



**SAC FACILITIES MEETING
MINUTES –MAY 15, 2012
1:30P.M. – 2:20P.M.**

Approved 9/18/2012

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	
Jim Kennedy, Co chair	Rhonda Langston(a)	Monica Collins	Karen Warner(a)	Sarah Salas	
Elyse Chaplin(a)	Sara Lundquist	Ray Hicks	John Zarske , Co chair	Sean Small(a)	
Bart Hoffman	Linda Rose	Susan Sherod(a)	Louis Pedroza(a)	District Liaison	
Nilo Lipiz(a)	Sylvia Turner	Valinda Tivenan(a)		Darryl Odum(a)	Alex Oviedo(a)
Ron Jones		Guests		Campus Safety & Security	
				James Wooley	
				ASG Representative	
1. WELCOME AND INTRODUCTIONS					
				Meeting called to order – 1:30p.m.	
2. PUBLIC COMMENTS					
		No public comments			
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
		The February 21, 2012 minutes were presented for approval.		ACTION Motion was moved by Sarah Salas to approve the February 21, 2012 committee minutes. 2 nd – Bart Hoffman Motion was unanimously approved.	
		The April 17, 2012 minutes were presented for approval.		Motion was moved by Monica Collins to approve the April 17, 2012 committee minutes. 2 nd – R. Jones Motion was approved with 2 abstentions.	
4. STANDING REPORTS		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
SAC Project Update		A report was prepared to be presented. Item not discussed due to abbreviated timeframe.			
M&O Report		A report was prepared to be presented. Item not discussed due to abbreviated timeframe.			
ADA Task Force		A report was prepared to be presented. Item not discussed due to abbreviated timeframe.			

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i>	A report was prepared to be presented. Item not discussed due to abbreviated timeframe.	
Environmental Task Force	No report	
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Campus Prevention Team It was reported that the Campus Prevention Team no longer exists for students in crisis. Members were updated on the Behavior Assessment Group (BAG) on campus.</p> <ul style="list-style-type: none"> • BAG is a group that is overseen by Loy Nashua. • Their work focuses on student concerns/issues related to safety and misconduct. • The group is currently reviewing other models similar to their group. • Information about BAG is being developed for distribution. <hr/> <p>Smoking on Campus Members were provided with a map that identified proposed locations for butt receptacles and smoking signs.</p> <ul style="list-style-type: none"> • Proposed locations were selected with the intent that anyone arriving to the facility would know that they were entering a tobacco free campus. Discussion ensued.	<hr/> <p>ACTION Motion was moved by Linda Rose to recommend the implementation of butt receptacles and smoking signs on campus with the possibility of additional signage as needed per the proposed plan presented. 2nd – Bart Hoffman Motion was unanimously approved</p>
6. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>SB361 Funding A brief overview was provided to members outlining some the responsibilities and opportunities that would be available to the college with the implementation of the new SB361 budget model. Discussion ensued regarding the allocation of monies that have not been earmarked for instructional or program activities.</p> <ul style="list-style-type: none"> • Important to have a contingency budget in place for predictable items such as FON, preventative maintenance, 1300 account and instructional services agreements. <ul style="list-style-type: none"> o Funding the 1300 account generates revenue. o Funding M&O supports and maintains a safe campus. • College will now benefit from the cost savings from personnel vacancies. • This will be a transition year for the new model. • There will be a periodic review by BAPRC of the district purchased services. • Colleges will be responsible for carryovers as well as budget deficits. 	

NEW BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • College anticipates a carryover this year. • Important to prepare for the state required faculty hires. • Structural deficits need to be addressed. • There needs to be a plan or process in place as to how funds are allocated across the campus. • Planning and budget must be tied together. <ul style="list-style-type: none"> ○ Budget has to match planned goals. ○ Shift in mindset on how the college thinks about budget. ○ Future needs will need to be included in the planning process. ○ All resources will have to be considered in our planning, fiscal, physical, and human resources. ○ Schedule and student presence on campus drives the revenue and the deficit. <p>The discussion provided some philosophical guidance as the budget planning process discussions and work begin.</p>	
	<p>Facilities - End of Year Report A draft of the SAC Facilities 2011/12 End of Year report was presented to the members. Discussion ensued.</p> <ul style="list-style-type: none"> • Members proposed amendments to the report. • Members also suggested format changes to the End of Year template. 	<p>ACTION Motion was moved by Monica Collins to approve the SAC Facilities 2011/12 End of Year report as amended 2nd – Bart Hoffman Motion was unanimously approved</p> <p>FOLLOW UP John Zarske will bring the committee's recommendations for format changes to the End of Year report to the IE&A committee.</p>
	<p>Exploration of co-location of SAC's Tutorial Learning to the second floor of the library. As part of efforts to provide students with more efficient access to support services that support their academic programs, Dr. Lundquist updated members on the interest of co-locating the SAC's Tutoring Center to the 2nd floor of the library. She noted that efforts will continue to be made toward that direction as space becomes available.</p>	<p>FOLLOW UP Dr. Lundquist will provide a progress update in the fall.</p>
	<p>Discussion on Dunlap Hall Jerry Neve from Bernard Construction Managing Services presented a preliminary schedule for the renovation of Dunlap Hall. Discussion ensued.</p> <ul style="list-style-type: none"> • The focus of the remodel is to address campus needs and to address ADA issues. • The work will involve addition of 2 elevators, stairs and decks and renovation of 8 restrooms. • Time frame was coordinated with the Academic calendar in order to minimize impact on instruction. • Some disruption will occur but will be kept at a minimum. • Overall timeframe of project is 21 month with 3 months for procurement of materials. 	

NEW BUSINESS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Actual project will begin February 2013. • 8 month contingency built into the project timeline. • This is a 10 month project with an 18 month schedule as the work will be done over 2 summers. • The work is strictly exterior, only interior work involved will be the renovation of the restrooms. • The current guardrail system will be demolished and a new guardrail system will be installed eliminating all safety issues that previously existed. 	
OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Kesha Hondo Memorial A recommendation was brought forward to the Facilities committee from Curriculum Council to plant a tree in honor of Kesha Hondo. Discussion ensued. The committee will work with Ron Jones in regards to types of trees recommended for the campus.</p> <hr/> <p>Jeff McMillan, co-chair of the SAC Planning and Budget committee thanked Geni Lusk on behalf the committee for her diligence with her committee work throughout the year and during this transition time.</p>	<p>ACTION Motion was moved by Ray Hicks to move forward to College Council a recommendation made to SAC Facilities Committee by Curriculum Council to plant a tree in Kesha Hondo's honor. 2nd – M. Collins Motion was unanimously approved</p>

Adjourned – 2:20p.m.
Submitted by G. Lusk 5/24/2012