



**SAC FACILITIES MEETING
MINUTES –OCTOBER 21, 2014
1:30P.M. – 3:00P.M.**

Approved 11/18/2014

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Administrators		Academic Senate		CSEA	
Michael Collins, Co-chair	Eve Kikawa	Maria Aguilar Beltran	Susan Sherod	Mike Ediss(a)	vacant
Sherry DeRosa	*Rhonda Langston(a)	Elliott Jones, Co-chair	Valinda Tivenan(a)	Sarah Salas	Maria Taylor
Bart Hoffman(a)	Loy Nashua(a)	Dietrich Kanzler	John Zarske	District Liaison	
Jim Kennedy(a)	Mark Wheeler	George Moore		Carri Matsumoto	
Guests				Campus Safety & Security	
Matt Shoenamen	Ron Coopman	Ron Jones		Ray Stowell(a)	
	*Gilbert Cossio for R. Langston			ASG Representative	
				Kyle Murphy(a)	
1. WELCOME AND INTRODUCTIONS					
		Self Introductions were made		Meeting called to order – 1:32p.m. Adjourned at 2:54p.m.	
2. PUBLIC COMMENTS					
		<p>A concern was brought forward regarding limited space in the library. Why is Johnson Center before the Library in the Phasing plan?</p> <ul style="list-style-type: none"> • One of the reasons was that Johnson Center was a higher priority due to the seismic issue with the bookstore. • Library is not funded through Measure Q. • It is on the list after the Health Science building. • The Library status is listed as top priority in the Master Plan. <ul style="list-style-type: none"> ◦ The status of the Library has not changed from the 2005 or 2011 version of the Master Plan. • The options for the Library as outlined in the 2014 Master Plan are either renovation or tear down. 			
3. MINUTES					
		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		The September 16, 2014 meeting minutes were presented for approval.		<p>ACTION Motion was moved by M. Taylor to approve the June 26, 2014 Facilities committee minutes as presented. 2nd – E. Kikawa The motion carried.</p>	

4. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Carri Matsumoto provided the membership with an overview of the Measure Q projects as well as Active Projects (see attached). Additional comments as noted.</p> <p>Dunlap Hall</p> <ul style="list-style-type: none"> • The project has been delayed associated with the work. • Remediation of the footing piles has been an issue and it had to go back to DSA for review. <ul style="list-style-type: none"> ○ Expecting to hear back shortly. • Work is being started in anticipation of the approval. • Too early to tell if the project will remain behind schedule or catch up. • Working on the guardrail replacement. • It was noted that there is a huge weight reduction between the old guardrails and the new replacements. <p>A definition of pile caps was provided for the membership.</p> <p>Central Plant and Infrastructure</p> <p>Bldgs. A & C have been DSA approved. In the process of submitting a couple more buildings to DSA. Waiting to hear back on other submittals.</p> <p>A video clip was demonstrated to the members that shows construction in a chronological order, whereabouts of construction crews and location of construction areas.</p> <ul style="list-style-type: none"> • This tool will improve communication to the campus community. • It will be provided on the web once it is ready. <p>Working with Hensel Phelps, Architects and design teams on the sequencing of work.</p> <ul style="list-style-type: none"> • There are roughly 40 phases. • The video clip will offer a 3-week look ahead. • The video has the capacity to be update to “real time.” <p>Members were reminded if work gets delayed the sequencing will remain the same.</p> <p>Members were also advised that microplans have been developed for fencing, pedestrian path of travel, temporary walkways, vehicle routing, truck routing, signage and limited areas of access. The area where the site utility work will done will be very challenging. The current utilities must be kept live until they are replaced with the new.</p> <p>All work, phasing, etc. will be coordinated with the college calendars.</p>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The importance of communication was emphasized.</p> <ul style="list-style-type: none"> • Effective communication efforts are being explored. <ul style="list-style-type: none"> • Phasing plan and map • 3 week look ahead • On-line video clip • Active signing • QR codes • Possibility of an onsite Communications Coordinator for the campus. <p>Continue to develop and offer a variety of tools to improve communication efforts.</p> <p>Johnson Student Center Members were advised that the project has a rigorous timeline to confirm programming and move into development.</p> <p>A project process overview was developed in an effort to outline the how the team will collaborate with the different user groups and clearly identify when they will have input into the project. This process allows Opportunities are identified in red in each phase when the user group discussion will take place. This process provides a better understanding and expectations of everyone's role.</p> <p>The inclusion of user groups on any level of construction was suggestion.</p> <p>A summer demo (August 2016) is conducive due to the amount of work and noise. Less intrusive during the summer to the campus.</p> <p>Members were updated that an August 2015 demo of Johnson is being considered. This timeline is aggressive. Would be contingent on the completion of Dunlap Hall and the time it would take to move back to Dunlap, prepare the village for Johnson inhabitants. It was noted that Johnson demoed earlier will help with the construction schedule.</p> <p>STEM Building The cost of the project was noted. Members were informed that the cost consists of hard and soft costs. The building is being cost projected out at approximately \$600.00 per sq ft. which is very consistent within the range for STEM buildings.</p> <p>Health Sciences Building</p> <ul style="list-style-type: none"> • Members were advised that there are not enough monies in Measure Q for this project. 	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Project is approximately 19-20mil shy. • State Capital Facilities bond necessary to move forward unless another option can be secured. • The STEM and Health Science buildings will be programmed concurrently. • Due to the fact that two buildings will be programmed together, programming efforts will be more robust. <p>Parking Lot at 17th and Bristol St. The lot may continue to be used for construction parking with the upcoming projects in an effort to minimize the parking impact on campus.</p> <p>A brief update was provided on the Active Projects Scheduled Maintenance</p> <ul style="list-style-type: none"> • Door Hardware upgrade is moving forward. • Building H Painting, Window replacement is out to bid. • Roof repairs for C, N, L, P&R – working hard to complete before the rains. • CEC- Parking Lot Slurry and Re-stripping – the city will be doing some work related to the parking lots at CEC. The district will allow the city to repair, re-surface and possibly redesign the lot. <p>A list of 2015 Scheduled Maintenance & other projects were provided to the membership.</p> <ul style="list-style-type: none"> • There is 100% state funding. No match required. • Work is beginning on budgets, scopes of work and schedules. • Members were reminded that completion of these projects will be based on the highest priorities and how far the monies will go. <p>An inquiry was made regarding securing the windows in Phillips Hall to avoid future break-ins.</p>	
5. Standing Reports	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS (Health, Emergency Preparedness, Safety and Security Task Force)	<p>A HEPSS report was provided for the members. (Please see attachment.)Additional comments as noted.</p> <p>Great American Shakeout The drill went well Instructors and students are getting use to making the evacuation. The emphasis was on Drop, Cover and Hold for an EARTHQUAKE and immediately evacuate for a FIRE. For future drills, the Berbee announcement will precede the fire alarm.</p> <p>It was noted that the building captains did an excellent job in their communication efforts, clearing the buildings and reporting those sheltered in place.</p> <p>The need for building captain training for some areas was noted.</p> <p>It was clarified that all employees of the district are consider disaster</p>	<p>FOLLOW UP Ray Stowell will follow up and provide training for the areas noted.</p> <p>FOLLOW UP The Student Emergency Notifications document (10/3/2014) will be uploaded to the HEPSS website.</p>

Standing Reports (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>service worker in times of emergency.</p> <ul style="list-style-type: none"> • An instructor is first to care for their students then meet the needs of the college. <p>A discussion ensued regarding what faculty should do with Middle College H.S. in cases of emergencies.</p> <ul style="list-style-type: none"> • The SAUSD code requirement will be verified for this issue with Principal Apps and a protocol will be built based on that information. • This item will be worked through the HEPSS task force and reported back once the protocol has been established. <p>The importance of instructors showing the EMERGENCY PREPAREDNESS VIDEO FOR STUDENTS @ https://intranet.rscgd.edu/Safety-Risk-Management/Pages/emergency-procedures-and-practices.aspx at the beginning of each semester</p> <p>Blackboard Connect is the new platform for our emergency notification on campus. It is up and running.</p> <ul style="list-style-type: none"> • AlertU is no longer being used. • Important to update your email and cell phone on Web Advisor • Training is in process. <p>Members were reminded that in the case of a medical emergency and to avoid lag time call 911 to facilitate getting emergency medics on campus asap.</p>	
Facilities Report	<p>The SAC Facilities Report was presented by Mark Wheeler (see attached). Additional comments as noted.</p> <p>The city of Santa Ana has been identified as the hot bed for West Nile Virus in the nation.</p> <ul style="list-style-type: none"> • Efforts are being made on campus to identify and remedy standing water areas. • Vector Control has walked the SAC main campus and CEC. <p>It was noted that the step between H&W is being worked on.</p> <p>Dr. Collins noted the Accreditation team commended the college for providing a safe and inviting environment conducive to learning and learning outcomes. This commendation was one of the four noted. Dr. Collins thanked Mark Wheeler, Ron Jones and the entire M&O team for their outstanding work.</p>	
Environmental Task Force	<p>Susan Sherod shared that the Engineering department is rolling out a new AS degree and highlighted some of the opportunities that could hold for the College.</p>	

Standing Reports (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>A brief overview on Breathing Windows, Intellivent which are some innovation solutions that could be considered in upcoming projects was also provided to the membership. (See Attached)</p> <p>An invitation was extended to attend the Trade Advisory meeting for Engineering on Nov. 6. Anyone interested contact Susan Sherod.</p> <p>It was also noted that the Sustainability Plan is in its final draft.</p> <p>The committee is working on establishing sustainable goals and how they will be measured.</p> <p>It was noted that the building codes are aggressive when it comes to sustainability.</p> <p>Chancellor is committed to the Sustainability Plan and Sustainability for the district.</p>	
6. Old Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Parking Permit Machines</p> <p>The procurement of three permit machines is underway. The machines will be placed at the following locations:</p> <ul style="list-style-type: none"> • Front of the gym • Lot #13 north of the soccer field • Back of Lot#7 towards CDC on the southwest corner <p>It was noted that in Lot #11, the district will oversee the machine and its replacement.</p> <p>It was noted that parking is charged 24/7 and overnight parking is not allowed.</p>	
7. New Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Electric Car Charging Station Update</p> <ul style="list-style-type: none"> • There are two stations in Lot #11 that are operational. • An analysis has been completed of the average of what is being charged in the area. <ul style="list-style-type: none"> ○ A plan is being developed with that information that will be presented to Cabinet. • Once the plan is approve the information can be inputted online. • Average .43 per kilowatt hour which includes the service fee from the vendor ChargePoint. • On average the stations are used for four hours. • After four hours some rates are \$5.00 per hour. • Four additional stations are underneath the trailers, once the trailers are removed, the college will have 6 in total. 	

New Business(cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Hydration Station</p> <ul style="list-style-type: none"> • Considering a pilot • A system that allows water bottles to filled with filtered water. • Carri working to see where they would they would fit best. • Options of placement are being considered. • Look to see if it could be incorporated into our Central Plant. • Looking to see what works best for our students and campus. 	
8. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was an inquiry regarding the status of the Bill Brush plaque and the plans for its relocation.</p>	<p>FOLLOW UP This issue will be researched and brought back to the committee.</p>

SUBMITTED BY Geni Lusk 11/6/2014