying Maintenance and Operation personnel as building or floor captains as they will be heavily involved with water, gas and electrical shut-offs.

Safety Training

Members were informed that Mr. Chin and Mr. Maus have met with the site management of the Sheriff's Training Academy regarding a safety program. The Sheriff's Academy is required to have a safety program with L.A. County as they fall under joint jurisdiction. Mr. Maus noted that their safety training is also provided by L.A. County.

It was reported faculty and staff working in high risk areas have received fire extinguisher training.

Mr. Chin reported that a training calendar is being developed. Those efforts will be coordinated with the Safety committee and followed up with Ms. Sugranes for advertisement.

A Search and Rescue training will be held on March 28, 2008. The presenter will be Wayne Bennett, fire captain from Riverside County. A morning session will be held at SAC and an afternoon session will be held at the district office. Information will be forthcoming. The SAC session will be coordinated through Lt. Wooley.

Fire Drills

Members were provided a handout outlining the details and dates of the upcoming fire drills. Mr. Fujimoto noted that 1/3 of the campus will participate at one time. Approximate drill time will be between 30 – 45 minutes. Lt. Wooley is working with Nikita on a notification to faculty and staff from Dr. Martinez. Lt. Wooley will be having pre-drill meetings with the Floor and Building captains to review what the plans are. Lt. Wooley welcomes feedback in an effort to identify areas of concern. The importance of varying times and unannounced drills was also discussed. The Safety committee will continue to discuss the specifics of the fire drills at their upcoming meeting.

9. Other

Mr. Hicks announced the on March 11 the Academic Senate will be discussing Safety and Security. The meeting will begin at 1:30p.m. in A-205. Some topics for discussion will be training, roles and responsibilities, Safety Committee as well as other issues in the future. Mr. Hicks invited Mr. Chin, Mr. Maus and the committee's classified representation to attend.

Agenda Items

- Elimination of campus portables – Target date 2014 or earlier.
- New Classroom building floor plans.

Meeting adjourned at 3:02 p.m.