



**SAC FACILITIES MEETING
MINUTES –OCTOBER 18, 2011
1:30P.M. – 3:00P.M.**

Approved 2/21/2012

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	Valinda Tivenan	Sarah Salas
Elyse Chaplin(a)	Sara Lundquist(a)	Andy Gonis(a)	Karen Warner(a)	Sean Small
Bart Hoffman	Linda Rose(a)	Ray Hicks	John Zarske , Co chair	District Liaison
Nilo Lipiz	Sylvia Turner	Susan Sherod	Louis Pedroza(a)	Darryl Odum
Ron Jones			Guests	Campus Safety & Security
			Cristina Ripley	James Wooley
			Roy Shahbazian	ASG Representative
1. WELCOME AND INTRODUCTIONS				
		Self Introductions were made.		Meeting called to order – 1:34p.m.
2. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS
		The Sept 20, 2011 minutes were presented for approval.		Motion was moved by M. Collins as corrected to approve the Sept 20, 2011 Committee minutes. 2 nd – R. Hicks Motion was unanimously approved.
3. STANDING REPORTS		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS
		Daryl presented the District Progress Schedule. College Ave./Realignment /Soccer Field <ul style="list-style-type: none"> • Architect responses to DSA comments are on their way back to DSA. • The three projects will be awarded to one contractor • The goal is to minimize disruption campus traffic • As the project moves forward campus users will be kept updated in regards to alternate parking areas and alternate routes. The project phasing plan is posted on InsideSAC. SAC Baseball Complex <ul style="list-style-type: none"> • The scorekeepers platform is back again from DSA. <ul style="list-style-type: none"> ◦ Vendor believes that he can meet DSA's new requirements. ◦ This project has continued for almost a year. U Bldg. Seismic Rehabilitation <ul style="list-style-type: none"> • The structural engineer is working on the scope of work. • Information will be shared with the committee when available. 		

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
M&O Report	<p>Ron Jones presented the M&O report. The following additional information was provided: The HVAC staff worked diligently troubleshooting the leaking HVAC compressor on the T bldg. The building leaked every time it rained. The leak was repaired for \$500 vs. the \$25,000 quote received from an outside vendor.</p> <ul style="list-style-type: none"> • M&O staff also refurbished the women's staff restroom in the T bldg. <p>A parking permit machine was moved from Lot 3 to an area adjacent to the old bus stop by the soccer field.</p> <ul style="list-style-type: none"> • Green Sweeper <p>The campus purchased a compact sweeper to maneuver around the campus mall areas and between the buildings A lead custodian will oversee campus sweeping and trash abatement, relieving some pressure from the understaffed grounds dept. The lead custodian will also oversee daytime custodians.</p>	
ADA Task Force	<p>The taskforce is reviewing ADA barriers.</p> <ul style="list-style-type: none"> • The ADA spreadsheet needs to be updated to indicate completed projects. • Priorities are being reviewed • Task force priorities will be presented at the November meeting. 	FOLLOW UP Task force ADA priorities presented next month to members.
HEPSS <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i>	<p>Co-chair, Monica Collins reported the following:</p> <ul style="list-style-type: none"> • Preparing for the Great California Shakeout 10/20 at 10:20 a.m. • There will be no evening drill at SAC this semester • Campus evacuation maps will be emailed to all SAC users. They are currently posted on the SAC website. • CEC will have a morning drill at 9:30a.m. and an evening drill at 6:30p.m. (times that work for the non-credit schedule). • Task force discussing additional exercise options for spring drill. • Task force developed a goal from the HEPSS task force to be added to the SAC Facilities committee goals. <p style="text-align: center;"><i>Monitor and support the efforts of all task forces of the Facilities committee.</i></p>	
Environmental Task Force	<p>Susan Sherod provided a brief overview of task force activity.</p> <ul style="list-style-type: none"> • Ron Jones and Tony Lamar attended the last task force meeting. • Roy Shahbazian will be attending every other month in addition to Susan. The task force welcomes guests and potential members. • A generic link to the task force's page has been uploaded to InsideSAC that does not require a password. • The task force is focusing on identifying priorities based on the End of Year report. • Due to the current budget climate, the task force is looking at cost saving items that will benefit the college. <ul style="list-style-type: none"> ○ Recycling ○ Native drought resistant plants. 	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Susan shared the task force's concern regarding the Central Plant and impact it could have on the college's carbon footprint. Discussion ensued.</p> <ul style="list-style-type: none"> • The mechanics of natural air ventilation and the benefits of night sky cooling. <ul style="list-style-type: none"> ○ The campus could implement this process in one building and then provide a cost savings comparison. ○ Converting one building would result in immediate cost savings and be a long-time benefit to the college. ○ It was suggested that members might be interested in an overview of night sky cooling with a cost comparison ○ It was recommended that this item be placed on the agenda for the spring 2012 semester for further discussion. 	
OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Closed Captioning Software Camtasia Ray reported that he had attended a Blackboard meeting and his findings were that the software was difficult to use. The Blackboard group had some other ideas that they were going to explore. Discussion ensued.</p> <ul style="list-style-type: none"> • The newer version is much easier to use • The new Camtasia version is available for a 30 day free trial. <ul style="list-style-type: none"> ○ The message regarding Camtasia will be shared with the Senate and others in an effort to evaluate the software's effectiveness. <p>Important to make sure that Camtasia is the best option before the college invests in the software.</p>	
	<p>End of Year Report It was noted that this report was for 2010/2011. However due to changes in the committee schedule, the report was not formally approved at the end of last year. Therefore the report is being presented to members now for review and approval.</p>	<p>Motion was moved by M. Collins to approve the 2010/2011 End of Year Report. 2nd – B. Hoffman Discussion ensued. Motion was unanimously approved.</p>
	<p>2011/2012 Recommended Committee Goals The committee reviewed and approved the recommended 2011/2012 goals with the following changes:</p> <ul style="list-style-type: none"> • The goals will be listed on the End of Year Report as the Recommended Goals for 2011/2012 for a clearer understanding. • Goals #3 and #6 will be replaced with: • <i>Monitor and support the goals of approved committee task force.</i> 	<p>Motion was moved by B. Hoffman to approve the 2011/2012 goals as revised. 2nd – R. Hicks Discussion ensued. Motion was unanimously approved.</p>
NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dunlap Hall The committee was presented with architectural renderings for the proposed Dunlap Hall compliance upgrade. The work will include:</p> <ul style="list-style-type: none"> • Replacing the current elevator and adding a second elevator. <ul style="list-style-type: none"> ○ Both elevators will be open access. • Restrooms will be expanded using the current elevator shaft Guardrails and handrails will be replaced. <p>Proposed upgrades follow the recently completed SAC Facilities</p>	

NEW BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Master Plan. The project will likely be divided into two phases to minimize disruption Paul will continue to provide updates as they become available.</p>	
OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>CEC Lease There was an inquiry regarding the CEC site lease. It was noted that there are two years left on the existing lease. Discussion ensued.</p> <ul style="list-style-type: none"> • There had been discussion of a land swap. • Important for the college to be prepared with a "Plan B" should the land swap not go through. • Is there a possibility of extending the existing lease? 	

Meeting adjourned – 2:57 p.m.
Next Meeting – November 15, 2011

Submitted by Geni Lusk

Reviewed/Edited by Paul Foster