



**SAC FACILITIES MEETING**  
**MINUTES –FEBRUARY 21, 2012**  
**1:30P.M. – 3:00P.M.**

**Approved 5/15/2012**

*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		CSEA
Paul Foster, Co chair	Rhonda Langston(a)	Monica Collins	Karen Warner(a)	Sarah Salas
Elyse Chaplin(a)	Sara Lundquist(a)	Ray Hicks	John Zarske , Co chair	Sean Small(a)
Bart Hoffman	Linda Rose	Susan Sherod(a)	Louis Pedroza(a)	<b>District Liaison</b>
Nilo Lipiz	Sylvia Turner	Valinda Tivenan(a)		Darryl Odum(a)
Ron Jones			<b>Guests</b>	<b>Campus Safety &amp; Security</b>
				James Wooley
				<b>ASG Representative</b>
<b>1. WELCOME AND INTRODUCTIONS</b>				
		Self Introductions were made.		Meeting called to order – 1:40p.m.
<b>2. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>
		The October 18, 2011 minutes were presented for approval.		Motion was moved by Bart Hoffman to approve the October 18, 2011 committee minutes as corrected. 2 <sup>nd</sup> – M. Collins Motion was unanimously approved.
<b>3. STANDING REPORTS</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>
<b>SAC Project Update</b>		<p>In Darryl Odum’s absence, Paul presented the SAC project update. Members were shown a project map that identified the current active projects on campus in green and projects in process identified in yellow. It was noted that there is around 33mil left in Measure E. monies. These monies will be used to finance the projects.</p> <p><b><u>Current Projects</u></b></p> <p><b>College Ave.</b></p> <ul style="list-style-type: none"> <li>• Members were presented with pictures of the current College Ave. project.</li> <li>• This is a 90 day project that will include work on the cul-de-sacs, re-doing of parking Lot 12 and improvements on College Ave.</li> <li>• <b>Video Surveillance and Wi-Fi upgrade</b></li> <li>• The video surveillance and Wi-Fi upgrade is currently taking place on campus between the hours of 10:p.m. – 6:00a.m.</li> <li>• There was an inquiry if the project work would include the DMC? <ul style="list-style-type: none"> <li>✓ The concerns at DMC were in regards to the safety and security of the equipment and personnel.</li> </ul> </li> </ul>		<p><b>FOLLOW UP</b></p> <p>Paul will provide more information regarding the WiFi project next month.</p>

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>✓ It was noted that the project is currently for the perimeter areas.</li> <li>✓ It was recommended to discuss the issue with Dr. Rose.</li> <li>• The same contractor is handling both projects. The WiFi upgrade is being done as they are doing the wiring for the video surveillance project.</li> <li>• Each building will have a source for WiFi capability.</li> </ul> <p>There was a request for more information regarding the WiFi project.</p> <p><b><u>Projects in Progress</u></b></p> <p><b>Portables</b></p> <ul style="list-style-type: none"> <li>• The portables will receive modifications to the accessibility ramp.</li> </ul> <p><b>Gym</b></p> <ul style="list-style-type: none"> <li>• Gym will receive an upgrade involving the front steps, new lighting, storm drains, repainting of the south side of the building with a protective coating, and sliding doors to the front end.</li> </ul> <p><b>Dunlap Hall</b></p> <ul style="list-style-type: none"> <li>• The Dunlap Hall project package is ready to go to DSA <ul style="list-style-type: none"> <li>✓ Start date not yet confirmed.</li> <li>✓ Goal is to have as little disruption as possible. No one will be vacated from the building.</li> <li>✓ The project will progress in stages.</li> <li>✓ More information to follow.</li> </ul> </li> </ul> <p><b>Soccer Field</b></p> <ul style="list-style-type: none"> <li>• The soccer field project will begin after the modifications to College Ave. are complete.</li> </ul> <p><b>Storm Water Drains</b></p> <ul style="list-style-type: none"> <li>• There are some new regulations as of Jan. 1 under the Clean Water Act regarding Storm water management. <ul style="list-style-type: none"> <li>✓ The storm water must be managed and treated before it goes into the city storm drains.</li> <li>✓ There is a civil engineer who is currently looking at modifications so that the college will be in compliance with the new regulation.</li> </ul> </li> </ul> <p><b>New Perimeter and Entry way work</b></p> <ul style="list-style-type: none"> <li>• The work will begin with Lot 1 and all the way across to Bristol and Bristol to Washington.</li> <li>• Work will involve the removal of trees as well as addition of trees.</li> <li>• This project is still in design.</li> </ul> <p><b>Scorer's Table</b></p> <ul style="list-style-type: none"> <li>• Several factors have contributed to the delay of this project. The project is expected to be completed after the season.</li> </ul> <p><b>Johnson Center</b></p> <ul style="list-style-type: none"> <li>• The building will undergo a volunteer seismic retrofit.</li> </ul> <p><b>CEC</b></p> <ul style="list-style-type: none"> <li>• Modifications to CEC are on hold pending the lease situation with the city.</li> </ul>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>B Bungalows</b>            Dr. Martinez would like to have all portables removed from campus by 2015.</p> <ul style="list-style-type: none"> <li>• Bungalows 13 and 14 on north side will be removed.</li> <li>• Bungalows 4 - 8 will be modified with accessible ramps.               <ul style="list-style-type: none"> <li>✓ A concern was shared regarding removal of the K-115 bungalow and the re- location of the diesel students. Many of the students come to class right after work and the condition of their work clothes should be a factor to consider when deciding on the classroom that would house the diesel students.</li> <li>✓ There was also a concern regarding the CEC classes held in the B bungalows – where would those students go?</li> </ul> </li> </ul> <p>CEC was reassured that Dr. Martinez wants Cont. Ed. on the SAC campus and that adequate provisions will be made for them.</p>	
<p><b>M&amp;O Report</b></p>	<p>Ron Jones provided a visual presentation focused on major projects that have gone on in M&amp;O.</p> <ul style="list-style-type: none"> <li>• The fire water line between J and K.</li> <li>• Water line and fire water line north side of P Building.</li> <li>• The gas line east of pool.</li> <li>• Cleaned up tree that fell down in mall area.</li> <li>• Water line leak south of W.               <ul style="list-style-type: none"> <li>✓ Members were advised that aging lines have been an issue.</li> </ul> </li> </ul> <p>Tented back bungalow of F Building for termites.</p>	
<p><b>ADA Task Force</b></p>	<p>The task force has not met – No report</p>	
<p><b>HEPSS</b>  <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i></p>	<p>Co-chair, Monica Collins reported the following:</p> <ul style="list-style-type: none"> <li>• The spring evacuation drill will take place on March 28 at 10:30 and one at 7:00p.m.</li> <li>• There will be a 4 hour special training for SAC Management Council and for ICS chart members on April 6.</li> <li>• Paul is working with Cabinet on updating the ICS chart.</li> <li>• Al Chin is encouraging the ICS charts members to be complete their training.</li> <li>• The task force is looking into the possibility of making a generic emergency preparedness video.</li> <li>• Group discussed disruptive students on campus. Discussion ensued.               <ul style="list-style-type: none"> <li>✓ A concerned was shared regarding the need for training for classified personnel in dealing with disruptive students.</li> <li>✓ Some offices have a code word when there is a suspicious individual in the office.                   <ul style="list-style-type: none"> <li>▪ Monica will bring that to HEPSS for discussion.</li> </ul> </li> <li>✓ What is the status of the campus crisis prevention team who could respond instantly to troubled individuals, is that resource still active?                   <ul style="list-style-type: none"> <li>▪ Monica will look into it.</li> </ul> </li> </ul> </li> </ul>	<p><b>FOLLOW UPS</b>            Monica will look into the following items:</p> <ul style="list-style-type: none"> <li>• Disruptive student training for classified staff.</li> <li>• Status of campus crisis prevention team.</li> </ul> <p>Paul will work with Cabinet for ICS chart member update.</p>
<p><b>Environmental Task Force</b></p>	<p>The task force has not met – No report</p>	

OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Parking, Vehicle Circulation, Road Closures</b>  Members were updated on the communication efforts regarding the College Ave. project.</p> <ul style="list-style-type: none"> <li>• Administrative Services had flyers hand delivered to the neighborhood.</li> </ul> <p>Erlinda put together a communication task force under the direction of Judy Iannacconne.</p> <ul style="list-style-type: none"> <li>• Geni Lusk and Jason Kehler are part of the task force.</li> <li>• Communication flyer was developed and provided to all college staff, Middle College H.S. and placed in strategic high student traffic areas on campus.</li> <li>• Parking Lot 12 was flyered 2 days last week.</li> <li>• Information was sent as an all SAC email from Dr. Martinez.</li> <li>• Information has been uploaded to InsideSAC and to the SAC.edu website.</li> </ul>	
NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Trees</b>  Over the last 3 or 4 year the college has been working with an arborist for specific consultation on trees identified by the Grounds lead. Based on criteria provided by the arborist, some trees had been removed. With the recent tree incident of 12/16/2012 and at the recommendation of Dr. Martinez, the arborist was asked to make a full review of the Eucalyptus trees on campus.</p> <ul style="list-style-type: none"> <li>• The arborist recommended that the college implement tree removal program in phases. <ul style="list-style-type: none"> <li>✓ Phase 1 will be 3/22 – 3/23 with 10 trees being removed.</li> <li>✓ Phase 2 will be 7/5 – 7/6 with 9 trees being removed.</li> <li>✓ The trees identified for removal are primarily leaning or have crotch weaknesses.</li> </ul> </li> </ul> <p>Members were provided with a visual presentation identifying the trees by location that had been removed and trees scheduled for removal based on a phasing schedule and recommendation by the Arborist.</p> <p>Members were advised that a close watch will be kept on the remaining trees on campus.</p> <p><b>Coral Trees</b>  Members were advised of some safety issues regarding the coral trees located at the major campus entryway at 17 &amp; Bristol. Dr. Martinez has asked that the committee discussed the following issue.  Discussion ensued.</p> <ul style="list-style-type: none"> <li>• It was determined that the trees had not been planted without root barriers. <ul style="list-style-type: none"> <li>✓ Concrete was poured to close to the trunk which has now caused the roots to lift the concrete presenting a trip hazard for pedestrians.</li> <li>✓ The trees should have been planted with a root barrier to</li> </ul> </li> </ul>	<p><b>ACTION</b>  Motion was moved by Bart Hoffman to recommend the removal and replacement of the coral trees according to the architect's recommendation.  2<sup>nd</sup> – R. Hicks  Motion was unanimously approved.</p>

	<p>coincide with the canopy of the tree.</p> <ul style="list-style-type: none"> <li>• Due to their current condition and the possibility of the roots destroying the concrete the coral trees were recommended for removal by the arborist.</li> <li>• The arborist and the architects have been in consultation regarding the existing trees.</li> </ul> <p>After discussing three design options with the architects, it was determined that the best option would be to remove the existing trees and replace them with the same species adding the root barriers. This would allow for a large path with the canopy trees where people could view into the campus from the corner.</p>	
	<p><b>Custodial</b></p>	<p><b>FOLLOW UPS</b></p> <p>Item was tabled for next month with the intent to provide a custodial report on:</p> <ul style="list-style-type: none"> <li>• Where the custodial dept. is with the cutbacks.</li> <li>• Where the custodial dept. may be going in the future.</li> </ul>

**Meeting adjourned – 2:51 p.m.**

**Next Meeting – March 20, 2012**

*Submitted by Geni Lusk*