



**SAC FACILITIES MEETING**  
**MINUTES – SEPTEMBER 16, 2008**  
**1:30P.M. – 3:00P.M.**

**Approved 10/21/08**

*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.*

<b>Administrators</b> Norm Fujimoto John Grindel, Co chair Rhonda Langston Sara Lundquist Ed Ripley (a) Maria Sugranes Sylvia Turner	<b>Academic Senate</b> Stephanie Fondren Ray Hicks Cathie Shaffer (a) Valinda Tivenan Karen Warner John Zarske, Faculty Co-chair	<b>CSEA</b> Mike Mugica John Nastasi(a) Sean Small	<b>Guests</b> Monica Collins Luis Dorado Paul Foster Ron Gouldsmith Angela Tran	<b>Student Representation</b>  <b>District Liaison</b> Darryl Odum  <b>Security Supervisor</b> James Wooley(a)
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1. WELCOME AND INTRODUCTIONS		
2. MINUTES	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
Approval of Minutes – 6/17/08		Motion to approve minutes with the following amendment(Turner/Fondren) <b>SAC Project Updates-Darryl Odum</b> <b>C&amp; D Building Restroom Renovations</b> <i>While restrooms were not ADA compliant before the renovation, they were functionally compliant.</i>
3. STANDING REPORTS		
<b>SAC Project Updates</b> <b>Darryl Odum</b>	Mr. Odum provided a detailed listing and reviewed the status for each project. As the project status required, he provided additional information. <b>UPS Installation</b> <ul style="list-style-type: none"> <li>• UPS – Uninterrupted power source for the servers</li> <li>• Estimating Veteran’s day timeframe for installation</li> </ul> <b>SAC Street Improvement</b> <ul style="list-style-type: none"> <li>• The storm sewer and the sanitary sewer were completed on College Avenue. Efforts were coordinated to complete the job before the start of the semester.</li> <li>• Working at the intersection of a Martha and College to complete a new manhole</li> <li>• Next will be the M&amp;O site to complete the rest of the utility work</li> </ul> He noted future utility work on the street should not be disruptive to students. <b>SAC Classroom &amp; M&amp;O</b> <ul style="list-style-type: none"> <li>• Building will be identified as “I”</li> <li>• Building on target to schedule classes for Spring ‘09</li> <li>• Entrance doors upgraded to Automatic door openers with a sensor. Entire opening will be 6’.</li> </ul>	

3. STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<p><b>SAC Project Updates</b> Darryl Odum</p>	<p><b>Condenser &amp; Air Handler</b></p> <ul style="list-style-type: none"> <li>Balance of work to be completed in another week.</li> </ul> <p><b>CEC Improvements</b></p> <ul style="list-style-type: none"> <li>The district has received some comments from DSA and are responding to those.</li> <li>Expecting final approval shortly.</li> </ul> <p><b>In response to an inquiry regarding Hammond Hall, Mr. Odum noted the following:</b></p> <ul style="list-style-type: none"> <li>Waiting for the final budget to review with the site and make a determination.</li> <li>Project timeline - 14 months.</li> </ul> <p>Mr. Odum noted the importance of consensus with the site group in regards the issue of adequate funding for all the necessary improvements as well as the consideration of swing space.</p> <p>Mr. Fujimoto identified the swing space for the Hammond Hall renovation as the 2<sup>nd</sup> floor of the Johnson Center and the New Classroom building.</p> <p>Mr. Fujimoto noted that the Portables buildings scheduled to be removed in Spring '09 are F, 114, and B-9.</p>	
<p><b>SAC Update</b> Mike Mugica</p>	<p>Mr. Mugica provided a campus update for members. (See attachment). In addition, he highlighted the following:</p> <p><b>Emergency Lighting</b></p> <ul style="list-style-type: none"> <li>Walk-through scheduled with an outside contractor, weekend of 9/20&amp;9/22</li> <li>All buildings will be reviewed to identify what works and does not.</li> <li>A report will be provided at the next meeting.</li> </ul> <p><b>CEC</b></p> <p>M&amp;O staff has been begun working at CEC after a long absence. Mr. Dorado extended his appreciation for staff and their work.</p>	<p><b>Follow up –</b> Emergency Lighting report</p>
<p><b>Scheduled Maintenance</b> John Grindel</p>	<p>Mr. Grindel provided members with a Scheduled Maintenance Projects Update (9/12/08). Work proceeding well.</p>	
<p><b>Safety Committee</b> Stephanie Fondren</p>	<p>Mrs. Fondren expressed her appreciation for the coordination of work regarding the Emergency lighting issue.</p> <p>Mrs. Fondren updated members on Safety training efforts. A discussion ensued and the following was noted:</p> <ul style="list-style-type: none"> <li>Spring '09 Common day will have a good portion of time devoted to Emergency Preparedness/Evacuation to maximize efforts.</li> <li>Al Chin and Don Maus are recommending that Safety Training be included as part of the district orientation for all new employees.</li> <li>Poor attendance at the Fall '08 Flex week training sessions. Per Mr. Fujimoto - Training sessions will be planned throughout the semester. Managers are asked to rotate their classified staff through training as well as faculty members.</li> </ul>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<p><b>Safety Committee</b> <b>Stephanie Fondren</b></p>	<p>The importance of establishing regular training schedule to allow faculty and staff better planning opportunities was stressed.</p> <p>A master calendar outlining routine testing dates for various maintenance and safety areas on campus is being developed in an effort to be more proactive in those areas.</p> <p><b>ADA Compliance Update</b></p> <ul style="list-style-type: none"> <li>• The college hired an ADA consultant this past spring.</li> <li>• The consultant's findings has been received and currently being reviewed by the ADA sub committee.</li> <li>• Several hundred of items noted on report.</li> <li>• Restrooms have been identified as the #1 priority. <ul style="list-style-type: none"> <li>• Where the accessible restrooms are?</li> <li>• What is needed to make the restrooms accessible?</li> <li>• Some of the fixes in bringing a restroom into compliance are minor while others are major.</li> <li>• Restroom signage will be used to identify the closest accessible restroom.</li> </ul> </li> </ul> <p>It was noted that the Safety and Security committee is recommending that a budgetary planning component be integrated into the Master Plan as it relates to Safety and ADA compliancy for the college.</p> <ul style="list-style-type: none"> <li>• The process for this integration will come through the IEA (Institutional Effectiveness and Assessment) Committee.</li> </ul> <p><b>ADA sub-committee of Safety Committee</b></p> <p>Mr. Foster stated the following: The college needs to have a transitional plan for ADA compliancy. The plan identifies deficiencies and outlines a plan for correction.</p> <ul style="list-style-type: none"> <li>• The plan needs to be on file with efforts toward completion.</li> <li>• The last plan was in 1994 and noted some work was completed by the district.</li> <li>• The plan strategy needs to be coordinated with the District Facilities Planning office.</li> <li>• The sub committee would like the plan reflect that one restroom per year will brought to compliancy.</li> </ul> <p>The importance of ADA compliance discussion by the User group during the planning stages of all construction and campus renovations was identified as an important component of the planning process for the college.</p> <p>Budgetary planning was stressed in moving forward toward compliancy.</p>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<p><b>5 Year Certification from the State for Fire Preparedness</b></p> <p>Mr. Grindel updated the committee on the process for certification:</p> <ul style="list-style-type: none"> <li>• A company was hired 1 year ago to assess the campus status.</li> <li>• Full report was completed on the campus with recommendations and findings.</li> </ul> <p>Eric Evans, Fire Marshall/Santa Ana volunteered his services to the college in reviewing and advising on the report.</p> <ul style="list-style-type: none"> <li>• Mr. Evans accompanied the college in meeting with the contractor and advised on SAC's behalf. <ul style="list-style-type: none"> <li>▪ College is not obliged to implement all recommendations to acquire State Certification.</li> <li>▪ Some findings in the report do require action on the part of the college.</li> </ul> </li> </ul> <p>Mr. Grindel shared the following findings:</p> <ul style="list-style-type: none"> <li>• Sprinkler system – required to be replaced every 15 yrs and/or tested.</li> <li>• Hoses in the buildings – required to be replaced every 5 years and/or tested.</li> </ul> <p>He noted that many of the Sprinkler systems were out of date or about to become out of date as well as many of the hoses.</p> <p><b>Mr. Evans identified and recommended some areas for inspection.</b></p> <p>Water pressure in to the hoses was an item identified.</p> <ul style="list-style-type: none"> <li>• Buildings with no water, Gym, W and H</li> <li>• District has been working on the problem to bring those buildings online. <ul style="list-style-type: none"> <li>▪ Water line was uncovered, but due to some weaknesses will require repair.</li> <li>▪ The water line can be connected to the domestic line but will require backflow protection.</li> </ul> </li> </ul> <p>Mr. Grindel reported that the college is currently getting quotes for the work related to the water lines, sprinkler systems and hoses. He assured members that these projects will be completed as they relate directly to Safety.</p> <p>Mr. Odum noted that the upgrade to the campus fire line is part of the next phase with the possibility of starting the work before the next year.</p> <p>Mr. Grindel expressed his appreciation for Mr. Evan's assistance during this process. Mr. Mugica also noted the benefit of Mr. Evan's assistance in understanding the consultant's reports and strategies on addressing the findings/recommendations.</p> <p>The importance of being aware of the dynamics in hiring consultants that are also contractors was stated.</p>	

<b>4. BOND</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
John Grindel	The decision was made not to go out for a bond.	
<b>5. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>✓ Lease issue for Centennial Education Center still pending.</li> <li>✓ Mr. Grindel gave a brief overview of the current budget situation and noted the possibility of mid-year cuts. <ul style="list-style-type: none"> <li>• Mr. Hicks stressed to members the importance of planning and prioritization of the campus needs especially in light of the current budget situation.</li> </ul> </li> <li>✓ <b>Art Gallery Lighting</b> Mrs. Turner reported that the Art Gallery Lighting is three quarters complete. It is estimated that the project will be finished in approximately two weeks.</li> </ul>	

**Meeting adjourned - 2:31 pm.**  
**Next Meeting – October 21, 2008**  
**SAC Foundation Board Room**