



Santa Ana College

Facilities Meeting

February 15, 2011



SAC Facilities Committee
February 15, 2010
1:30 p.m. - 3:00 p.m.
SAC Foundation Board Room, S-215

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.

Agenda

1. Welcome and Introductions
2. Approval of Minutes:
 - October 19, 2010
3. Standing Reports:
 - SAC Project Update – Darryl Odum
 - M&O Report - - Ron Jones
 - ADA Subcommittee – Jane Mathis
 - Environmental Subcommittee – Paul Foster
 - Facilities Master Plan Update – Paul Foster
4. Old Business
 - Smoking on Campus
 - Tobacco Free signage– Ron Jones
5. New Business - PlanNet Presentation – Campus Wireless Improvement
6. Future Agenda Items
7. Other

2010/2011 Committee Goals

1. Monitor efforts to maintain existing facilities and equipment
2. Monitor efforts to maintain and improve campus appearance
3. Work with IE&A and Environmental Workgroup to initiate green efforts on campus
4. Complete and begin implementing the Facilities Master Plan
5. Review the ADA Transition Plan and proceed with modifications to correct known deficiencies
6. Create a plan to abate graffiti at SAC and review prevention alternatives



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

Draft for Approval

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		<p>An overview of SAC projects was provided.</p> <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		<p>An update was provided</p> <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**

PROGRESS SCHEDULE

PROJECT STATUS

Bid #	Contract Description	Amount	District	Status	Progress Schedule																		
					5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95
Bid #1166	Centennial Ed. Center Ext. Siding Repl. Metal & Paint.	\$250,000.00	District	SCHEDULED																			
	General Contractor	\$142,000.00	Color New Co.	ACTUAL																			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	Wednesday, October 22, 2010 @ 2:00 PM 10/18/2010 Revised Date: Friday, October 22, 2010 @ 2:00 PM 11/4/2010 Bids received 10/22/10 Bids ranged from \$ 142,000.00 - \$ 279,000.00		The apparent low bidder is Color New Co. Waiting for Contractor to submit documents necessary to generate a P.O. 12/1/2010 The contractor's documents should be in hand by 12/1/10. P.O. should be issued 12/6/10 12/13/2010 Campus has provided a staging area for		materials and equipment. Work is scheduled to start on 12/15/2010. 2/1/2011 Project is complete. Notice of Completion is being filed.															
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																				
12/15/2010	2/15/2011																						
Bid # 1156	CEC Child Develop. Center Renov.		LPA	SCHEDULED																			
	General Contractor	\$465,000.00	MDE	ACTUAL																			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	2/1/2011 Project complete. Notice of Completion filed. No further report																			
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																				
2/22/2010	7/23/2010	9/1/2010																					
3/16/2010																							
Multiple Prime	SAC Child Dev. Center	\$ 7,500,000.00	HED	SCHEDULED																			
	Multiple-Prime Contractors			ACTUAL																			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	12/1/2010 Punch List items are 98% complete. Bernards and the Landscape Architect are finalizing the pricing for the missing landscape items for deduction from the landscaper's contract. 12/13/10 Bernards is finalizing the landscaping items.		The Notice of Completion for J. Farnan has been filed. The Notice of Completion for the remaining contractors are being scheduled for processing. 2/1/2011 The Notice of Completion for the remaining contractors are being processed.																	
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																				
7/1/2009	8/1/2010	9/10/2010																					
Bid # 1163	SAC Baseball Complex Improvements		LPA	SCHEDULED																			
Re-bid	General Contractor	\$305,000.00	B-One Construct.	ACTUAL																			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	10/4/2010 Trenching for the storm drain is complete. 11/4/2010 Rain has delayed the grading and the forming for the concrete work. 12/1/2010 Concrete flat work is 95% complete. The landscaping and chain link fencing are underway		12/13/2010 The concrete work is 100% complete. Landscaping is 75% and the fencing is 80% complete. The path lighting will be programmed and operational by 12/24/10. Currently waiting DSA approval of the scorer's table. 2/1/2011 Project is 90% complete. Waiting approval		of Score's Table from DSA. Punch List is 50% complete.															
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																				
9/8/2010	11/8/2010	12/24/2010																					
Bid #1165	Centennial Ed. Center Roof Maintenance & Rain Gutter	\$175,000.00	District	SCHEDULED																			
	General Contractor	\$192,121.00	Rite Way Roof	ACTUAL																			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	10/4/2010 Project is out to Bid. Bids are due Wednesday, October 13, 2010 @ 10:00 AM 11/4/2010 There were (7) Bids received and they ranged from \$192,121.00 to \$392,000.00 The apparent low bidder is Rite Way Roof Corp. 12/1/2010 The 1st of three phases began on		11/18/2010. Rain delayed work until 11/26/10. On 11/27/10 roofer applied 1 of 3 layers of roofing material to the 1st phase of the project. 12/13/2010 Contractor has worked through the weekend and has made significant progress. The free standing Gazebo has uncovered structural		damaged that needs to repaired before a new roof can be applied. 2/1/2011 Project is complete. Notice of Completion is being filed.															
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																				
11/15/2010	1/12/2011	1/31/2011																					
Bid #1169	SAC Sewer & Gas Line Repair	\$425,000.00	LTI	SCHEDULED																			
	General Contractor	\$355,300.00	Atlas-Allied, Inc.	ACTUAL																			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	2/1/2011 The contractor is currently saw cutting the concrete between Bldg "G" and "W" and connecting the sewer line on the west side of Bldg. "G". The work is progressing slowly because of all the existing underground utilities.		The apparent low bidder is Atlas-Allied, Inc at \$355,300.00 12/1/2010 The P.O. will be issued by 12/6/10 and the kickoff meeting is scheduled for 12/8/10. The contractor will be starting his site surveying for existing utilities.		12/13/2010 The site surveying is underway and the contractor has mobilized. SAC has designated a staging area and fencing has been installed.															
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																				
12/16/2010	2/18/2011	3/4/2011																					
Bid #	SAC U Build. Seismic Rehabilitation		Rodriguez Engineering	SCHEDULED																			
				ACTUAL																			
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	12/13/2010 Preliminary geotechnical survey was conducted and completed on 12/10/10 without incident. Four borings taken.																			
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS	2/1/2011 Rodriguez conducted a site examination on 1/28/11 to confirm structural drawing accuracy. Site work complete waiting for final report.																			



MAINTENANCE & OPERATIONS FACILITIES UPDATE

November - February 2011

Facility Accomplishments - Highlights

1. Recarpeted A Building
2. Refinished dance floor
3. Repaired U Elevator near Bookstore
4. Added LED lights to Pool
5. Renumbered J and E Buildings with ADA signs
6. Abated asbestos in R108 electrical room
7. Repaired break in sewer pipe west side of U Building
8. Repaired high voltage switch
9. Repaired Football lockers
10. Repaired collapsed pipe under clay room in C Building
11. Added a block wall on southeast corner of baseball field for better drainage
12. Filled cement holes in R south top wall to keep bees out
13. Added a covering on P theater roof to stop rain leaks
14. Repaired backflow devices near P and R
15. Repaired Potholes at CEC

Projects/Major Repairs Begun or Planned

1. Repair J104 Restroom
2. High Voltage Testing scheduled for Feb 18th at 7am (electricity will be turned off)
3. Sewer line and Gas line repairs - continuing

Work Orders and Requests Completed (between 10/14/10 and 2/10/11)

There were 198 work orders completed.

There were 289 work requested forms completed.