



SAC FACILITIES MEETING  
 MINUTES –MAY 21, 2013  
 1:30P.M. – 3:00P.M.

Approved 9/17/2013

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(a)	Rhonda Langston	Maria Aguilar Beltran(a)	Susan Sherod	Edward Luna	Sean Small(a)
Elyse Chaplin(a)	Sara Lundquist (a)	Ray Hicks	Valinda Tivenan	Sarah Salas	Maria Taylor
Bart Hoffman	Linda Rose	Jungwon Jin	John Zarske , Co chair	District Liaison	
Jim Kennedy	Sylvia Turner(a)		Louis Pedroza(a)	Darryl Odum(a)	Alex Oviedo
Ron Jones					
Guests				Campus Safety & Security	
Scott Connors, FPPS				James Wooley	
Jerry Neve, Bernards				ASG Representative	
				Joaquin Santos(a)	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Edward Luna, new CSEA representative was welcomed to the committee. Self introductions were made.			Meeting to order - 1:30p.m. Adjourned at 2:59p.m.	
<b>2. PUBLIC COMMENTS</b>					
	No public comments were made				
<b>3. MINUTES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	The April 30, 2013 minutes were presented for approval.			ACTION Motion was moved by R. Jones to approve the April 30, 2013 Facilities committee minutes as presented. 2 <sup>nd</sup> - J. Wooley  Motion carried with one abstention.	
<b>4. PROJECT UPDATES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	Jerry Neve, construction manager for Bernard's presented an overview of the campus active projects. Perimeter Site Improvements  <u>Parking Lot No. 5&amp;6</u> <ul style="list-style-type: none"> <li>Starting 5-28-13 Staff will be able to access Parking Lot No. 5 from the frontage road adjacent to the "P" building. Note; the frontage road will</li> </ul>				

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
<p>SAC Active Projects Update</p>	<p>be closed just adjacent to Parking Lot No.5 to Building X, therefore staff will be required to exit this parking area traveling south on the loop road through to Parking Lot No. 6. Staff, Visitors and Students will be able to access the campus from the Bristol Street, Washington Ave. or College Ave. entries to park in the new improved area of Parking Lot No. 6 on the easterly portion of the lot or Parking Lots No. 7, 9 &amp; 11.</p> <p><u>Pedestrian Entry @ Bristol and 17<sup>th</sup> Streets</u></p> <ul style="list-style-type: none"> <li>• Starting 5-28-13 thru 8-26-13 Students and pedestrians will “not” have access to the campus from this area. Students and pedestrians will be required to access the campus from the Bristol Street, Washington Ave. or College Ave. entries. Parking Lot No. 6, 7, 9 &amp; 11 at the south side of the campus are also available for parking. There will signage to direct pedestrian traffic.</li> <li>• The landscaping is being completed this week.</li> </ul> <p><u>17<sup>th</sup> Street main Campus Entry, Parking Lots No. 2, 3 &amp; 4</u></p> <ul style="list-style-type: none"> <li>• Starting 5-28-13 thru 8-26-13 the main entrance will be closed to thru traffic to the front of the campus. Staff, Visitors and Students and all deliveries will be required to access the campus through the Bristol Street, Washington Ave. or College Ave. entries and will have access to Parking Lot No. 6, 7, 9 &amp; 11 at the south side of the campus. <ul style="list-style-type: none"> <li>○ There was an inquiry regarding the bus drop offs. It was noted that a drop off policy had been put in place approximate eight months ago. Specifically, all bus companies have been instructed to “drop off” behind the library.</li> <li>○ There will be an electronic sign off of 17<sup>th</sup> street indicating the closure and directing traffic to access College Ave.</li> <li>○ Student parking will be eliminated in Lot 1 for 90 days.</li> <li>○ The Safety office will be relocated to L-116 during this time.</li> <li>○ The campus President, Security and the mail room staff will be able to access the campus through the new temporary driveway in Parking Lot No. 1 and can park here in the new designated areas.</li> <li>○ Emergency access will be available from the frontage road starting just adjacent to Parking Lot No.5 to the Building X.</li> </ul> </li> </ul> <p><u>Building “G” Improvements</u></p> <ul style="list-style-type: none"> <li>• Starting 5-28-13 thru 9-14-13, the row of parking just in front of this building will be closed. Staff and students will need to avoid this area and park in the remaining area of this lot.</li> <li>• The work will consist of the following: <ul style="list-style-type: none"> <li>○ Painting the exterior</li> <li>○ All new glass and glazing on the front elevation.</li> <li>○ New gutters and down spouts.</li> </ul> </li> </ul>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>o All new doors in the front</li> <li>o New concrete steps, planters</li> <li>o Landscaping</li> <li>o Lighting</li> <li>o Renovation of two classrooms G-106 &amp; G-107, carpet, paint and doors and hardware to address some ADA issues.</li> </ul> <p><u>Parking Lot No. 6 &amp; 8 Improvements Phase 1</u></p> <ul style="list-style-type: none"> <li>• Starting 7-1-13 thru 7-22-13, Students will be required to park in the easterly portion of Parking Lot No. 6 or Parking Lot No. 7, 9 &amp; 11. Staff will continue to have access to staff parking on the westerly area of parking Lot No.6. Staff, Students and visitors are encouraged to Access the campus from Bristol Street, Washington Ave. or College Ave. for access to the campus. <ul style="list-style-type: none"> <li>o The scope of the work will be filling the cracks, fix potholes, grinding the edges and apply 2" of new asphalt over the surface.</li> </ul> </li> </ul> <p>Security is making arrangements for a visitor parking area within Parking Lot No. 6 on the westerly portion of this lot, this will allow for temporary parking or deliveries. Parking Lot No. 8 will be partially closed; students will be required to park in Parking Lot No.7-9-11.</p> <p>The CDC staff and visitors will be required to park on the west side of the CDC campus in Parking Lot No. 8 to access this facility. A designated area will be identified during construction.</p> <p><u>Parking Lot No. 6 &amp; 8 Improvements Phase 2</u></p> <p>As the Phase 1 areas are complete, those areas will be opened and accessible.</p> <ul style="list-style-type: none"> <li>• Starting 7-22-13 thru 8-2-13, Staff parking in Lot No.6 will be closed. Staff, students, deliveries will be required to park in the balance of Parking Lot No. 6 and Lots 7,8,9 &amp; 11. All vehicles parking in Parking Lot No. 8 will be required to access this lot from Parking Lot No. 7.</li> </ul> <p>The scope of the work for Lot. 6&amp;8 (Phase 2) is outlined below:</p> <p><u>Lot 6</u></p> <ul style="list-style-type: none"> <li>o It was noted that this portion of Lot 6 had been capped and is still in good condition. This area will only be slurry seal and re-striped.</li> <li>o The work will also include the removal of trees and planters which will result in 10 additional parking spots.</li> <li>o The configuration will remain the same.</li> </ul> <p><u>Lot 8</u></p> <ul style="list-style-type: none"> <li>o The outer planters just inside of Washington will be removed along with 6 planters and trees.</li> <li>o The lot will be reconfigured identical to Lot 7 which will result in a better flow.</li> <li>o This work will allow for 40 additional parking spots.</li> </ul>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Members were also updated that the drop off area for the CDC will be reconfigured to enhance the traffic flow and eliminate the congestion.</p> <p>There was a concerned raised regarding potential impacts to the Diesel program during this time.</p> <ul style="list-style-type: none"> <li>• Members were assured that there will be access to accommodate staff, students and deliveries</li> </ul> <p><u>Loop Road @ Middle College</u></p> <ul style="list-style-type: none"> <li>• Starting 7-22-13 thru 8-2-13, during construction the loop road access driveway and parking areas will be closed. Signage will be posted at the entry of this driveway to allow for deliveries “only”. All trucks making deliveries to this area will be coordinated by Construction Management and the contractor teams.</li> <li>• Access will be provided for emergency vehicles.</li> <li>• It was confirmed that construction workers have designated areas to park.</li> </ul>	
Scheduled Maintenance	<p>Scott Connors from FPPS presented an update on the scheduled maintenance/RDA funded projects (Please see attachment). Additional commentary as follows:</p> <p><u>Boiler Replacement Bldgs.</u> - Delay continues with DSA permitting project. As a result the completion has been pushed out to August.</p> <p><u>Campus Lighting Upgrade for Energy Efficiency Project</u> - The audit of the campus has been completed. Calculations will be made and the campus will pursue state funding from Prop. 39 as well as utility rebates. There was a question regarding the estimated completion date of April 30, 2013 for this project.</p> <ul style="list-style-type: none"> <li>• It was clarified that this project will not begin until July 1 in order for the college to be eligible for Prop. 39 funding.</li> <li>• Time allowance was built in to allow for the RFP process.</li> <li>• The work will be done between holidays and breaks to minimize impacts to instruction.</li> </ul> <p><u>Demo Spray Booth K/Paint K, J Garage Doors and Bungalow K-115</u> It was confirmed that both of these projects will be completed by the estimated date.</p> <ul style="list-style-type: none"> <li>• There was a concern regarding storage for larger flatbed/tractor equipment during the painting process.</li> </ul> <p><u>Door Hardware Upgrade</u></p> <ul style="list-style-type: none"> <li>• The design has been approved. The consultant is developing a new door hardware standard for the campus.</li> <li>• John Zarske and Ray Hicks would like to review the proposed new door hardware standard before it is adopted.</li> </ul>	<p><u>FOLLOW UP</u> Ron Jones will work with Bart Hoffman to resolve the temporary storage issue during the Paint K, J Garage Doors and Bungalow K-115.</p> <p><u>FOLLOW UP</u> Dr. Collins, John Zarske and Ray Hicks will meet to review the new door hardware standard.</p>

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Bond Project updates	<p>Scott Connors from FPPS presented an update on the SAC major projects (Please see attachment). Additional commentary as follows:</p> <p><u>Renovate and Expand Athletic Fields</u></p> <ul style="list-style-type: none"> <li>• The grass is being rolled out this week.</li> </ul> <p><u>Elevator addition/Guardrail replacement - Dunlap Hall</u></p> <ul style="list-style-type: none"> <li>• Contract estimated to be awarded in August.</li> <li>• Members were reminded that the original plan for the work was that it would be completed over 3 summers. However, with the implementation of swing space, the completion date is estimated at August 2014.</li> <li>• The estimated date that Dunlap will be evacuated is January 2014.</li> <li>• The majority of the classrooms and offices will be relocated to the village in Lot 11.</li> </ul> <p><u>Tessman Planetarium Renovation</u></p> <ul style="list-style-type: none"> <li>• Drawings are available for the committee's review and comments and can be presented at an upcoming meeting if so recommended.</li> </ul> <p><u>New Parking Lot/Retention Basin Pkg. 4</u></p> <ul style="list-style-type: none"> <li>• This project will consist of site improvements, swing space aka "the village" and the location of the electric car charging locations.</li> <li>• Gymnasium Building improvements - The completion date has been updated to 9/14/2013.</li> </ul> <p>It was confirmed that for projects that are part of an FFP process are not placed on the SAC Major Projects list until there has been a commitment of state funds.</p> <p>Members were updated that as designs develop, technical engineering and programming information will be brought forward to the committee.</p>	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	No report presented.	
M&O Report	The M & O report was presented by Ron Jones. (Please see attachment).	
Environmental Task Force	<p>An Environmental Task Force report was provided to the membership. (Please see attachment)</p> <p>It was noted to members that the former RISC sustainability task force has been renamed to RSC.</p> <ul style="list-style-type: none"> <li>• Susan's continued attendance at the RSC continues to be a good connection between the college and the district committee.</li> <li>• The Environmental Task force attendance is still very poor at the college. <ul style="list-style-type: none"> <li>o The meeting information will be shared through the Senate.</li> </ul> </li> </ul>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Important to solicit feedback from the Facilities committee in terms of how the Environmental Task Force can best support them.</li> <li>• Climate Action Planning information was also brought to the committee's attention. <ul style="list-style-type: none"> <li>○ Participants involved establish sustainability and energy management goals and work toward an outcome based solution.</li> <li>○ The website was provided for further action if desired by the members. A free guide available at <a href="http://www.nwf.org/CampusCAPGuide">www.nwf.org/CampusCAPGuide</a>.</li> <li>○ It was noted that this is an established program that has been adopted by large colleges.</li> </ul> </li> </ul>	
6. Old Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
End of Year Report	<p>The End of the Year report feedback that had been received was presented to the members. Discussion ensued.</p> <ul style="list-style-type: none"> <li>• Committee goals are established at the beginning of the year.</li> <li>• Important to notate that while some goals have been met for the year, the goals continue to be ongoing.</li> <li>• There was an inquiry as to how students provide input to the Facilities Committee? <ul style="list-style-type: none"> <li>○ It was noted that the committee membership does call for an ASG student representative however student participation has not been consistent.</li> </ul> </li> </ul>	<p><u>FOLLOW UP</u> The End of the Year report will reflect the collaboration of comments and be reviewed by the co-chairs and the final document will be presented to the membership for final review.</p>
Update on PA system issue in R&H.	<p>It was reported that the system was check and is working fine, however due to the noise level in that area during the evacuation period, the system was not clearly audible.</p> <ul style="list-style-type: none"> <li>• Another speaker on the north side of Hammond needs to be installed.</li> </ul>	<p><u>FOLLOW UP</u> Lt. Wooley will work with M&amp;O to secure a new speaker.</p>
Update on Anti-Smoking Policy	<p>A discussion ensued regarding the allowing e-cigarettes on campus.</p> <ul style="list-style-type: none"> <li>• Where are recommendations for changes to the Anti-Smoking policy made?</li> <li>• Do the e-cigarettes contain tobacco? Harmful vapor?</li> <li>• This item will be referred to the HEPSS task force and will be researched by Susan Sherod.</li> </ul>	<p><u>ACTION</u> Motion was moved by J. Kennedy to allow the e-cigarettes to be used only in the designated smoking areas until research is complete. 2<sup>nd</sup> - R. Langston  Motion carried unanimously.</p>
7. Old Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Facilities Manager	<p>On behalf of the committee, thanks and appreciation was expressed to Ron Jones for his service as interim Facilities Manager.</p> <p>Members were informed that the Board of Trustees approved Mark Wheeler as the new Facilities Manager.</p> <ul style="list-style-type: none"> <li>• Mr. Wheeler's start date will be Friday, May 31, 2013.</li> </ul>	<p><u>ACTION</u> Motion was moved by J. Kennedy to formally thank Ron Jones for his service to the college for the last three years and one-half years. 2<sup>nd</sup> - R. Langston  Motion carried unanimously.</p>

8. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was discussion regarding adding a standing item to the agenda whereas proposed project plans could be reviewed by the committee before they are submitted to DSA.</p> <ul style="list-style-type: none"> <li>• User groups would be invited and have the opportunity to review the final plans if they had not the opportunity to do so.</li> <li>• Good way to disseminate the information.</li> </ul>	<p><u>FOLLOW UP</u> John Zarske will discuss this item with Dr. Collins.</p>
	<p>Facilities updates will be provided as needed to the members over the summer.</p> <p><u>Future Agenda Items</u> Committee Goals Review of future project plans before submitted to DSA.</p>	

SUBMITTED BY Geni Lusk 6/10/2013