



**SAC FACILITIES MEETING**  
**MINUTES –SEPTEMBER 20, 2011**  
**1:30P.M. – 3:00P.M.**

**Approved 10/18/2011**

*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
Paul Foster, Co chair	Rhonda Langston	Monica Collins	Karen Warner(a)	Darryl Odum(a)
Elyse Chaplin(a)	Sara Lundquist (a)	Andy Gonis	John Zarske , Co chair	<b>Campus Safety &amp; Security</b>
Bart Hoffman	Linda Rose	Ray Hicks	<b>Alternate</b>	James Wooley
*Jim Kennedy	Sylvia Turner	Valinda Tivenan(a)	Louis Pedroza	
Ron Jones		<b>CSEA</b>	<b>Guests</b>	<b>ASG Representative</b>
		Sarah Salas	Susan Sherod   Jerry Neve	
		Sean Small(a)	*Irene Glomba (alt. for Jim Kennedy)	
<b>1. WELCOME AND INTRODUCTIONS</b>				
		Self Introductions were made.		Meeting called to order – 1:34p.m.
<b>2. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>
		The April 19, 2011 minutes were presented for approval.		Motion was moved by S. Turner to approve the April 19, 2011 Committee minutes. 2 <sup>nd</sup> – R. Langston
		The August 16, 2011 minutes were presented for approval.		Motion was approved with 1 abstention. Motion was moved by M. Collins to approve the August 16, 2011 Committee minutes. 2 <sup>nd</sup> – J. Wooley
				Motion was unanimously approved.
<b>3. STANDING REPORTS</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>
		Paul presented the District Progress Schedule in Darryl's absence: <b>College Ave.</b> <ul style="list-style-type: none"> <li>Architects are responding to DSA comments</li> <li>The final plans will be re-submitted to DSA this week.</li> <li>Project is expected to go out to bid in November.</li> <li>18-month project beginning Dec.5.</li> <li>Project is divided into 3 phases to minimize impact to the campus parking and traffic flow.</li> </ul> Jerry Neve presented a project phasing map. Members were invited to review the Phasing Map posted to the committee page on InsideSAC and to forward any questions to Paul.		
		<b>Data Center Upgrade</b> The scope of the project was to tie the Chavez HVAC system in the Data		

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>District's Data Center to the emergency generator in order to protect district servers from overheating.</p> <p><b>SAC Child Development Center</b> The original ADA Path of Travel was not practical. DSA approved the architects' revised path, which will be constructed this fall</p> <p><b>SAC Baseball Complex</b> The scoring table remains in DSA.</p> <p><b>U Bldg. Seismic Rehabilitation</b> Voluntary improvements will bring the Johnson Center up to current earthquake standards. The project is in the preliminary design stages.</p> <p><b>Surveillance Project</b> The original bids lacked the construction component so all bids were rejected. The district is currently in the process of prequalifying bidders. Project is anticipated to start at SAC in Jan.</p> <ul style="list-style-type: none"> <li>• CEC is included in the project.</li> <li>• The system will focus on campus the perimeter and will include parking lots, walkways, and building exteriors. <ul style="list-style-type: none"> <li>◦ Additional cameras can be added in the future as high risk areas are identified.</li> </ul> </li> </ul> <p><b>Dunlap Hall Project</b></p> <ul style="list-style-type: none"> <li>• The guardrail panels will be replaced on floors 2 through 4</li> <li>• Two, fully compliant elevators will be added</li> <li>• Restrooms will be updated to current ADA compliance standards and expanded using the current elevator space</li> <li>• The project is in preliminary planning stage</li> <li>• The existing natural-gas fired generator will be removed and replaced if necessary</li> </ul> <p><b>Gym Phase II:</b> The scope of the project includes:</p> <ul style="list-style-type: none"> <li>• Steps on the north side of the gym will be made ADA compliant.</li> <li>• Modifications to the drainage system.</li> <li>• Exterior Painting</li> <li>• Improvements to parking Lot 1 egress onto 17th</li> </ul> <p><b>Unification Project</b> A Unification plan developed by Westberg and White Architects was briefly previewed for members. Members were encouraged to review the document on insideSAC under the Facilities Committee's page.</p>	
<p><b>M&amp;O Report</b></p>	<p>Ron Jones presented the M&amp;O report. The focus in 2010/2011 was to work on the campus infrastructure.</p> <ul style="list-style-type: none"> <li>• Much money has been spent to repair vital areas. The benefits the campus is seeing was worth the effort.</li> <li>• M&amp;O has been troubleshooting issues "in house" in order to save money.</li> </ul>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Prioritizing work orders has been very effective.</li> </ul> <p>Ron Jones was commended by the committee for his work and dedication in managing the M&amp;O department, significantly improving the work order process, and for doing a good job moving overall campus maintenance to the next level.</p>	
<b>ADA Task Force</b>	<p>Monica Collins presented the Closed Captioning document that was created during the spring semester. The document was presented to the Facilities committee as an informational item and has been presented to College Council</p> <ul style="list-style-type: none"> <li>• A Camtasia software workshop was presented during Flex Week. The program allows instructors to record and post online. Discussion ensued regarding the benefits of having the program available to all instructors.</li> </ul>	<p><b>FOLLOW UP</b> Ray will bring the item to TAG for discussion.</p>
<p><b>HEPSS</b> <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i></p>	<p>Members were updated on the status of the SAC Safety and Security Committee.</p> <ul style="list-style-type: none"> <li>• Due to lack of participation and because the majority of members on Safety and Security also serve on the Facilities committee, the Campus Safety and Security Committee has been reorganized as a task force under Facilities to address health, emergency preparedness and safety and security issues.</li> <li>• Health was added to comply with current OSHA guidelines.</li> <li>• Notes will be taken per current OSHA requirements.</li> <li>• The task force will combine the former Safety and Security Committee with the continuing Emergency Preparedness task force and be called <b>HEPSS</b> (Health, Emergency Preparedness, Safety and Security) Task Force.</li> <li>• The task force will meet the Thursday prior to the SAC Facilities meeting on a monthly basis.</li> <li>• <b>HEPSS</b> will be reporting to the SAC Facilities committee.</li> <li>• Co-chairs of the task force will be Monica Collins and Don Mahany.</li> </ul> <p>Current topics under discussion are:</p> <ul style="list-style-type: none"> <li>• Prepping for the Great California Shake out on October 20th @10:20 a.m.</li> <li>• 3-digit number to report facility- related emergencies</li> <li>• ICS training for new participants to the Incident Command Structure.</li> </ul>	
<b>Environmental Task Force</b>	<p>A brief overview of the Environmental Task force was provided for members. Susan Sherod serves as chair of the task force.</p> <ul style="list-style-type: none"> <li>• Paul encouraged member to review the End-of-Year report posted on InsideSAC</li> <li>• The need to improve campus recycling efforts was discussed</li> <li>• Susan reported that the task force recommends organizing a campus-wide electronics recycling event with the possibility of including the community. Discussion ensued. <ul style="list-style-type: none"> <li>◦ Important to work with a company that complies with strict disposal regulations.</li> </ul> </li> </ul>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>o Don Maus is the district contact to insure compliance.</li> <li>o Consider coordinating with the Office of Student Life</li> </ul> <p>The Environmental task force formerly reported the IE&amp;A committee but will now will be reporting to the SAC Facilities Committee.</p> <p>Ron Jones and Tony Lamar (interim custodial supervisor) will begin attending the task force meetings.</p> <p>The committee meets the 3<sup>rd</sup> Wednesday of the month from 4 – 5 p.m. in A-216.</p> <p>Task force recommendations will be brought to the Facilities Committee for discussion and/or action.</p>	
NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>End of Year Report/2011-2012 Committee Goals</b></p> <ul style="list-style-type: none"> <li>• The SAC Facilities End-of-Year Report was presented for review.</li> <li>• Shared governance committees establish goals at the beginning of the year and evaluates progress at the end of the year.</li> </ul> <p>Members were asked to do the following:</p> <ul style="list-style-type: none"> <li>• Review the End-of-Year Report and make recommendations.</li> <li>• Review the Recommended Goals for next year and gather input from respective constituencies.</li> </ul> <p><b>Recommend combining Safety and Security with Emergency Preparedness</b></p>	<p><b>FOLLOW UP</b></p> <p>End of Year Report/Recommended Goals will be carried over to the October agenda.</p> <p><b>ACTION</b></p> <p>Motion was moved by R. Hicks to combine Safety and Security with Emergency Preparedness adding Health to establish the HEPSS Task force.</p> <p>2<sup>nd</sup> – B. Hoffman</p> <p>Motion was unanimously approved.</p>
OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Parking Lot Sweeping Contract</b></p> <ul style="list-style-type: none"> <li>•The M&amp;O Department cancelled the parking lot sweeping contract in June.</li> <li>•The contract cost \$20k per year and amounted to sweeping the lots for trash once a week.</li> <li>•Some areas need more attention and the contract was only for parking lot sweeping</li> <li>• The college ordered a sweeper</li> <li>• The lead custodian was moved from night to days and assigned the task of campus trash abatement. He will also supervisor day custodians.</li> <li>• Big improvement has been noticed already and the sweeper has still not been delivered.</li> <li>• Savings from the parking lot sweeping contract will be used to purchase supplies and to acquire additional equipment in the future.</li> <li>• The district will save money in the long-run. Managing the sweeping internally will provide better results for the campus and provide some relief to the understaffed Grounds Dept.</li> </ul>	

OTHER (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Work Order system process</b></p> <p>The overall reporting process for (non-urgent) work orders was discussed.</p> <ul style="list-style-type: none"> <li>• Changes in Administrative Services now provides phone coverage until 4:00p.m.</li> <li>• Ron assigns work orders every evening</li> </ul> <p>Discussion ensued regarding the limited staffing, lack of ability to use substitutes to cover absences and the overall challenges it presents to M&amp;O.</p> <p>The department was commended on the amount of work that is accomplished by the M&amp;O staff with such limited resources.</p>	

**Meeting adjourned – 2:59 p.m.  
Next Meeting – October 18, 2011**