



**SAC FACILITIES MEETING
MINUTES –NOVEMBER 20, 2012
1:30P.M. – 3:00P.M.**

Approved 2/19/2013

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	
Jim Kennedy, Co chair	Rhonda Langston	Maria Aguilar Beltran(a)	Susan Sherod(a)	Sarah Salas(a)	
Elyse Chaplin(a)	Sara Lundquist (a)	Ray Hicks(a)	Valinda Tivenan(a)	Sean Small(a)	
Bart Hoffman	Linda Rose(a)	Jungwon Jin	John Zarske , Co chair	District Liaison	
Nilo Lipiz(a)	Sylvia Turner		Louis Pedroza(a)	Darryl Odum(a)	Alex Oviedo(a)
Ron Jones		Guests		Campus Safety & Security	
		Becky Miller	Lisa McKowan-Bourguignon	James Wooley(a)	
				ASG Representative	
1. WELCOME AND INTRODUCTIONS					
		Self introductions were made.		Meeting to order – 1:34p.m. Adjourned at 3:00 p.m.	
2. PUBLIC COMMENTS					
		<p>A concern was shared regarding a “trouble” alarm coming from a custodial closet. The alarm was disturbing classes. Although Pyrocomm had been called, the alarm was not able to be deactivated by Safety. There was discussion regarding the need for a protocol to be established.</p> <ul style="list-style-type: none"> Item will be referred to the HEPSS task force. <p>Appreciation for Ron Jones and the M&O staff was given for their quick action in resolving two urgent matters regarding a bookstore clean up and the pigeon problem on the Johnson patio.</p>		FOLLOW UP Ron Jones will take the alarm issue to HEPSS for a protocol.	
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		<p>The October 16 minutes were presented for approval. Due to a lack of quorum the minutes were tentatively approved as presented.</p> <p>A discussion ensued regarding the importance of approving minutes within a timely manner as the committee’s work can impact other shared governance committees on campus.</p> <p>Based on the discussion, when a quorum is not present to approve meeting minutes, the draft minutes will be tentatively approved at the meeting by the membership present.</p>		FOLLOW UP The minutes will be sent out to the membership with a call for any changes. Pending any changes, the minutes will stand as approved.	
4. STANDING REPORTS		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
SAC Project Update		The SAC progress schedule was presented and will be emailed out to the membership for review.			

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Video Surveillance Project</u></p> <ul style="list-style-type: none"> • What is the process when additional cameras are needed or being requested? • Who pays for additional lighting outside of the initial specs of the project? • Are the DMC cameras fully functional? <hr/> <p><u>Wi-Fi Project</u></p> <p>There were some inquiries regarding the WiFi coverage on campus. The committee would like a map of the coverage if one is available.</p> <p>Members were reminded of the following:</p> <ul style="list-style-type: none"> • Over the next year, one of the entrances will be closed down due to the perimeter site improvement project. <p>Dunlap Hall is scheduled to close down over the summer as part of the building renovation project.</p>	<p>FOLLOW UP</p> <p>Alex will be asked to provide an update on the Video Surveillance Project at the next meeting.</p> <hr/> <p>FOLLOW UP</p> <p>Nick Quach will be asked to provide an update on the Wi-Fi Project at the next meeting.</p>
M&O Report	<p>The M & O report was presented by Ron Jones.</p> <ul style="list-style-type: none"> • The department is working on addressing some AQMD compliance issues relative to some of the boilers on campus. • An underground survey is currently underway on the campus to update the campus as-builts. <ul style="list-style-type: none"> ◦ Members were informed that when the fire water line broke, the as-builts did not match. Updating and digitizing the as-builts will be of great value with future construction needs. • Members were also that the infrastructure is part of the Measure Q focus. 	
ADA Task Force	No report	
Environmental Task Force	A report was presented and will be emailed out to the membership.	
HEPSS <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i>	No report	
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Discussion on 2012/2013 Goals</p> <p>The goals were reviewed along with any feedback from the committee.</p> <ul style="list-style-type: none"> • Adapt sustainability into committee goals. • Important to move towards more sustainability as recommended as building designs are being considered. • Important to “tie in” our plans with RISC. • Rethinking goals may lead to rethink the task forces. • Consider planning phase goal. – to avoid issues that have occurred in current facilities. • Look at the committee’s work in relationship with the other shared governance committee. • Sylvia Turner will work on the wording of the goals and send a draft to the co-chairs and Geni. 	<p>FOLLOW UP</p> <p>Sylvia Turner will work on the wording of the goals and send a draft to the co-chairs and Geni.</p>
6. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> ■The December 18 SAC Facilities Committee meeting has been cancelled. <hr/> <ul style="list-style-type: none"> ■Jim Kennedy will be attending in his normal capacity as interim VP of CEC. Nilo Lipiz will no longer serve as his designee. ■Maria Aguilar Beltran was confirmed as an official member. 	

Other (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>■RICS A member of the district RISC subcommittee updated the members on their current work.</p> <ul style="list-style-type: none"> • Looking to partner with AQMD for a Sustainability Day during EARTH week. • Exploring electric car charging stations options. • Exploring transportation options to and from the Santa Ana train station. • In-house shuttle service? • Work with OCTA on a possible bus route to the college. <p>A discussion ensued regarding what does it mean to commit to being a sustainable campus?</p> <ul style="list-style-type: none"> • What is offered to us by the AQMD? • What is more beneficial for SAC, a “free” electric charging station or one the college pays for? <hr/> <p>■Facilities Master Plan Committee work update for next meeting agenda.</p>	<p><i>Submitted by G. Lusk 12/4/2012</i></p>