



**SAC FACILITIES MEETING**  
**MINUTES – OCTOBER 21, 2008**  
**1:30P.M. – 3:00P.M.**

**Approved 11/18/08**

*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.*

<b>Administrators</b> Norm Fujimoto Stephanie Fondren John Grindel, Co chair Rhonda Langston Sara Lundquist(a) Ed Ripley(a) Maria Sugranes(a) Sylvia Turner	<b>Academic Senate</b> Monica Collins Ray Hicks(a) Cathie Shaffer(a) Valinda Tivenan Karen Warner(a) John Zarske, Faculty Co-chair	<b>CSEA</b> Mike Mugica John Nastasi(a) Sean Small	<b>Guests</b> Luis Dorado Paul Foster Ron Gouldsmith Angela Tran	<b>Student Representation</b> Asunta Lourthu  <b>District Liaison</b> Darryl Odum  <b>Security Supervisor</b> James Wooley(a)
---	--	---	--	--

<b>1. WELCOME AND INTRODUCTIONS</b>		
	Mr. Zarske introduced Asunta Lourthu, the appointed student representative. Self- Introductions were made.	Meeting called to order – 1:38 p.m.
<b>2. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
Approval of Minutes – 9/16/08		Motion to approve minutes (Tivenan/Turner)
<b>3. STANDING REPORTS</b>		
<b>SAC Project Updates</b> <b>Darryl Odum</b>	<p>Mr. Odum provided a detailed listing and reviewed the status for each project. As the project status required, he provided additional information.</p> <p><b>SAC Street Improvement</b></p> <ul style="list-style-type: none"> <li>Approximately 7 - 10 days to completion of the manhole. Furthermore, it was confirmed that the district does own College Ave. The plan is to stripe a crosswalk to identify an area for students to safely cross and in addition to install 3 stops signs. It was explained that the area will not be ADA compliant as there is still significant work on the street to be completed.</li> </ul> <p><b>SAC Classroom &amp; M&amp;O</b></p> <ul style="list-style-type: none"> <li>Building on target to complete end of year.</li> <li>Furniture scheduled to be delivered 1/5/09.</li> <li>AV equipment also scheduled for late December/early January.</li> <li>4 of the classrooms are furnished with tables and chairs.</li> <li>Other rooms furnished with tablet arm chairs as well as some tables available for anyone with wheel chair needs.</li> <li>All doors on the east and west ends of the 1<sup>st</sup> &amp; 2<sup>nd</sup> floors will have automatic doors.</li> <li>Elevator work is beginning.</li> </ul>	

3. STANDING REPORTS (cont.)		
	<ul style="list-style-type: none"> <li>• Fencing to separate the Classroom building from the Soccer field is also scheduled to begin shortly.</li> <li>• The AC units will be installed soon.</li> </ul> <p>Classes have been scheduled for Spring '09 but with a contingency plan in mind.</p> <p><b>SAC Fire Alarm</b></p> <ul style="list-style-type: none"> <li>• Pre-construction meeting held 10/21/08 with FEI Enterprises.</li> <li>• FEI team provided with all requirements and outline of schedule.</li> </ul> <p>The company will be mobilizing on campus in another week or so.</p> <p><b>Condenser &amp; Air Handler</b></p> <ul style="list-style-type: none"> <li>• A few items from the final punch walk are being completed.</li> </ul> <p><b>SAC Diesel &amp; Welding Lab Exhaust Upgrade</b></p> <ul style="list-style-type: none"> <li>• Upgrade to the exhaust system for the diesel and welding labs.</li> </ul> <p><b>SAC Child Development Center</b></p> <p>Bernard Construction Managing Firm hired by the District.</p> <ul style="list-style-type: none"> <li>• The job will be bid separately. <ul style="list-style-type: none"> <li>▪ This strategy allows for better pricing.</li> <li>▪ Each of the sub-contractors report to the managing firm, eliminates the need for a General Contractor.</li> <li>▪ Allow for better control.</li> </ul> </li> </ul> <p><b>Gym Floor</b></p> <p>An inquiry was made into the status of the gym floor.</p> <ul style="list-style-type: none"> <li>• It was explained that as a stand alone project, more was required for the project from DSA.</li> <li>• To expedite the project, the gym floor was moved from LPA to and added as a change to the DSA "approved" restroom project in the gym contracted through EMAE.</li> <li>• Waiting for the flooring recommendation to assemble the bid.</li> <li>• Project projected to begin April '09 and completed in August.</li> </ul> <p><b>Dance Floor</b></p> <p>A discussion ensued regarding the status of the dance floor project.</p> <ul style="list-style-type: none"> <li>• It was clarified that all the necessary preliminary work/testing and discussions had occurred with Alex Oviedo.</li> <li>• Asbestos testing completed – no asbestos found</li> <li>• Vendor discussion - Product selected does not require a sub-floor. <ul style="list-style-type: none"> <li>▪ Transition issues already discussed and addressed.</li> <li>▪ Product selection approved by end users.</li> </ul> </li> <li>• Temporary fix now leading to safety issues.</li> </ul>	<p><b>Action:</b> Mr. Odum will discuss the dance floor project with Alex Oviedo and report back on the findings.</p> <p><b>Action:</b> Based on discussion with Alex and the scope of work involved, Mr. Odum will identify another time table to complete work.</p>

3. STANDING REPORTS (cont.)		
	<p><b>ADA compliant (unisex) single Restrooms on campus</b>  There was discussion regarding the possibility of incorporating ADA compliant (unisex) single Restrooms on campus in an effort to meet the goal of one ADA compliant restroom per year. It was noted that there are a number of factors and circumstances that dictate restroom requirements, for example the needs of the capacity the building is serving determines the number of stalls required</p> <p><b>Clarification of SAC Project Update List</b>  Members were informed that <b>SAC Project Update List</b> is for projects are in DSA or ready to bid.  In an effort to provide clearer communication and alleviate some concerns regarding updates on projects that have been discussed but have not moved forward, the committee discussed some options.</p>	<p><b>Action:</b> Mr. Odum will provide and maintain a <b>Project Pending List</b>. The list will begin with the following projects: Dance Floor, Gym Floor and Hammond Hall.</p>
<p><b>SAC Update</b>  <b>Mike Mugica</b></p>	<p>Mr. Mugica provided a campus update for members. (See attachment). In addition, he highlighted the following:</p> <p><b>Emergency Lighting</b></p> <ul style="list-style-type: none"> <li>• Every building was reviewed. <ul style="list-style-type: none"> <li>▪ 10% or less of the Emergency Lighting did not work.</li> <li>▪ Those deficiencies identified are being corrected.</li> <li>▪ Spending \$6400 on correcting deficiencies.</li> </ul> </li> </ul> <p>It was clarified that Emergency lighting is only intended to light your path and not to be confused with full scale lighting.</p> <p><b>Fire Alarm Re-testing</b>  It was reported that fire alarm re-testing is being conducted on Friday late afternoon twice a month. Each bi-monthly testing period is conducted on ½ of the campus in an effort to be less disruptive.</p> <p><b>Energy Conservation Strategies</b>  It was reported that temperature readings are currently being conducted on every building on campus. This information will be used to evaluate usage and waste in an effort to promote the college wide energy conservation effort and also in an effort to save monies.</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>• M&amp;O will be reminding faculty and staff to turn off lights. <ul style="list-style-type: none"> <li>▪ Signs will be placed by light switches reminding everyone to turn off lights.</li> </ul> </li> <li>• Grounds department will be cutting back on watering grass areas and planters.</li> <li>• Efforts are in progress to review all utilities in an effort to curb.</li> </ul> <p>It was noted that the Budget Committee did recommend that the college campus follow Federal Energy Guidelines; cooling buildings at 78 degrees and heating buildings at 68 degrees.</p>	

<p><b>3. STANDING REPORTS (cont.)</b></p>	<ul style="list-style-type: none"> <li>▪ The recommendation has not received approval from the Cabinet.</li> <li>▪ The college would transition into the Federal Energy Guidelines.</li> </ul> <p>Members were reminded that the district controls the EMS system.</p> <p><b>Mr. Foster also gave a brief overview on the proposed energy conservation efforts.</b> Specifically, he indicated that in light of the cuts required of Santa Ana College, he had made a \$158,000 cut from the budget in anticipation of a college wide concerted effort to cut utilities costs. He provided the following strategies for discussion:</p> <ul style="list-style-type: none"> <li>• Heating/Cooling rooms two hours later and powering then down two hours earlier.</li> <li>• Once the data from the temperature readings are reviewed, it is being proposed that rooms will be heated at 2 degrees lower and cooled at 2 degrees higher.</li> </ul> <p>Discussion was held and a recommendation was made.</p> <ul style="list-style-type: none"> <li>• This effort would require full support of the Faculty and Classified staff in order for it to be successful.</li> <li>• In addition, the support of the students was highly stressed and the importance of their awareness of the plan would be critical to the success of the conservation efforts.</li> </ul>	<p><b>Recommendation</b> The SAC Facilities Committee supports the energy conservation efforts of building temperatures at 73 degrees for cooling and 68 degrees for heating. (Fondren/Fujimoto)</p>
<p><b>Scheduled Maintenance</b> <b>John Grindel</b></p>	<p>Information already reported through other standing reports</p>	
<p><b>Safety Committee</b> <b>Stephanie Fondren</b></p>	<p>Mrs. Fondren updated members on Safety training efforts. She noted the following:</p> <ul style="list-style-type: none"> <li>• Members were encouraged to attend a presentation by Don Maus for Faculty in preparation for the <b>Great Shake Out</b> (Nov. 13<sup>th</sup>) regarding what to expect from a 7.8 earthquake. The presentation will take place on Tuesday, October 28 in A 210 from 1:30 – 2:15p.m. <ul style="list-style-type: none"> <li>▪ The presentation is open to all.</li> </ul> </li> <li>• Safety and Emergency Training will be offered at the all campus flex day in spring.</li> </ul> <p>It was noted that this presentation had been presented to SAC Management Council and in addition on November 3 there will be a 2 hour Safety Training for SAC managers.</p> <p><b>M&amp;O Evening Support</b> A concern regarding lack of evening M&amp;O support has been resolved. Evening staffing consists of one Skilled Maintenance person as well as an Utility Maintenance person. The concern stemmed from the need for assistance/expertise with emergency shut offs in case of an emergency.</p>	

<b>3. STANDING REPORTS (cont.)</b>		
	<p><b>ADA Compliance Update</b>  The committee continues their work on ADA compliancy.</p> <ul style="list-style-type: none"> <li>• Identified major paths of travel on campus.</li> <li>• Working on Signage with the District Support Services. <ul style="list-style-type: none"> <li>▪ Looked at every restroom on 1<sup>st</sup> floor of every building.</li> <li>▪ Correcting restrooms on the 1<sup>st</sup> floor where signage is out of ADA compliance.</li> <li>▪ Providing Signage that re-directs students to the nearest accessible restroom.</li> </ul> </li> </ul>	
<b>4. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
	No report	
<b>5. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
	<p><b>Cost Saving Strategy of condensing classes to specific buildings and shutting down those buildings not used was proposed.</b>  It was reported that those options are already in discussion. Many ideas are being discussed for intersession and summer.</p> <ul style="list-style-type: none"> <li>• Classes scheduled for summer Monday - Thursday with the concerted effort of shutting down buildings.</li> <li>• Possibility of condensing labs</li> <li>• Cutting back on hours of some of the centers.</li> </ul> <p><b>Shared Governance Functions</b>  The importance of the committee making recommendations as a shared governance committee was stressed.</p> <p><b>Environmental Committee</b>  Rhonda Langston will report back to the Environmental committee on behalf of the Facilities committee.</p> <p><b>Thank You</b>  Committee thanked John Grindel for his work and participation on the SAC Facilities Committee.</p> <p><b>November Meeting</b>  Members were reminding of the adjusted time of the November 18<sup>th</sup> meeting. The meeting will begin promptly at 1:00p.m. and conclude at 1:45p.m. to accommodate the Distinguished Faculty Lecturer at 2:00 p.m.</p>	

**Meeting adjourned - 3:06pm.**  
**Next Meeting – November 18, 2008**  
**SAC Foundation Board Room**