



SAC FACILITIES MEETING
MINUTES – NOVEMBER 18, 2008
1:30P.M. – 3:00P.M.

Approved 2/17/09

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

1. WELCOME AND INTRODUCTIONS		
	Self- Introductions were made.	Meeting called to order – 1:05 p.m.
2. MINUTES	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
Approval of Minutes – 10/21/08		Motion to approve minutes (Collins/Langston) The minutes were unanimously approved.
3. STANDING REPORTS		
SAC Project Updates Darryl Odum	<p>Mr. Odum had a meeting conflict, but provided the brief review on the specific items he was asked to report on. In addition, Mr. Odum will provide his November SAC Project Progress Schedule by the end of the week. The document will be emailed to all members as well as uploaded onto InsideSAC. There was a brief discussion on the following:</p> <p>Fire Alarm</p> <ul style="list-style-type: none"> • Fire alarm contractor on campus and will be mobilizing soon. • Cancellation of Intersession will help to expedite the project. • There has been discussion of re-locating “R” building clerical staff to allow full access to the contractors. <ul style="list-style-type: none"> ▪ The building contains asbestos and the complete shut down will be optimum for completing the work in the building. <p>Dance Floor</p> <ul style="list-style-type: none"> • The inquiry was made in regards to who would determine if the floor becomes a safety issue. <ul style="list-style-type: none"> ▪ It was clarified that Risk Management would be involved in that evaluation. <p>There was brief discussion regarding the dance floor and the importance of the project being on a pending project list so that when funding is available the project can be considered.</p>	

3. STANDING REPORTS (cont.)		
	<p>Gym Floor Mr. Fujimoto noted that different floors are being reviewed as well it is being determined if the college can afford to do the project.</p>	
<p>SAC Update Mike Mugica</p>	<p>An overview was provided for members' review.</p> <ul style="list-style-type: none"> • Mr. Foster noted that the maintenance staff has been impacted with the freezes. • Mr. Foster noted an incident where maintenance was called out to put up a sign, noting that anything faculty or staff could do on their own – they should do it themselves. 	
<p>Scheduled Maintenance Paul Foster</p>	<ul style="list-style-type: none"> • The annual report is being worked on for next year. The report will be sent to Sacramento once it is completed. • Projects not complete this year can be carried over to next year. • Certain criteria determines if the project under Schedule Maintenance. 	
<p>Safety Committee John Zarske</p>	<p>An update was provided:</p> <ul style="list-style-type: none"> • A tactile map project for the campus and the components related to the map. • The Great California Shake Out went well, campus evacuated in 11 minutes. • Signage on campus to identify ADA restrooms. • Researching the possibility that classroom alarms also including strobes, especially for those classrooms where deaf instructors are teaching. • Addition of 2 more panic buttons in the Womens' locker room. • Crosswalks/Stop signs have been installed on College Ave. • Crime Report, noting that the recent bookstore robbery suspects were apprehended and in custody. <ul style="list-style-type: none"> ▪ Mrs. Langston noted the mechanisms in place panic buttons in all cash boxes/retail operations, as well as surveillance cameras along with the combined efforts of all were noted as critical in the success of the apprehension. • Work has begun on installing emergency lights on campus. • Looking to replace a natural gas generator in the "D" building with a diesel generator. • The possibility of speed bumps is being discussed. • Emergency Preparedness sub-committee will be coordinating the Feb. 6 Flex day activities. 	<p>Flex day, Feb. 6 - A notification will be sent out once the details are confirmed.</p>
4. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<p>Energy Savings/Room Temperature Update Mike Mugica</p>	<ul style="list-style-type: none"> • 4 major buildings on campus have been surveyed, A, R, U & D. <ul style="list-style-type: none"> ▪ Buildings being surveyed were selected based on their uniqueness. ▪ Temperatures are being documented on 4 – 5 classrooms on each floor at 2p.m., 5 p.m., 7p.m. and 9 p.m. ▪ Average temp found 60 – 70 degrees. ▪ An option being explored is to have a later start up time 	

4. OLD BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<p>and earlier shut down time.</p> <ul style="list-style-type: none"> ▪ Survey results will identify any fluctuation in temperatures. ▪ Survey will be completed in approximately 2 weeks. 	
	<p>Members were advised to send an email if there is an issue with your temperature fluctuation. Mike will then evaluate the situation.</p> <ul style="list-style-type: none"> • The "C" building was identified as having extreme uneven temperatures. 	<p>ACTION: Mr. Mugica will review the building.</p>
5. OTHER	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<p>New classroom building classrooms will have phones and eventually the goal is to have phones in all of the campus classrooms, however, budget constraints are a consideration.</p> <p>The following inquiries were made:</p> <ul style="list-style-type: none"> • How to increase recycling trash bins on campus. <ul style="list-style-type: none"> ▪ The district does provide recycling services. In addition, the Environmental committee is looking at a group to provide recycling resources. • How to request a trash bin on campus? <ul style="list-style-type: none"> ▪ Utilize the work order system for the request. <p>The need for a child changing station in U building was brought forward.</p>	

Meeting adjourned – 1:47p.m.
Next Meeting – December 18, 2008
SAC Foundation Board Room