



**SAC FACILITIES MEETING
MINUTES –NOVEMBER 18, 2014
1:30P.M. – 3:00P.M.**

Approved 2/17/15

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(a)	Maria Aguilar Beltran	Susan Sherod	Mike Ediss	vacant
Sherry DeRosa	Loy Nashua(a)	Elliott Jones, Co-chair	Valinda Tivenan(a)	Sarah Salas	Maria Taylor
Bart Hoffman(a)	Omar Torres	Dietrich Kanzler(a)	John Zarske	District Liaison	
Jim Kennedy(a)	Mark Wheeler	George Moore(a)		Carri Matsumoto	
Eve Kikawa					
Guests				Campus Safety & Security	
Tom Bonetati	Steve Marshall	**Ray Stowell for Mike Colver		**Mike Colver(a)	
*Gilbert Cossio for R. Langston	John Tran			ASG Representative	
Evee Hurtado	Matt Schoeneman			Kyle Murphy	
1. WELCOME AND INTRODUCTIONS					
	Self Introductions were made			Meeting called to order – 1:32p.m. Adjourned at 2:54p.m.	
2. PUBLIC COMMENTS					
	An ASG representative brought forward a need for gender neutral restrooms on campus for the committee's consideration. It was noted that a resolution regarding gender neutral restrooms was passed at the SSSCC (Student Senate for California Colleges).			This item will be brought back for discussion at the February 17 meeting.	
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The October 21, 2014 meeting minutes were presented for approval.			ACTION Motion was moved by R. Stowell to approve the October 21, 2014 Facilities committee minutes as presented. 2 nd – M. Wheeler The motion carried with one abstention.	
4. PROJECT UPDATES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Carri Matsumoto provided the membership with an overview of the Measure Q projects as well as Active Projects (see attached). Additional comments as noted.				

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was an inquiry regarding the video demonstrated at the October 21 meeting. Has it been uploaded to the web?</p> <ul style="list-style-type: none"> • The video is not currently on the web, however will be by the winter break. • In addition, Facilities Planning will be providing a three week look ahead video clip. <p>STEM Building</p> <ul style="list-style-type: none"> • Several programming meetings are scheduled. • Design phase to hopefully begin in the new year. <p>Summer 2016 is still the target for the demolition of Johnson and STEM building. No changes have been made at this time.</p> <p>CEC Parking Lot Slurry and Re-stripping</p> <ul style="list-style-type: none"> • There have been some changes to the scope of work. • Some discussions have occurred regarding adding a back lot. • Scoping out the work properly is key. • Due to the high usage of the lots, it's important to work with the college in the execution of the project. • Phasing the work or completing it all at once affects the costs. • The project is short-funded. <p>Building H – Painting, window replacement and screen demolition</p> <ul style="list-style-type: none"> • It was noted that the work originally scheduled for building H had been moved to Summer 2015. Hence, the H building had not been scheduled for Intersession classes. Due to this change, the building will be rescheduled to hold classes for Intersession 2015. <p>It was noted that the goal is to have Scheduled Maintenance projects scoped and out to bid with target dates by the end of the school year(June 2015).</p> <p>Currently work is being done related to the LED conversion for the DMC and Sheriff's Academy. The work is being scoped and will be submitted to see if it is eligible for Prop. 39 funding.</p> <p>Dunlap Hall</p> <ul style="list-style-type: none"> • DSA has signed off on all the DSA pile remediation repair work. • A 300 yard concrete pour has been scheduled and a construction alert will be submitted to Facilities. • Currently working on surface repairs on deck landings 2, 3 and 4. • Final prep work related to the guardrails attachment is also underway. • The project is running a few weeks behind schedule. <ul style="list-style-type: none"> ○ Currently working on a recovery schedule with the contractor. ○ Better timeline will be known after December. <p>In consideration of the development of the summer schedule, a status update will be provided the 1st week of January.</p>	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Planetarium Members were advised that a plaster system has been installed that will allow the team to recapture a couple of days in the schedule. The project is due to complete in February with a March occupancy.</p>	
	<p>Roof Repairs It was noted that many of the campus buildings have been identified with roof deficiencies. They either need a repair or replacement. The goal was to have the work done before the rains.</p> <p>The bids were to go out earlier however there were some bidding issues that delayed that process.</p> <p>The following update was provided:</p> <ul style="list-style-type: none"> • Bldg. L has received the first coat of the roofing system with the second coat being applied during the break. • Bldg. R will be receiving the same roofing restoration system as L which will involve the traditional style of a kettle and mop. • There will be a roof tear off on bldg. N from 4:00p.m. – 10:00p.m. on 11/19 followed by roof activity the following day to ensure everything is water tight. <p>The work will proceed with bldgs. C, P & R. It was noted that some additional precautions will be taken with bldg. R as this will involve the roofing restoration process.</p> <p>There was discussion regarding the odor caused by the roofing work in L.</p> <ul style="list-style-type: none"> • Precautions were taken however fumes were still drawn into the building. • Engineering methods were not sufficient to handle the odor issue. • HVAC units were shut off and the building shut down at 3:00p.m. <ul style="list-style-type: none"> ○ Due to the damp weather curing process did not complete overnight and subsequently the odor persisted the following day and the library was closed down by noon. • District Facilities consulted with an environmental hygienist who recommended the building stays closed for the next two days and keep the fresh air intake running 24 hours to dissipate the order. <ul style="list-style-type: none"> ○ Response options will be discussed after the meeting. 	
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>It was reported that the task force is focusing on making sure appropriate measures are taken in cases of medical emergencies in the classroom.</p>	

Standing Reports (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The members were presented with the revised Student Emergency Notifications document.</p> <ul style="list-style-type: none"> • This document has been updated by the committee to ensure that it address the desire of the task force. • The document is to be read, handed out or presented the first day of class to students. • Empowers students to call 911 or Security • The document also noted the Run, Hide Fight video as well as the Emergency Preparedness Video for Students. <ul style="list-style-type: none"> ○ Both videos are critical videos that should be shown to students that first day of class.] ○ The information presented provides students with information to protect themselves in the event of an emergency. <p>The membership was also presented with the Faculty & Staff Emergency Guide.</p> <ul style="list-style-type: none"> • This document is to be placed in the classroom next to the telephone. • It outlines what to do in an earthquake, fire, medical, suspicious activity and active shooter. • It's a quick reference guide for the entire institution. • It is to be placed in all offices and classrooms. • Both documents will be presented at College Council, Facilities committee, Management Council, Academic Senate and the Deans' meeting. <p>It was clarified that if an altercation is noted on campus, call Campus Safety. Campus Safety does have the authority to break up fights.</p> <p>Signage on campus, If you SEE something, SAY something was mentioned, emphasizing that if you suspect suspicious activity, call Campus Safety.</p>	
Facilities Report	<p>The SAC Facilities Report was presented by Mark Wheeler (see attached). Additional comments as noted.</p> <ul style="list-style-type: none"> • The new marquee in Phillips Hall has been installed and is expected to be operable in December. <p>Members were reminded that importance of the online work order system. The online work order system allows the Facilities team to measure their effectiveness. As well as to evaluate are they achieving their intended outcomes.</p>	
Environmental Task Force	<p>An overview of rebates through MWD was provided to the membership. Santa Ana College does meet the criteria as an institution to apply. These rebates are available annually.</p> <p>The membership was also provided information on Daylight Harvesting. It was noted that there are rebates available through Edison for utilizing daylight sensors. The sensors adjust the lighting in the rooms according to the need.</p>	

Standing Reports (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>It was noted that studies indicate the daylight leads to better retention for students.</p> <p>The information for both rebate programs was provided.</p>	
	<p>RSCCD Sustainability Plan</p> <ul style="list-style-type: none"> • The last round of comments have been received and will be incorporated into the draft. <ul style="list-style-type: none"> ○ A recommendation to initiate a sub working group from ASG has been incorporated into the plan. • The final draft of the plan should be sent to the SRC members in November. • When the committee convenes the final draft will be reviewed. • The plan is a good starting point for the district with a lot of valuable input received. • The final plan will be published on the website. 	
6. Old Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Status of the Bill Brush Plaque</p> <p>Efforts are moving forward to place the Bill Brush Plaque on a rock that will be placed in the campus memorial garden.</p>	
	<p>Car Charging Stations</p> <p>A survey of cost per kilowatt hour of the surrounding schools has been conducted.</p> <ul style="list-style-type: none"> • There are a large number of charging stations in the immediate area. • The going rate for charging stations is .47 per hour with a two hour minimum. <p>Mark Wheeler has been working with Chargepoint and is recommending charging .50 per hour per kilowatt with a two hour maximum.</p> <ul style="list-style-type: none"> • The average rate received from Edison is .27 per kilowatt. • .10 of the .50 rate would go to Chargepoint for administrative costs. <p>Discussion ensued.</p> <p>It was noted that currently the stations are simply serving as parking spots and that the charging stations are not active.</p> <p>A motion was made with the understanding that any feedback received will be brought to the committee and that the option will be there to adjust costs and/or min/max hours of use as needed to best serve the college.</p>	<p>ACTION</p> <p>Motion was moved by J. Zarske that there be a .50 charge per kilowatt hour with a two hour minimum and a three hour maximum be implemented for the electric car charging stations. 2nd – K. Murphy The motion carried unanimously.</p>
7. New Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Emergency Guide • Student Emergency Notification <p>Both items were discussed in the HEPSS report.</p>	

8. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Work Requests Members were reminded to utilize the online work order system when reporting a non-emergency issue. The system tracks the work order timeline as well as labor and material costs related to the work request.</p> <p>Energy Conservation Members were advised that in an effort to control energy costs, a meeting was held with Southern California Edison to discuss use and rates. Discussion ensued.</p> <ul style="list-style-type: none"> • Although the campus has installed 30, 000 LED lights, which has lowered our demand, the electrical utility cost has slightly increased due to an increase in rates. • Work is being done to determine a range of set points for thermostats throughout campus for both winter and fall. <ul style="list-style-type: none"> ○ Ashrae and APPA basic standards information will be utilized in making this determination. ○ Ashrae and APPA provide basic standards that are used for indoor environments, classrooms, offices, etc. ○ Will allow the campus to manage the electrical load throughout campus in a consistent way related to HVAC. ○ Once a determination is made on the range of set points, the information will be shared with the committee along with the reference information on where the information was derived. <p>The campus must take creative steps to control utility costs. Every avenue will be explored.</p> <p>Water Conservation Mandate It was also noted that the City of Santa Ana has mandated that water consumption be cut by 15% and that there is to be no watering of any plant materials between the hours of 6:00a.m. - 6:00p.m. Violations of this mandate could result in a fine.</p> <ul style="list-style-type: none"> • Mark Wheeler has been working with his grounds crew and evening custodial crew on a strategic plan in light of this new mandate. <p>Hand washing signs in student restrooms An inquiry was made if hand washing signs could be installed in the student restrooms was possible. Proper hand washing instructions could help to conserve water usage.</p> <ul style="list-style-type: none"> • It was noted that there would be support to work with the ASG on that option to conserve water. <p>Solar Energy It was noted that solar panel energy is being investigated for the campus. Solar panels are expensive to install and the length of the payback period is important to consider. Areas being explored are in some of the new construction and over parking lots.</p>	<p>FOLLOW UP Thermostats set points for summer and fall will be shared at the February 17, 2015 Facilities meeting along with reference information on how they were determined.</p>

Other (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Cigarette Recycling</p> <p>It was reported that the SAC ASG attended the General Assembly and recommended a resolution regarding recycling of cigarette butts throughout the California Community Colleges. The resolution passed.</p> <p>What this means is that each college would invest in cigarette waste receptacles and coordinate with a recycling company in this process.</p> <ul style="list-style-type: none"> • Kyle Murphy, ASG Environmental Awareness Commissioner will work with Mark Wheeler to facilitate this project for SAC. <ul style="list-style-type: none"> ○ The goal is to have SAC be the first community college to comply with the new resolution. ○ The current cigarette waste receptacles on campus will suffice for this project. ○ Terracycle Recycling company will partner with SAC on this project. <ul style="list-style-type: none"> ✓ For every 1lb. of cigarette waste that is recycled, Terracycle will donate \$1.00 to the charity of the college's choice or to the college foundation. 	

SUBMITTED BY Geni Lusk 1/30/2015



Santa Ana College
Facilities Update – November 18, 2014



PHASES OF A PROJECT

PLANNING	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	DSA REVIEW	BID & AWARD	CONSTRUCTION	OCCUPANCY	CLOSE OUT
-----------------	-------------------------	---------------------------	-------------------------------	-------------------	------------------------	---------------------	------------------	------------------

Projects in Planning & Design

Project	Status Description	Current Activities	Upcoming Activities	Target Milestone Dates (Subject to Change)
Chavez Hall	Measure E project in planning phase. Work to exterior walls, parapet and interior finishes.	Selection of Architectural firm underway.	Board approval of Architect. Define scope of work.	Architect selection by January 2015.
Central Plant	Measure Q project in design phase. Replacement of underground site utilities, new central plant building, and mechanical upgrades and connection to central plant for 8 buildings. This project is currently under design and is a multi-phased project. Phase 1 Infrastructure Phase 2 Central Plant Phase 3 Mechanical Upgrades	Site surveying completed. Concluding construction documents. Project team is continuing site investigations and reviewing design, construction logistics and the sequencing of work. Reviewing utility shutdown schedules. Reviewing cost estimates. Commissioning agent board approved. Ongoing negotiations for construction services agreement.	Building A approved by DSA September 9, 2014. Building C approved by DSA October 8, 2014. SCE reviewing Central Plant drawings. Ongoing DSA back check reviews.	<u>Target DSA Submittals</u> Phase 1 Infrastructure: July 2014 Phase 2 Central Plant: Oct 2014 Phase 3 Mechanical upgrades to 8 buildings: June - Nov 2014 <u>Target Construction Start</u> June 2015 <u>Target Occupancy</u> Fall 2017

Project	Status Description	Current Activities	Upcoming Activities	Target Milestone Dates (Subject to Change)
Johnson Student Center	Measure Q project in planning phase. This will be a new construction project.	<p>Architect commenced programming meeting with user groups.</p> <p>Coordination meeting with Central Plant held on November 10, 2014.</p>	<p>Architect to prepare draft program documents for review.</p> <p>Pre-construction firm selection ongoing.</p>	<p><u>Target Start for Design Phase:</u> December 2014</p> <p><u>Target DSA Submittal</u> February 2016</p> <p><u>Temporary Relocation</u> July 2016</p> <p><u>Target Demolition</u> Summer 2016</p> <p><u>Target Construction Start</u> Summer 2017</p> <p><u>Target Occupancy</u> Winter 2019</p>
STEM Building	Measure Q project in planning phase. This is a new building addition to the campus.	Design kick-off meeting with campus scheduled for November 14, 2014.	<p>Pre-construction firm selection ongoing.</p> <p>Programming meetings to commence mid-November, 2014</p>	<p><u>Target Start for Program Phase:</u> December 2014</p> <p><u>Target DSA Submittal</u> February 2016</p> <p><u>Temporary Relocation (if needed)</u> July 2016</p> <p><u>Target Demolition</u> Summer 2016</p> <p><u>Target Construction Start</u> Spring 2017</p> <p><u>Target Occupancy</u> Summer 2019</p>

Project	Status Description	Current Activities	Upcoming Activities	Target Milestone Dates (Subject to Change)
Bristol and 17 th Street Parking Lot	Measure Q project in the design phase. This is a new surface parking lot addition. This site will be utilized as interim parking to construction contractors.	Currently in design.	DSA Submittal	<u>Target DSA Submittal</u> Spring 2015 <u>Target Construction Start</u> TBD – Contractor Parking <u>Target Occupancy</u> TBD
CEC Parking Lot Slurry and Re-striping	Capital Outlay	Bid documents being prepared. Anticipated for bidding November 12, 2014. Advertisements on November 18, and 25, 2014	Pending bids. Jobwalk planned for December 2, 2014. Bids due December 16, 2014.	<u>Target Construction Start</u> February 2015 <u>Target Completion</u> February 2015
Parking Lots 1-5 Slurry and Re-striping	Capital Outlay	Bid documents being prepared. Anticipated for bidding November 14, 2014.	Pending bids. Jobwalk planned for November 24, 2014. Bids due December 9, 2014.	<u>Target Construction Start</u> February 2015 <u>Target Completion</u> February 2015
Building H - Painting, window replacement and screen demolition	Capital Outlay	Building H to include painting, window replacement and screen demolition.	Develop bid documents. On hold until Summer 2015.	<u>Target Construction Start</u> Summer 2015 <u>Target Completion</u> Summer 2015
Building R Exterior Painting	2015 Scheduled Maintenance	Project on hold until completion of Planetarium due to restricted access.	Develop bid documents.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD

Project	Status Description	Current Activities	Upcoming Activities	Target Milestone Dates (Subject to Change)
Pool Discharge Rerouting	2015 Scheduled Maintenance	Civil Engineering firm has been hired. Plans underway and bid schedule in development.	Pending bid.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Chavez Hall Roof Repairs	2015 Scheduled Maintenance	Budget has been established.	Scope under development.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Buildings J, R, T Plumbing Fixtures	2015 Scheduled Maintenance	Budget has been established.	Scope under development.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Buildings L, R, W Balance HVAC Systems	2015 Scheduled Maintenance	Budget has been established.	Scope under development.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Chavez Hall Window Repairs	2015 Scheduled Maintenance	Budget has been established.	Scope under development.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Building R Penthouse Floor	2015 Scheduled Maintenance	Budget has been established.	Scope under development.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Building T Exterior Paint and Handrails	2015 Scheduled Maintenance	Budget has been established.	Scope under development.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD

Project	Status Description	Current Activities	Upcoming Activities	Target Milestone Dates (Subject to Change)
Building B, E, L Exterior Painting	2015 Scheduled Maintenance	Budget has been established.	Scope under development.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Building U Replace Skylights	2015 Scheduled Maintenance	Bids are solicited. Quotes have been received and are under review by the District.	Contract for work.	<u>Target Construction Start</u> December 2014 <u>Target Completion</u> December 2014
Sheriff Training Center	RDA Funds Perimeter Block wall	RFP for architectural firm was released.	Board approval of architect.	<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Sheriff Regional Training Academy	Prop 39 – Year 3 Interior and Exterior LED Lighting	In scope development to determine if eligible for Prop 39 funding.		<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD
Digital Media Center	Prop 39 – Year 3 Interior and Exterior LED Lighting	In scope development to determine if eligible for Prop 39 funding.		<u>Target Construction Start</u> TBD <u>Target Completion</u> TBD

Projects in Construction

17 th Street & Bristol Street Sidewalk Improvements	Measure E	Demolition of sidewalk along parking lot #1. Construction started October 29, 2014.	Anticipated completed February 2015.	<u>Target Construction Start</u> October 2014 <u>Target Completion</u> February 2015
Parking Lot #11	Measure E	Punch list for corrective work is ongoing.	Project close-out.	<u>Target Construction Start</u> March 2014 <u>Target Completion</u> February 2015

Project	Status Description	Current Activities	Upcoming Activities	Target Milestone Dates (Subject to Change)
Planetarium	Measure E	Roofing is currently in progress. Drywall activities are in progress. Paint colors were provided to Construction Team.	FF&E installation scheduled for January 27, 2015.	<u>Target Construction Start</u> March 2014 <u>Target Completion</u> February 2015 <u>Target Occupancy</u> March 2015
Dunlap Hall Renovation	Measure Q – Renovate and replace aging guard rails, provide new elevator and stair tower. Remodel existing restrooms	Pile repairs have been completed and work on pile cap has begun. First set of pile cap rebar was installed.	Final pile cap concrete pour scheduled for November 25, 2014	<u>Target Construction Start</u> April 2014 <u>Target Completion</u> August 2015
Building L Roof Repairs	2015 Scheduled Maintenance	Contractor commenced repairs on October 27, 2014. Materials were delivered October 27, 2014	Work commenced on Building L and is underway	<u>Target Construction Start</u> October 2014 <u>Target Completion</u> January 2015
Buildings C, N, P & R Roof Repairs	2014 Scheduled Maintenance	Materials were delivered October 27, 2014.	Work has commenced on Building P and Building N.	<u>Target Construction Start</u> October 2014 <u>Target Completion</u> January 2015

Projects in Close-Out

Building H – Roof Repairs	Scheduled Maintenance		Project has been completed.	<u>Target Construction Start</u> July 2014 <u>Target Completion</u> August 2014
SAC Year 1 LED Lighting Conversion	Prop 39	Post audit completed with NAM. Expected rebate for interior lighting may be larger than expected.	Sun Industries completed all punch list items except for 2 exterior lights at Dunlap Hall. All final close-out documents have been submitted.	<u>Target Construction Start</u> May 2014 <u>Target Completion</u> December 2014



Parking Lot #11 Expansion, Road Improvements, Retention Basin

RSCCD Project Manager: Darryl Taylor

Architect: W+W Architects

Construction Manager: Linik Corp.

Contractor: McCarthy Building Companies, Inc.

Contract Start: 3/3/14

Contract Completion: 9/30/14

Scope: One of three projects within the Campus Improvements Package 4 Project. This project includes replacing the old soccer field with a new parking lot that will include a new accessible ADA parking and an electric car charging station. Enhancement of storm drainage system to provide a retention system that will divert storm runoff back into the natural aquifer.

Construction Alerts:

- West portion of Campus Road will be closed to allow placement of slurry seal to new AC paving. Effective 11/14/14 - 11/16/14. Issued on November 7, 2014 to SAC Campus.

Current and Upcoming Activities:

- Slurry seal and striping of Campus Road
- Punchlist Corrections~approximately 85% complete

Planetarium Upgrade & Restroom Addition

RSCCD Project Manager: Darryl Taylor
Architect: W+W Architects
Construction Manager: Linik Corp.
Contractor: McCarthy Building Companies, Inc.
Contract Start: 3/3/14
Contract Completion: January 31, 2015

Scope: One of three projects within the Campus Improvements Package 4 Project. This project includes renovating the existing Tessmann Planetarium, enhancing the building exterior and constructing a new restroom annex.

Construction Alerts:

- None

Status: Recent construction activities are listed below:

- Install electrical penetrations
- Frame covered walkway columns
- Hang sheathing at covered walkway & columns
- Install HVAC ductwork

Current and Upcoming Activities:

- Ceramic tile install at restrooms
- Insulate around HVAC ductwork
- Install waterproofing
- Install metal lath for plaster
- Scratch & Brown exterior for plaster
- Set & trim light fixtures at restroom building
- Install electrical devices at restroom building



Restroom tile installation in progress.



Covered walkway waterproofing and metal lath install ongoing.

Dunlap Hall Addition & Alterations

RSCCD Project Manager: Darryl Taylor
Architect: HMC Architects, Inc.
Construction Manager: Linik Corp.
Contractor: DPR Construction
Contract Start: 4/2/14
Contract Completion: 6/3/15

Scope: The Dunlap Hall Addition & Alterations project will replace the existing aging guard rails around the pedestrian walk ways on all levels of Dunlap Hall, remove the existing elevator and install two new elevators, renovate the restrooms, and provide a new monumental stairway on the south facing end of the new elevators.

Construction Alerts:

None

Status: Recent construction activities are listed below:

- CIDH pile remediation
- Infill concrete decks at old elevator shaft

Upcoming and Current Activities:

- Repair edge of deck concrete and infill
- Underground rough-in, inspection and backfill
- MEP rough-ins
- Pile cap rebar install
- Form and pour concrete pile caps



Pile cap rebar being placed at new elevators and stairway addition.



Underground plumbing activities ongoing at ground floor restrooms.



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.

MEMBERSHIP				
Rebecca Barnard	Mark Turner	Michael Collins	Gary Dominguez	Michael Colver
Sarah Salas	Andy Gonis	Nilo Lipiz	Donald Mahany, Chair	
Don Maus	Alistair Winter	Mark Wheeler	Ray Stowell	

		Meeting Called to Order 1:00
OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
FEMA / CERT Training	Don Mahany and Gary Dominguez could provide the FEMA sponsored training. <ul style="list-style-type: none"> o The experience of the maintenance workers allows us to move along much quicker than a normal class. This class might be completed in 8 hours 	Work in progress;



Faculty & Staff Emergency Guide

11-14-14

Call 9-1-1 for Fire/Paramedic or Police

Call 3-3-3 from a campus phone or 714-564-6330 (24hrs) for Campus Safety

EARTHQUAKE

Stay calm. Do not panic or run outside.

Drop, Cover, and Hold

Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

After the shaking stops, check yourself and others for injuries, and evaluate the need to evacuate. If asked to evacuate go to assembly areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.

Do not re-enter buildings until authorized to do so by emergency personnel.

Expect aftershocks.

FIRE

Alert others, activate the nearest fire alarm, and **GET OUT**.

Call 9-1-1

Move everyone away from the area of fire. Close, but do not lock doors as you move in order to slow down spread of fire.

DO NOT use elevators for evacuation.

Crawl or stay near the floor while evacuating a smoke-filled building.

DO NOT OPEN ANY DOOR THAT FEELS HOT.

Assist the evacuation of any injured or disabled persons. Do not reenter the building until authorized to do so by emergency personnel.

Report ALL fires to Campus Safety, even if you were able to extinguish the fire before any damage occurred.

MEDICAL

Call for Help!

If someone is unconscious, having difficulty breathing or you suspect they may be having a heart attack/stroke, or they have another medical emergency **CALL 9-1-1 immediately**.

You should also **call Campus Safety at 3-3-3** from a campus phone so they are aware of the situation and can meet arriving first responders.

For other on-campus medical-aid related issues **call Campus Safety at 3-3-3 from a campus phone**.

Report the nature of the medical problem, the location of the victim, and your name. The dispatcher will call paramedics or Campus Safety officers to respond where applicable.

Safety officers are trained in CPR and basic first aid.

SUSPICIOUS ACTIVITY

If you SEE something, SAY something!

SUSPICIOUS PERSON:

Do not physically confront the person. Do not block the person's access to an exit. Call Campus Safety and provide as much information as possible about the person and his/her location.

Do not let anyone into a locked building/office.

UNATTENDED PACKAGE OR BAG:

Do not touch or disturb the object. Notify Campus Safety.

ACTIVE SHOOTER

Run, Hide, or Fight!

If outdoors, **RUN** away from gunshots and find a place of safety.

If you are in a classroom or office, assess the closeness of the shots. **Run away from the shots if safe.**

If not safe to run, **HIDE**.

Remain in location and secure all doors. Throw furniture in front of door(s) to form a barricade if possible. Turn off the lights and **silence your phones**. Stay quiet and stay put until police officers give further instructions.

As a last resort, **Fight!**

You may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival.

HAZARDOUS MATERIAL RELEASE

If this is an emergency or if anyone is in danger

CALL 9-1-1.

If possible and it is safe to do so, stop the spill, warn others, isolate the area, and minimize exposure.

Follow the instructions of emergency personnel.

Notify emergency personnel if you have been exposed or if you have information about the release.

Attempt to clean the spill only if you feel safe, the spill is small, you are familiar with the properties of the chemical, you have had proper training, and you have the proper Personal Protective Equipment (PPE) such as gloves and goggles.



Santa Ana College

Student Emergency Notifications

Emergency 911 or 333

STUDENT

The following is a list of emergency preparedness guidelines that should be communicated to your class at or near the beginning of the semester. The intent of this list is to prepare the class to deal with emergency situations that could occur while class is in session. You can also play this short video:

<http://www.sac.edu/StudentServices/Security/Pages/emergency-procedures-and-practices.aspx>

Point out the exits to the building.

Inform the class that there is a copy of the EMERGENCY PROCEDURES GUIDE for their reference posted in the front of the classroom. (If your classroom does not have a copy of the EMERGENCY PROCEDURES guide please notify your division secretary).

Tell the class that in case of an emergency they should call 9-1-1 from their cell phone or any campus phone. This will call outside services such as Fire, Police, or Paramedics. If they need to call Campus Safety, they can call 3-3-3 from any CAMPUS phone. If they need to call Campus Safety from their cell phone, they should call 714-564-6330. Suggest to the class that they program the number in their cell phone.

Fire Alarm:

1. If the fire alarm sounds, the class should evacuate as quickly as possible. Stay calm and leave in an orderly fashion.
2. Take personal belongings such as keys, purses, and wallets with you. You will not be allowed back into the building until it is deemed safe.
3. Do not take the elevator when evacuating.
4. Meet outside at the designated area (as indicated on the map on the back).
5. Those who are capable should assist others in this room to safety.
6. Call 911 anytime you see smoke or fire. Do not rely on someone else to call.

Earthquake Response:

1. In the event of an earth quake you should **DROP, COVER & HOLD**. Drop to the floor; take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops.
2. Once the shaking stops, we will evaluate the need to evacuate.
3. If we do evacuate, do not take the elevator.
4. Meet in the designated area as shown on the back.
5. Take your belongings with you, as we may be dismissed from the assembly area and not be allowed back into the building.
6. Those who are capable should assist others in this room to safety.

Dangerous Person inside the Classroom:

1. Call 911 on your cell phone or campus security anytime you feel threatened.
2. If you feel threatened, you may leave the room at any time.
3. You do not need your instructor's permission to leave the room if you feel threatened. You can call 911 at any time.

November 15, 2014

Active Shooter

1. **Run** Get Out if you can. In general, the more distance you can put between yourself and the shooter the better.
2. **Hide.** If you cannot get out of the area but are somewhat distant from the shooting consider hiding out and **locking down** your area as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured.
3. **Fight.** A last option, you may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival. Creating a distraction, by yelling or throwing something at or towards the assailant might provide a momentary advantage. Quietly discuss with others in the room what you will do if the shooter enters the room.

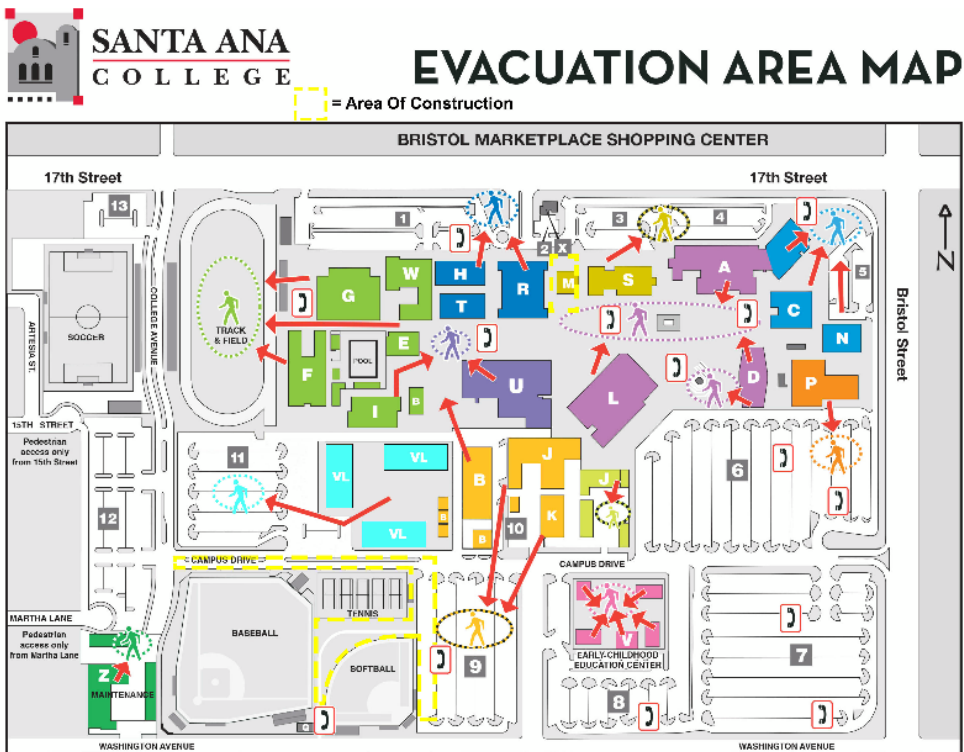
Watch this short video "Run, Hide, Fight"

<http://www.sac.edu/StudentServices/Security/Pages/default.aspx>

Students with Disabilities:

1. If you need assistance during an evacuation, please notify your instructor.
2. In an emergency evacuation, students with mobility disabilities will be directed to a location of safety to shelter in place, such as the top of a stairwell.
3. Safety personnel will be notified of your location, and you will be given top priority.
4. You will be safely removed from the building as soon as the elevators are secured by safety personnel.

Emergency Text Messages: Blackboard Connect is the Emergency Mass Communication platform that is used for emergency messages and timely warnings. Students and faculty are automatically enrolled in to this program unless they opt out. In the event of an emergency you will be notified on your cell phone / home phone and / or email. It also updates all our social media platforms. It is extremely important that your contact information is up to date. If you changed phone numbers you must update your web advisor account.



Evacuation Locations by Building

Building Location	Evacuation Location
E, F, G, W	Track and Field area
H, R, T	Parking lot 1
M, S	Parking lot 3
A, D, L	Quad by the fountain
C, N	Corner of Bristol/17 th
P	Parking lot 6
Village	Parking lot 11
B, I, U	Quad by memorial statue
J, K	Parking lot 9
Z	Martha Lane
V	ECE courtyard



FACILITIES UPDATE
11/18/2014

- Received 199 work orders the month of October, 153 completed and 38 still open for completion.
- Installed irrigation system, trimmed existing trees and installed shrubs at the Academy.
- Replaced 130 tons of beach sand and landing mats for student obstacle course area.
- Repaired alarm system issues at academy by replacing out dated motion sensors.
- Repaired water leaks in Russell Hall.
- Repaired water leak adjacent to W building.
- Gym floor scheduled to be re-finished starting on December 8th.
- In the process of making the necessary repairs to the roofs on C, N, R, L and P buildings.
- Repaired front entrance off Bristol street.
- Started sidewalk replacement project on 17th street.
- Continuing maintenance of new field and received dedicated mower for field. Also working on a plan for field use during athletics season
- High jump mat shack destroyed due to the high winds.
- As per OCFA requirement installed additional sprinklers in Phillips hall.