



SAC FACILITIES MEETING
 MINUTES – NOVEMBER 19, 2013
 1:30P.M. – 3:00P.M.

Approved 2/18/14

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	Rhonda Langston	Maria Aguilar Beltran	Susan Sherod	Edward Luna	Mike Ediss(a)
Bart Hoffman(a)	Loy Nashua	Ray Hicks	Valinda Tivenan(a)	Sarah Salas(a)	Maria Taylor
Jim Kennedy	Linda Rose(a)	Elliott Jones, D.M.A. Co-chair	John Zarske	District Liaison	
Eve Kikawa	Mark Wheeler(a)		Louis Pedroza(a)	Carri Matsumoto	Alex Oviedo
Guests				Campus Safety & Security	
Arnold Arsenault, Bernards	Don Mahany	Alistair Winter		James Wooley	
Scott Connors, FPPS	Deborah Shepley, HMC			ASG Representative	
Ron Jones	Sheryl Sterry, HMC			Cristina Zainos	
1. WELCOME AND INTRODUCTIONS					
				Meeting called to order – 1:31p.m. Adjourned at 3:06p.m.	
2. PUBLIC COMMENTS					
		Mario Salazar – ASG Environmental Awareness Commissioner brought forward two concerns to the committee. <u>Recycling on campus</u> <ul style="list-style-type: none"> • Students concerned about recycling efforts on campus. • Currently community members come on campus and recycle bottles and cans from the trash receptacles for their own needs. • Efforts are being made to build a more robust recycling program that would include construction debris, cardboard, mulching and green waste. • A higher level of sustainability will included when bidding waste management services. • There are discussions in regards to a district wide program at the SRC meetings (Sustainable RSCCD). <ul style="list-style-type: none"> ○ Mario will be attending this district committee meeting representing SAC ASG. ○ At the February SAC Facilities committee, Jim Kennedy will provide an update on the SRC progress towards the district wide recycling program. 		<u>FOLLOW UP</u> Jim Kennedy will provide an update from the SRC February meeting in regards to the district wide recycling efforts.	

	<p>Dr. Collins welcomed the combined efforts of the ASG, Maintenance & Operations and Student Services toward recycling efforts on campus.</p> <p><u>Drinking Fountains</u></p> <p>It was noted that some of the drinking fountains on campus do not work properly or do not work at all.</p> <p>The idea of including hydration stations in plans for future buildings was suggested.</p> <p>Campus could sell reusable water containers.</p>	
3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	The Sept. 17, 2013 meeting minutes were presented for approval.	<p>ACTION</p> <p>Motion was moved by E. Kikawa to approve the Sept. 17, 2013 Facilities committee minutes as presented.</p> <p>2nd - J. Kennedy</p>
4. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
SAC Active Project Update	<p>Carri Matsumoto, presented the Project Update report for the members: (Please see attachment)</p> <ul style="list-style-type: none"> • The report consisted of: <ul style="list-style-type: none"> • Measure E Active Major Project Updates • Measure Q Major Project Updates • Active Scheduled Maintenance & Other Projects • It was noted that only the projects that have changed from the previous meeting will be highlighted for the members. • <u>Perimeter Site Improvements</u> • Cherry tree distributor has been located. • Work is being concentrated on Phase V, however miscellaneous work going on in all phases. • Installation of new art wall will be complete before the holiday break. • Project tracking behind schedule. • Gate arm in Lot 1 <ul style="list-style-type: none"> ○ Members were advised that the gate arm in Lot 1 will not be installed at this time. ○ It has been recommended that a traffic engineer study be conducted for the entire campus for a better understanding of the campus needs to ensure safety, appropriate circulation and improved internal traffic flow. ○ The data from the study along with working with the campus will allow for a plan to be developed to address campus needs. • Project delayed due to unsatisfactory concrete work, (stairs) and a deferred approval that was awaiting DSA approval regarding the store front doors. 	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Parking Lot 11 Expansion</u></p> <ul style="list-style-type: none"> • The bids for the project have been rejected • This project will be packaged with the Tessman Planetarium and the Temporary Village project and delivered under the lease lease back delivery method. Lease, lease back allows for the district to go through a qualifying process, select a qualified contractor and negotiate a guaranteed maximum price. In addition: • This will improve the ability to manage the project utilizing one contractor. • Meet the timeline in completing the village which is critical for temporary housing for the Dunlap Hall and Johnson renovations. • Projects are phased. The goal is to get them completed this summer with the possibility of a few areas trickling into September and October. • Discussions regarding details of specific program relocations have not taken place yet. • A move management company will be hired to assist with the moves related to the renovation projects. <p><u>Central Plant</u></p> <ul style="list-style-type: none"> • The lease lease back delivery method is being considered for this project. <p><u>Property Acquisition of 17th and Bristol</u></p> <ul style="list-style-type: none"> • A spot soil remediation was required before the completion of the acquisition of the property. <p>It was clarified that the interim plan for the property is a surface parking lot.</p> <p>MEASURE Q PROJECTS</p> <p><u>Dunlap Hall Project</u></p> <ul style="list-style-type: none"> • Design phase funded through Measure E. • Construction funded through Measure Q. • A lease lease back delivery method will be used for this project. • Project is ready to go out to bid. • Project will move through the course of next year. Scheduled to wrap up in June 2015. <p><u>Central Plant Project</u></p> <p>The project will be completed in phases.</p> <p><u>Johnson Building Project</u></p> <ul style="list-style-type: none"> • Once the architect has been selected for this project the programming for this project will be confirmed for further refinement. <p><u>Health Service building - TBD</u></p> <ul style="list-style-type: none"> • No start date. • Measure Q does not adequately cover the cost of the project. • Project is contingent on state funding to complete construction. <ul style="list-style-type: none"> ○ Eligible for 19mil of state funding. 	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Project will require state funding and a new state bond. • There may be other opportunities for this project to move forward if there are savings realized from the other projects and/or other monies are available. <p>Members were provided a visual overview of the projects as they are phased. In addition, members were provided with the master program budget for Measure Q.</p> <p>Members were updated on the process for a project to be “officially” closed out once the construction is completed.</p> <ul style="list-style-type: none"> • The project is walked with the contractor. • Punch list is created - does the work meet the expectation? • DSA signs off on the project. • Architects signs off on the project. <p>Scheduled Maintenance</p> <ul style="list-style-type: none"> • Boiler Replacement Projects. • Scheduled shut offs (heat only) are planned. • College wide communication will be sent out outlining the timeline and as well as a caution against using portable heaters. <p>Russell Hall Guard Rail</p> <ul style="list-style-type: none"> • This project may be delayed into January depending on fabrication. • The project will be expedited under Emergency Resolutions. • Budget was set at \$400,000 however the expectation is that there will be significant savings from that original amount. <p>Members were provided and overview of 2013/2014 anticipated Scheduled Maintenance projects.</p> <ul style="list-style-type: none"> • Work is in progress in preparing the scope of work and developing budgets. • Many of these projects were identified through the Resource Allocation requests from last year’s budget development process. • The last six projects on the list identified as Roof Replacement/Repair projects listed either need a full replacement or repair. <ul style="list-style-type: none"> ○ Some cases the repair costs are comparable to replacement costs. ○ Each building’s need, costs and available funding are being carefully reviewed. ○ It was noted that the college has in place a comprehensive way to evaluate the campus roofs. This allows for the roofs to be maintained in a sequential order based on priority. <p><u>Prop. 39 Projects</u></p> <p>Members were presented with the Prop. 39 projects for review. These projects will be paid for through Proposition 39.</p>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Proposition 39 is also known as the Clean Energy Jobs Act. The proposition provides funding to local educational agencies for improving energy efficiency and creating clean energy jobs. <ul style="list-style-type: none"> ○ The district has received 1mill for this 1st year outside of the budget. • The projects are going out to bid and look to be completed before the end of June. • Monies from Prop. 39 could continue for the next four years if monies are set aside. <ul style="list-style-type: none"> ○ District needs to be prepared by identifying future projects. ○ Efforts will be made to plan future projects. 	
5. HMC Facilities Master Plan 2014 “draft” update	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>A Facilities Master Plan “draft” update was presented by HMC Architects to the membership.</p> <ul style="list-style-type: none"> • The “draft” update will be presented to the Physical Resource committee and then forwarded on for board approval in January/February. • The updates are to the 2011 Facilities Master Plan. Updates only include the update of the recommendation chapter. <ul style="list-style-type: none"> ○ Once the updates are approved they will be added to the 2011 Facilities Master Plan. ○ The updated plan will be the 2014 Facilities Master Plan. • The Planning Principles were reviewed for the committee. <ul style="list-style-type: none"> ○ HMC has met with the Facilities Master Plan committee to ensure that the planning principles are being followed. • The 2014 Facilities Master “revised” campus plan was provided to members. <ul style="list-style-type: none"> ○ The Johnson Center renovation, STEM bldg./Health Science bldg. and the Fine & Performing Arts Complex required more discussion to develop the revised plan. ○ User groups came together for discussion. Working with the user groups allowed for a more accurate footprint of the master plan to be developed. <p>HMC provided input on two areas that changed the footprint of the plan.</p> <ul style="list-style-type: none"> ■ STEM bldg./Health Science bldg. ■ Fine and Performing Arts Complex. <ul style="list-style-type: none"> • Both user groups were brought together for input. • Based on user group discussion, diagrams were developed to understand the overall size of the buildings and what types of spaces would be included. • Important to consider these two buildings in concert as will function together and are in one zone of the campus. 	

HMC Facilities Master Plan 2014 "draft" update (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Both buildings will be 3 stories and the same relative scale. • There will interdisciplinary classrooms in both buildings. <p>Members were provided with a building diagram of the Fine and Performing Arts Complex.</p> <ul style="list-style-type: none"> • User group input was used in preparing the Final Proposal Project (FPP) to provide to the State Chancellor's Office for funding consideration. • Although the diagram presented was not very detailed, members were assured that comprehensive discussions occurred within the user groups related to the size and functionality of the complex. • This is a replacement for Phillips Hall, Fine and Performing Arts and the Music. Those buildings will be demolished. <p>HMC provided an overview of the phases for the members.</p> <ul style="list-style-type: none"> • Phase 2 does not have a finite timeline. • It was clarified that the work on Chavez Hall is related to the building exterior. <ul style="list-style-type: none"> ○ An assessment of the building is underway in an effort to remedy the exterior problem. <p>In regards to the temporary village, the idea of using a higher tech type tents was suggested.</p> <p>Health Sciences and STEM buildings will be programmed at the same time.</p> <p>The library is requires further study to determine if the project needs to be a renovation or a replacement.</p> <ul style="list-style-type: none"> • The Master Plan will be presented for approval with a narrative that further discussion is required. • There will be no movement on this project until funding is identified. <p>Student Services building will have instructional space.</p> <ul style="list-style-type: none"> • Campus Safety will relocate into the new Student Services building. <ul style="list-style-type: none"> ○ The relocation of Campus Safety will allow for a new pedestrian gateway into the campus. ○ Entry court will be built in unison with the Student Services building. <p>Administration Building renovation</p> <ul style="list-style-type: none"> • Once Student Services offices move to the new Student Services building, there will be some reprogramming and renovation to the Administration building allowing for consolidation of services. <ul style="list-style-type: none"> ○ Phase 6 projects were included with the idea of a full build out long term. The projects include: <ul style="list-style-type: none"> ▪ Parking Structure ▪ Voc Tech Complex 	

HMC Facilities Master Plan 2014 "draft" update (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> ▪ Instructional building - MCHS ▪ New pool <p>The plan for these projects is to include them in the Facilities Master Plan with more discussion to follow.</p> <p>There was a suggestion that as the 17th and Bristol property is built out the same consideration may be given to the bus stop thought considered in the pedestrian access discussed in Phase 5. With several students utilizing the bus system, this would be a welcoming component of the project. In addition, a retail area similar to the El Don Express was also suggested.</p>	
6. 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.) The after action report from the Great California Shakeout was reviewed.</p> <ul style="list-style-type: none"> • There continues to be difficulty hearing announcements outside of H building in the front parking area of parking lot #1. <p>There is discussion of moving the ICS to a building.</p> <ul style="list-style-type: none"> ○ There is a need for emergency back-up power. ○ Larger space required. ○ Area outside of an ICS needs to also be considered. <p>An emergency preparedness drill will be conducted specifically for the M&O staff related to their role in an emergency.</p> <p>E-cigarettes policy will fall under the current Tobacco Free campus policy.</p> <p>CERT training is being considered for Santa Ana College. More information to follow.</p>	
Facilities Report	<p>The Facilities report was presented by Mark Wheeler. (Please see attachment.)</p> <p>An update was provided on the recent water leak in lot 1. A 6" water main located at the bottom of a previously excavated channel intended to be used for compaction was nicked resulting in an extremely large pool of water.</p> <ul style="list-style-type: none"> • There were a couple of buildings that were without water - that was quickly resolved. • Only water shut off remains in lot 1. • Once the water is pumped out, the repair will take place. <p>Boiler replacement</p> <p>Members were advised that communication would be forth coming regarding the boiler replacement in Russell Hall on Friday, November 22 from 6:00a.m. - 12:00nn.</p>	

Standing Reports (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • This will occur on the 3rd floor of Russell Hall. • The 17th entrance will be shut down. • Two existing boilers will be removed and replaced with two new boilers. • There is to be no one allowed in that area during the work. • Once the work is complete, faculty and staff will be allowed back in and the 17th entrance will be opened. 	
Environmental Task Force	<p>Report was provided by Susan Sherod for members to review. (Please see attachment.)</p> <p>In addition, she provided members with handout that addressed managing energy costs in colleges and universities.</p>	
7. Old Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Committee Goals	<p>Committee goals</p> <p>The End of the Year results gathered from committee input was provided for review. Discussion ensued.</p> <ul style="list-style-type: none"> • In reviewing the goals it was noted that some of the goals had been met while others were expectations. • The committee goals will be reviewed by the co-chairs taking the report result into consideration. • Members were reminded that in considering goals it is important to consider what the committee wants to achieve rather than what we continue to do. • The revised goals will be presented at the February meeting. 	<p><u>FOLLOW UP</u></p> <p>The revised goals will be provided to the membership at the February 18 meeting.</p>
8. New Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>RAR Funded Facilities Requests 13/14</p> <p>Members were updated that the funded Facilities Resource Allocation Requests were available for review on the Facilities Committee webpage. The report shows:</p> <ul style="list-style-type: none"> • What projects were funded? • What was the funding level? • How it was funded. <p>It was noted that this is good information to review in preparation for the 14/15 RARs.</p> <p>Members were also encouraged to frequently review the SAC Facilities committee page for current information.</p>	
9. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Smoking Locations</u></p> <p>The butt can/smoking signage map was provided for review.</p> <ul style="list-style-type: none"> • The locations as noted on the map were physically review by Dr. Collins. <ul style="list-style-type: none"> ○ As a result, improvements for signage and butt can locations were identified. <p>Dr. Collins has been charged with updating the current “tobacco free” campus resolution by College Council.</p>	

Other(cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • The major change is the inclusion of the electronic cigarette. <ul style="list-style-type: none"> ◦ Work is going on regarding this issue at the district level. ◦ State Chancellor’s office has provided the districts the ability to cite if they so choose. ◦ Important for the college resolution to be consistent with the district. • Members discussed concerns regarding current “smoking hangouts.” • This resolution also includes clove cigarettes, chewing tobacco and snuff. • ASG was encouraged to provide students with a clear definition of the issue when conducting upcoming poll. <ul style="list-style-type: none"> ◦ Important to hear out students, faculty and staff concerns. <p>The college’s responsibility was noted:</p> <ul style="list-style-type: none"> • Important to sign the campus properly. • Educate the campus on the issue. • Continued support from Campus Safety in their contact with smokers on campus. <p>Members were advised that once the resolution is revised, it will be brought to the Facilities Committee and then forwarded on to College Council.</p> <p><u>Shared Governance Questionnaire</u> Members were asked to fill out a questionnaire related to Accreditation on behalf of Teresa Mercado Coto.</p>	

SUBMITTED BY Geni Lusk 1/13/2014