



# **Santa Ana College**

## **Facilities Meeting**

**October 18, 2011**



**SAC Facilities Committee**  
**October 18, 2011**  
**1:30 p.m. - 3:00 p.m.**  
**SAC Foundation Board Room, S-215**

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*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.*

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## **Agenda**

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes - September 20, 2011
4. Standing Reports:
  - SAC Project Update – Darryl Odum
  - M&O Report - Ron Jones
  - ADA Subcommittee – Elyse Chaplin
  - Environmental Subcommittee – Paul Foster
  - HEPSS – Monica Collins
5. Old Business
  - Closed Captioning Software Cantasia – (TAG) Update –Ray Hicks
  - End of Year Report
6. New Business
7. Future Agenda Items
8. Other

Next Meeting – Tuesday, November 15, 2011; 1:30-3:00 S-215

### **2011/2012 Committee Goals**

1. Monitor efforts to maintain existing facilities and equipment.
2. Monitor efforts to maintain and improve campus appearance.
3. Work with IE&A and Environmental Workgroup to initiate green efforts on campus.
4. Complete and begin implementing the Facilities Master Plan.
5. Review the ADA Transition Plan and proceed with modifications to correct known deficiencies.
6. Create a plan to abate graffiti at SAC and review prevention alternatives.



**SAC FACILITIES MEETING**  
**MINUTES –SEPTEMBER 20, 2011**  
**1:30P.M. – 3:00P.M.**

**Draft for Approval**

*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		District Liaison
Paul Foster, Co chair	Rhonda Langston	Monica Collins	Karen Warner(a)	Darryl Odum(a)
Elyse Chaplin(a)	Sara Lundquist (a)	Andy Gonis	John Zarske , Co chair	<b>Campus Safety &amp; Security</b>
Bart Hoffman	Linda Rose	Ray Hicks	<b>Alternate</b>	James Wooley
*Jim Kennedy	Sylvia Turner	Valinda Tivenan(a)	Louis Pedroza	
Ron Jones		<b>CSEA</b>	<b>Guests</b>	<b>ASG Representative</b>
		Sarah Salas	Susan Sherod   Jerry Neve	
		Sean Small(a)	* Irene Glomba (alt. for Jim Kennedy)	
<b>1. WELCOME AND INTRODUCTIONS</b>				
		Self Introductions were made.		Meeting called to order – 1:34p.m.
<b>2. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>
		The April 19, 2011 minutes were presented for approval.		Motion was moved by S. Turner to approve the April 19, 2011 Committee minutes. 2 <sup>nd</sup> – R. Langston
		The August 16, 2011 minutes were presented for approval.		Motion was approved with 1 abstention. Motion was moved by M. Collins to approve the August 16, 2011 Committee minutes. 2 <sup>nd</sup> – J. Wooley
				Motion was unanimously approved.
<b>3. STANDING REPORTS</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>
		Paul presented the District Progress Schedule in Darryl's absence: <b>College Ave.</b> <ul style="list-style-type: none"> <li>Architects are responding to DSA comments</li> <li>The final plans will be re-submitted to DSA this week.</li> <li>Project is expected to go out to bid in November.</li> <li>18-month project beginning Dec.5.</li> <li>Project is divided into 3 phases to minimize impact to the campus parking and traffic flow.</li> </ul> Jerry Neve presented a project phasing map. Members were invited to review the Phasing Map posted to the committee page on InsideSAC and to forward any questions to Paul.		
		<b>Data Center Upgrade</b> The scope of the project was to tie the Chavez HVAC system in the Data		

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>District's Data Center to the emergency generator in order to protect district servers from overheating.</p> <p><b>SAC Child Development Center</b> The original ADA Path of Travel was not practical. DSA approved the architects' revised path, which will be constructed this fall</p> <p><b>SAC Baseball Complex</b> The scoring table remains in DSA.</p> <p><b>U Bldg. Seismic Rehabilitation</b> Voluntary improvements will bring the Johnson Center up to current earthquake standards. The project is in the preliminary design stages.</p> <p><b>Surveillance Project</b> The original bids lacked the construction component so all bids were rejected. The district is currently in the process of prequalifying bidders. Project is anticipated to start at SAC in Jan.</p> <ul style="list-style-type: none"> <li>• CEC is included in the project.</li> <li>• The system will focus on campus the perimeter and will include parking lots, walkways, and building exteriors. <ul style="list-style-type: none"> <li>◦ Additional cameras can be added in the future as high risk areas are identified.</li> </ul> </li> </ul> <p><b>Dunlap Hall Project</b></p> <ul style="list-style-type: none"> <li>• The guardrail panels will be replaced on floors 2 through 4</li> <li>• Two, fully compliant elevators will be added</li> <li>• Restrooms will be updated to current ADA compliance standards and expanded using the current elevator space</li> <li>• The project is in preliminary planning stage</li> <li>• The existing natural-gas fired generator will be removed and replaced if necessary</li> </ul> <p><b>Gym Phase II:</b> The scope of the project includes:</p> <ul style="list-style-type: none"> <li>• Steps on the north side of the gym will be made ADA compliant.</li> <li>• Modifications to the drainage system.</li> <li>• Exterior Painting</li> <li>• Improvements to parking Lot 1 egress onto 17th</li> </ul> <p><b>Unification Project</b> A Unification plan developed by Westberg and White Architects was briefly previewed for members. Members were encouraged to review the document on insideSAC under the Facilities Committee's page.</p>	
M&O Report	<p>Ron Jones presented the M&amp;O report.</p> <p>The focus in 2010/2011 was to work on the campus infrastructure.</p> <ul style="list-style-type: none"> <li>• Much money has been spent to repair vital areas. The benefits the campus is seeing was worth the effort.</li> <li>• M&amp;O has been troubleshooting issues "in house" in order to save money.</li> </ul>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Prioritizing work orders has been very effective.</li> </ul> <p>Ron Jones was commended by the committee for his work and dedication in managing the M&amp;O department, significantly improving the work order process, and for doing a good job moving overall campus maintenance to the next level.</p>	
<b>ADA Task Force</b>	<p>Monica Collins presented the Closed Captioning document that was created during the spring semester. The document was presented to the Facilities committee as an informational item and has been presented to College Council</p> <ul style="list-style-type: none"> <li>• A Cantasia software workshop was presented during Flex Week. The program allows instructors to record and post online. Discussion ensued regarding the benefits of having the program available to all instructors.</li> </ul>	<p><b>FOLLOW UP</b> Ray will bring the item to TAG for discussion.</p>
<p><b>HEPSS</b> <i>(Health, Emergency Preparedness, Safety and Security) Task Force</i></p>	<p>Members were updated on the status of the SAC Safety and Security Committee.</p> <ul style="list-style-type: none"> <li>• Due to lack of participation and because the majority of members on Safety and Security also serve on the Facilities committee, the Campus Safety and Security Committee has been reorganized as a task force under Facilities to address health, emergency preparedness and safety and security issues.</li> <li>• Health was added to comply with current OSHA guidelines.</li> <li>• Notes will be taken per current OSHA requirements.</li> <li>• The task force will combine the former Safety and Security Committee with the continuing Emergency Preparedness task force and be called <b>HEPSS</b> (Health, Emergency Preparedness, Safety and Security) Task Force.</li> <li>• The task force will meet the Thursday prior to the SAC Facilities meeting on a monthly basis.</li> <li>• <b>HEPSS</b> will be reporting to the SAC Facilities committee.</li> <li>• Co-chairs of the task force will be Monica Collins and Don Mahany.</li> </ul> <p>Current topics under discussion are:</p> <ul style="list-style-type: none"> <li>• Prepping for the Great California Shake out on October 20th @10:20 a.m.</li> <li>• 3-digit number to report facility- related emergencies</li> <li>• ICS training for new participants to the Incident Command Structure.</li> </ul>	
<b>Environmental Task Force</b>	<p>A brief overview of the Environmental Task force was provided for members. Susan Sherod serves as chair of the task force.</p> <ul style="list-style-type: none"> <li>• Paul encouraged member to review the End-of-Year report posted on InsideSAC</li> <li>• The need to improve campus recycling efforts was discussed</li> <li>• Susan reported that the task force recommends organizing a campus-wide electronics recycling event with the possibility of including the community. Discussion ensued. <ul style="list-style-type: none"> <li>◦ Important to work with a company that complies with strict disposal regulations.</li> </ul> </li> </ul>	

STANDING REPORTS (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>Don Maus is the district contact to insure compliance.</li> <li>Consider coordinating with the Office of Student Life</li> </ul> <p>The Environmental task force formerly reported the IE&amp;A committee but will now will be reporting to the SAC Facilities Committee.</p> <p>Ron Jones and Tony Lamar (interim custodial supervisor) will begin attending the task force meetings.</p> <p>The committee meets the 3<sup>rd</sup> Wednesday of the month from 4 – 5 p.m. in A-216.</p> <p>Task force recommendations will be brought to the Facilities Committee for discussion and/or action.</p>	
NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>End of Year Report/2011-2012 Committee Goals</b></p> <ul style="list-style-type: none"> <li>The SAC Facilities End-of-Year Report was presented for review.</li> <li>Shared governance committees establish goals at the beginning of the year and evaluates progress at the end of the year.</li> </ul> <p>Members were asked to do the following:</p> <ul style="list-style-type: none"> <li>Review the End-of-Year Report and make recommendations.</li> <li>Review the Recommended Goals for next year and gather input from respective constituencies.</li> </ul> <p><b>Recommend combining Safety and Security with Emergency Preparedness</b></p>	<p><b>FOLLOW UP</b></p> <p>End of Year Report/Recommended Goals will be carried over to the October agenda.</p> <p><b>ACTION</b></p> <p>Motion was moved by R. Hicks to combine Safety and Security with Emergency Preparedness adding Health to establish the HEPSS Task force.</p> <p>2<sup>nd</sup> – B. Hoffman</p> <p>Motion was unanimously approved.</p>
OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Parking Lot Sweeping Contract</b></p> <ul style="list-style-type: none"> <li>The M&amp;O Department cancelled the parking lot sweeping contract in June.</li> <li>The contract cost \$20k per year and amounted to sweeping the lots for trash once a week.</li> <li>Some areas need more attention and the contract was only for parking lot sweeping</li> <li>The college ordered a sweeper</li> <li>The lead custodian was moved from night to days and assigned the task of campus trash abatement. He will also supervisor day custodians.</li> <li>Big improvement has been noticed already and the sweeper has still not been delivered.</li> <li>Savings from the parking lot sweeping contract will be used to purchase supplies and to acquire additional equipment in the future.</li> <li>The district will save money in the long-run. Managing the sweeping internally will provide better results for the campus and provide some relief to the understaffed Grounds Dept.</li> </ul>	

OTHER (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Work Order system process</b></p> <p>The overall reporting process for (non-urgent) work orders was discussed.</p> <ul style="list-style-type: none"> <li>• Changes in Administrative Services now provides phone coverage until 4:00p.m.</li> <li>• Ron assigns work orders every evening</li> </ul> <p>Discussion ensued regarding the limited staffing, lack of ability to use substitutes to cover absences and the overall challenges it presents to M&amp;O.</p> <p>The department was commended on the amount of work that is accomplished by the M&amp;O staff with such limited resources.</p>	

**Meeting adjourned – 2:59 p.m.**  
**Next Meeting – October 18, 2011**

**PROGRESS SCHEDULE****PROJECT STATUS**

Bid #	SAC College Ave. / Realignment		Westberg+White	SCHEDULED																								
	General Contractor			ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	7/11/2011 Design complete. Drawings have been submitted to DSA for review and approval. A phasing plan has been prepared, reviewed and approved by the College and project team. Drawings will probably be into DSA for (10) weeks approximately September 16th. 8/8/2011 Drawings are in DSA for review and approval																								
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS	9/19/2011 The DSA review process is underway with the (Phase 1 cul-de-sac work) & the (Phase 2 scope of work which will include the new soccer field). 10/4/2011 The DSA review process is underway with the (Phase 1 cul-de-sac work) & the (Phase 2 scope of work which will include the new soccer field). 10/14/11 The back check has begun with DSA on the (Phase 1 cul-de-sac work) & the (Phase 2 soccer field drawings)																								

Bid # 1177	SAC Data Center Upgrades	\$80,000.00		SCHEDULED																								
	General Contractor	\$19,400.00	Current Electric	ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED 5/23/2011	DRAWINGS APPROVED	BIDS DUE 5/5/2011	CONTRACT AWARDED	9/19/11 Work is complete and there were no punch list items identified. The Notice of Completion is being filed. 10/4/2011 The Notice of Completion is being filed. 10/14/2011 The Notice of Completion is being filed.																								
CONSTRUCT. STARTED 6/14/2011	SCHEDULED COMPLETION 8/15/2011	REVISED COMPLETION	CHANGE ORDERS																									

	SAC Child Dev. Center	\$ 25,000.00	HED	SCHEDULED																								
	Multiple-Prime Contractors		CALICORP	ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	9/19/11 Quotes have been received for the scope of work. Work is being scheduled to start soon. 10/4/2011 Work is scheduled to start the week of October 10th. 10/14/2011 The ADA path of travel work is complete. The sign off and close out is underway.																								
CONSTRUCT. STARTED 10/10/2011	SCHEDULED COMPLETION 10/31/2011	REVISED COMPLETION	CHANGE ORDERS																									

Bid # 1163 Re-bid	SAC Baseball Complex Improvements		LPA	SCHEDULED																								
	General Contractor	\$305,000.00	B-One Construct.	ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE 7/13/2010	CONTRACT AWARDED	7/11/11 Waiting approval of Scores table from DSA. 8/8/2011 Waiting approval of Scores table from DSA 9/19/2011 I spoke to the DSA Field Engineer to get an update on the approval of the drawings. I am waiting for his response. 10/4/2011 The FCD has been rejected and is being resubmitted by LPA back to DSA 10/14/2011 The platform manufacture is reviewing the request from DSA on the ramp modifications to see if they can be accommodated.																								
CONSTRUCT. STARTED 9/8/2010	SCHEDULED COMPLETION 11/8/2010	REVISED COMPLETION 12/24/2010	CHANGE ORDERS																									

Bid #	SAC College Ave / Soccer Field		Westberg+White	SCHEDULED																											
				5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100				
	General Contractor			ACTUAL																											
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Bid #	SAC U Build. Seismic Rehabilitation		R2A Architects	SCHEDULED																								
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED	10/14/2011 The Architectural firm (R2A) has started their field work.																								
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																									

Bid #				SCHEDULED																								
				ACTUAL	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	96	97	98	99	100
BOARD APPROVED	DRAWINGS APPROVED	BIDS DUE	CONTRACT AWARDED																									
CONSTRUCT. STARTED	SCHEDULED COMPLETION	REVISED COMPLETION	CHANGE ORDERS																									



**MAINTENANCE & OPERATIONS FACILITIES UPDATE**  
**October 18, 2011**

**Projects/Major Repairs Completed**

1. Repair T Building leaking HVAC compressor compartment
2. Wall Pack lights to B33 for new bus stop

**Projects/Major Repairs Begun or Planned**

1. Replacing a compressor in S Building

**Major Purchases**

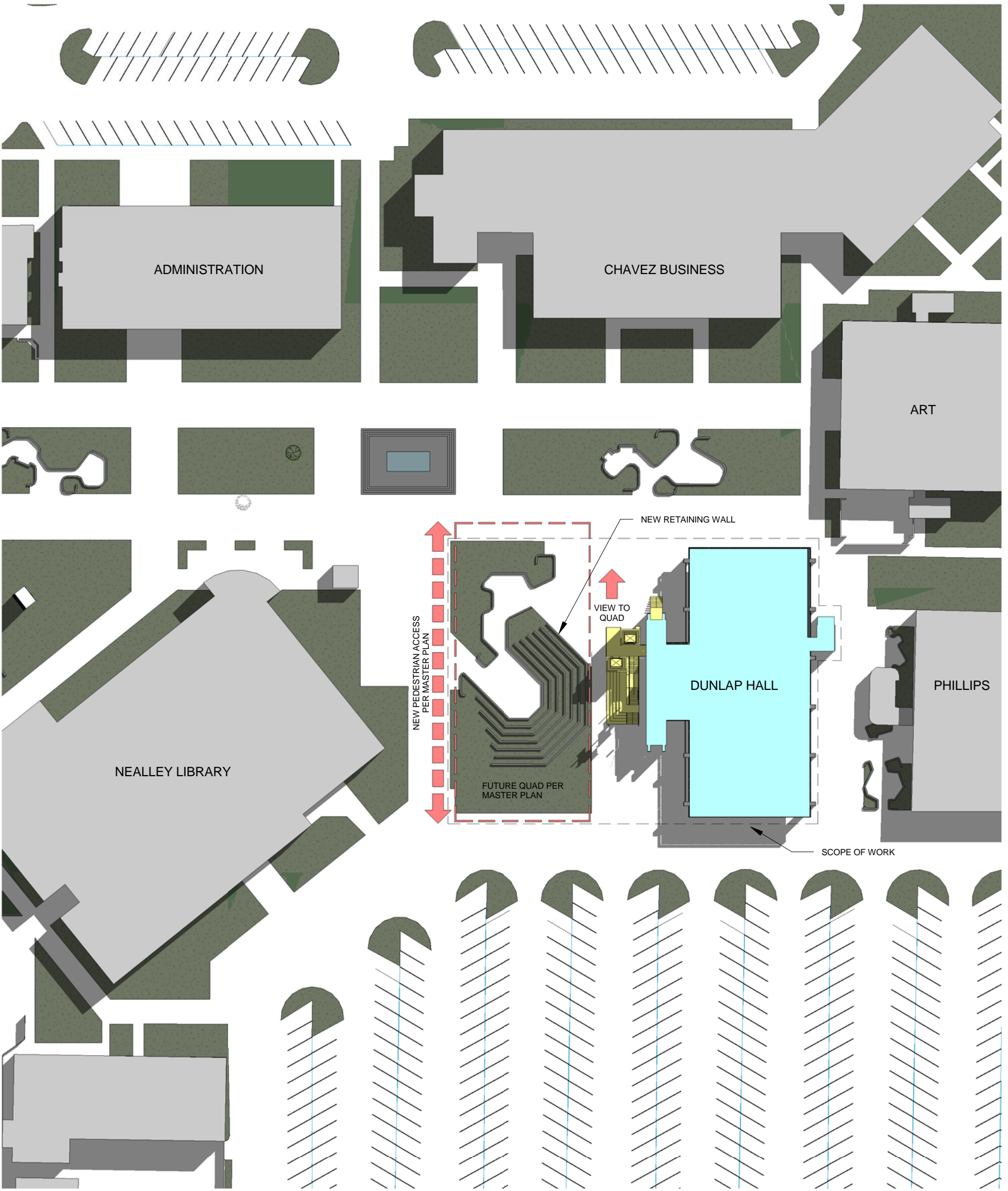
1. Purchasing a portable hoist for the transportation shop
2. Purchased a “green” sweeper which should arrive at the end of the month

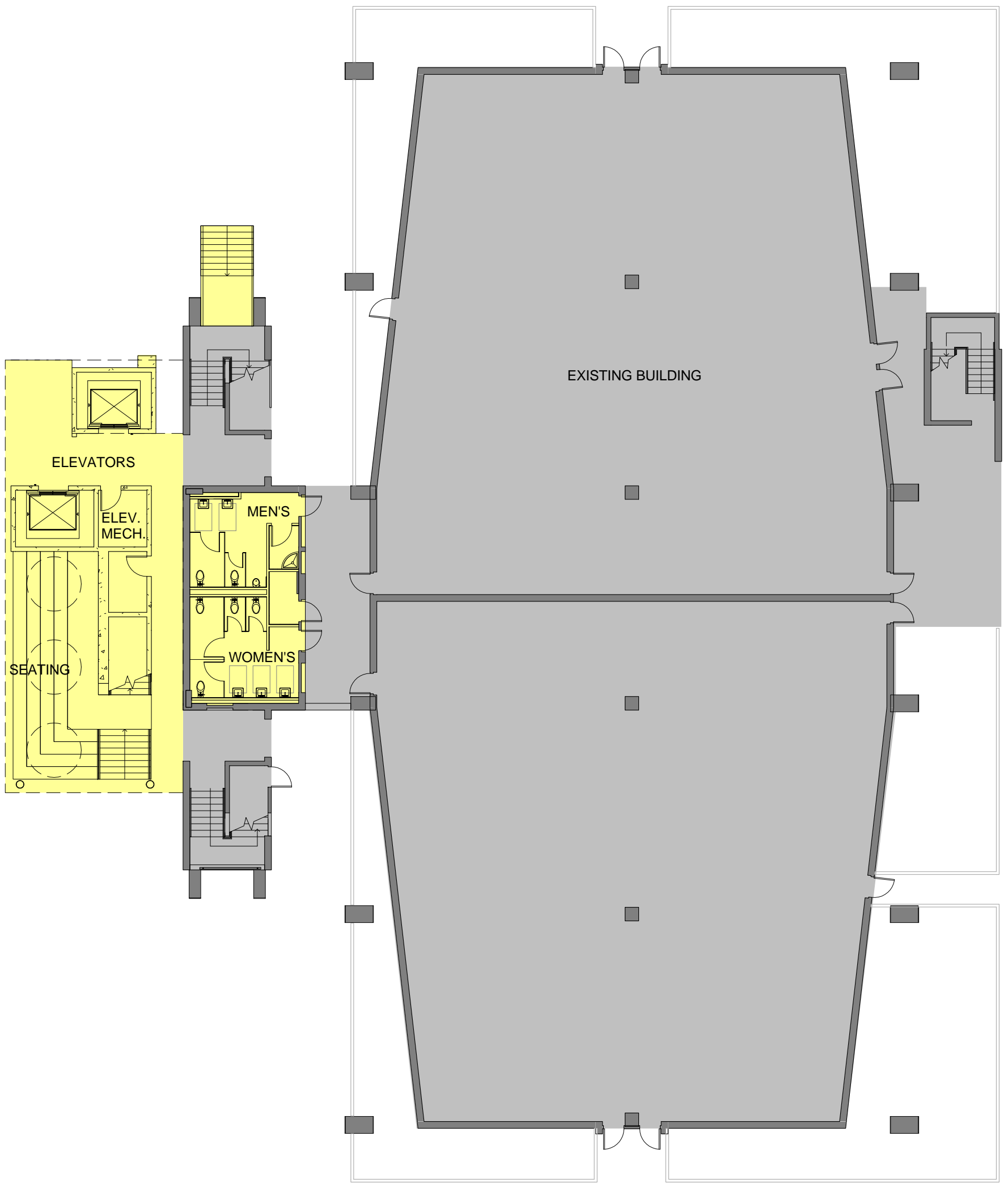
**Work Orders and Requests Completed**

There were 110 work orders completed.

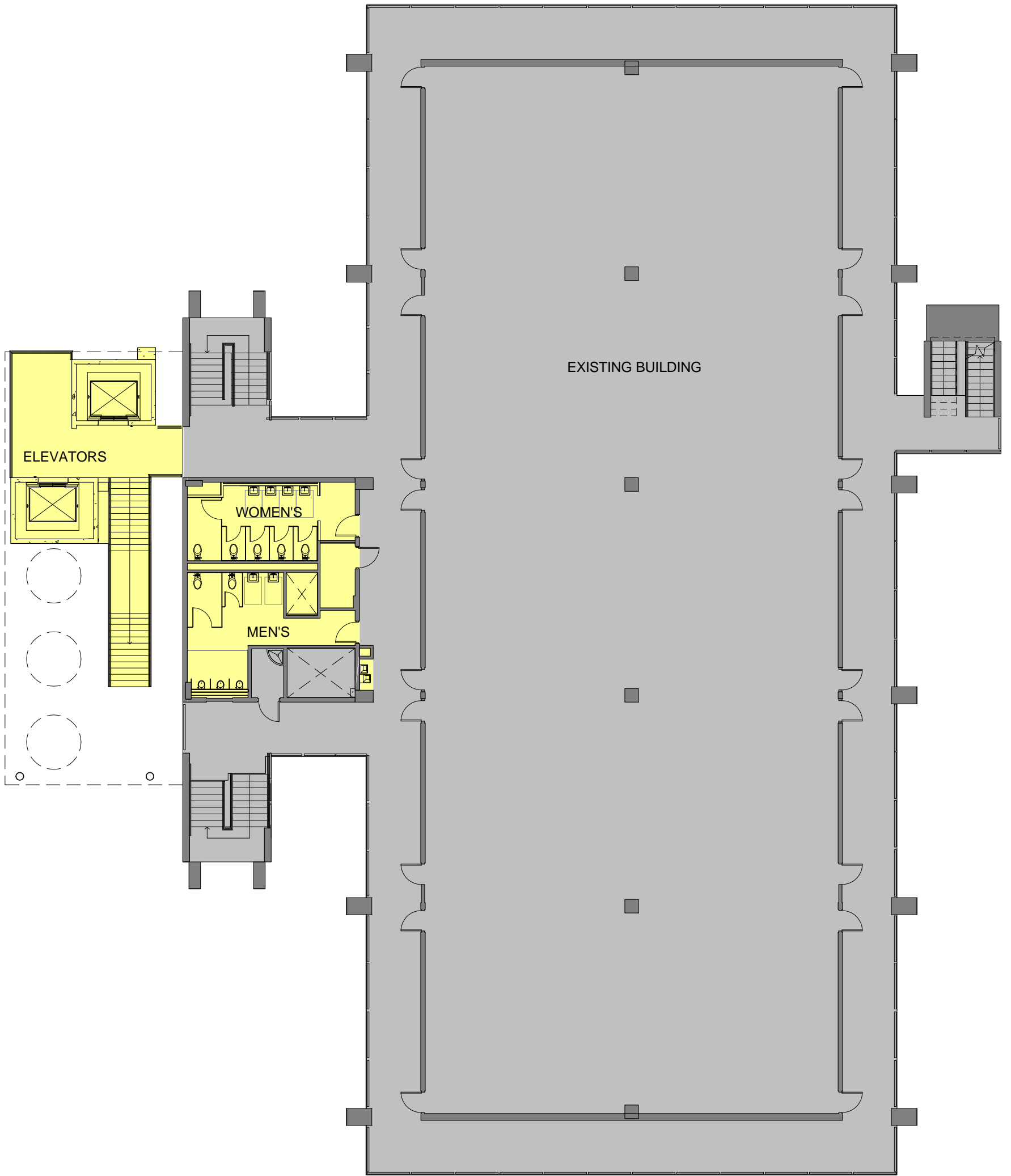
There were 170 work requested forms completed.

OPTION 5- SEPTEMBER 30, 2011

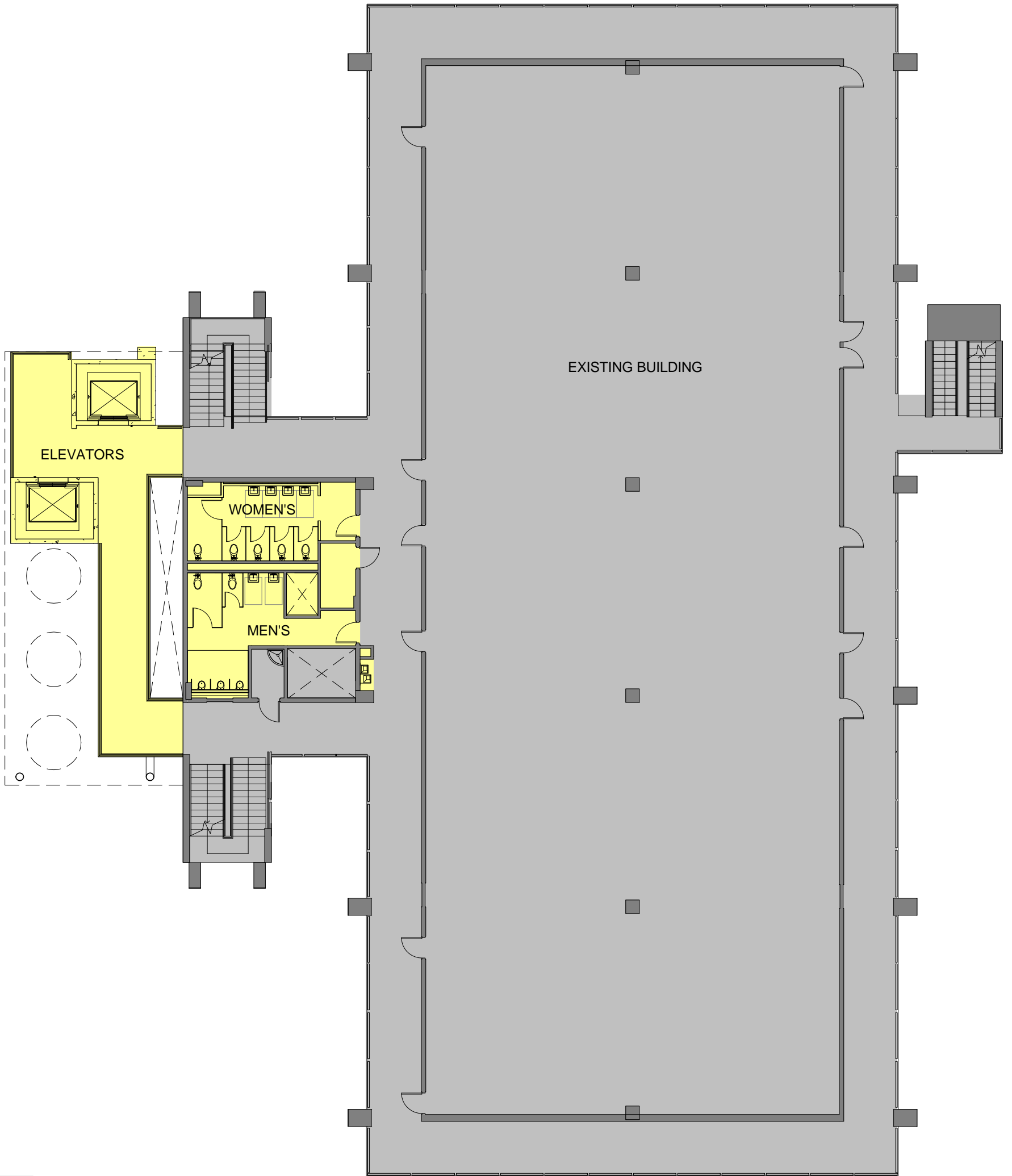




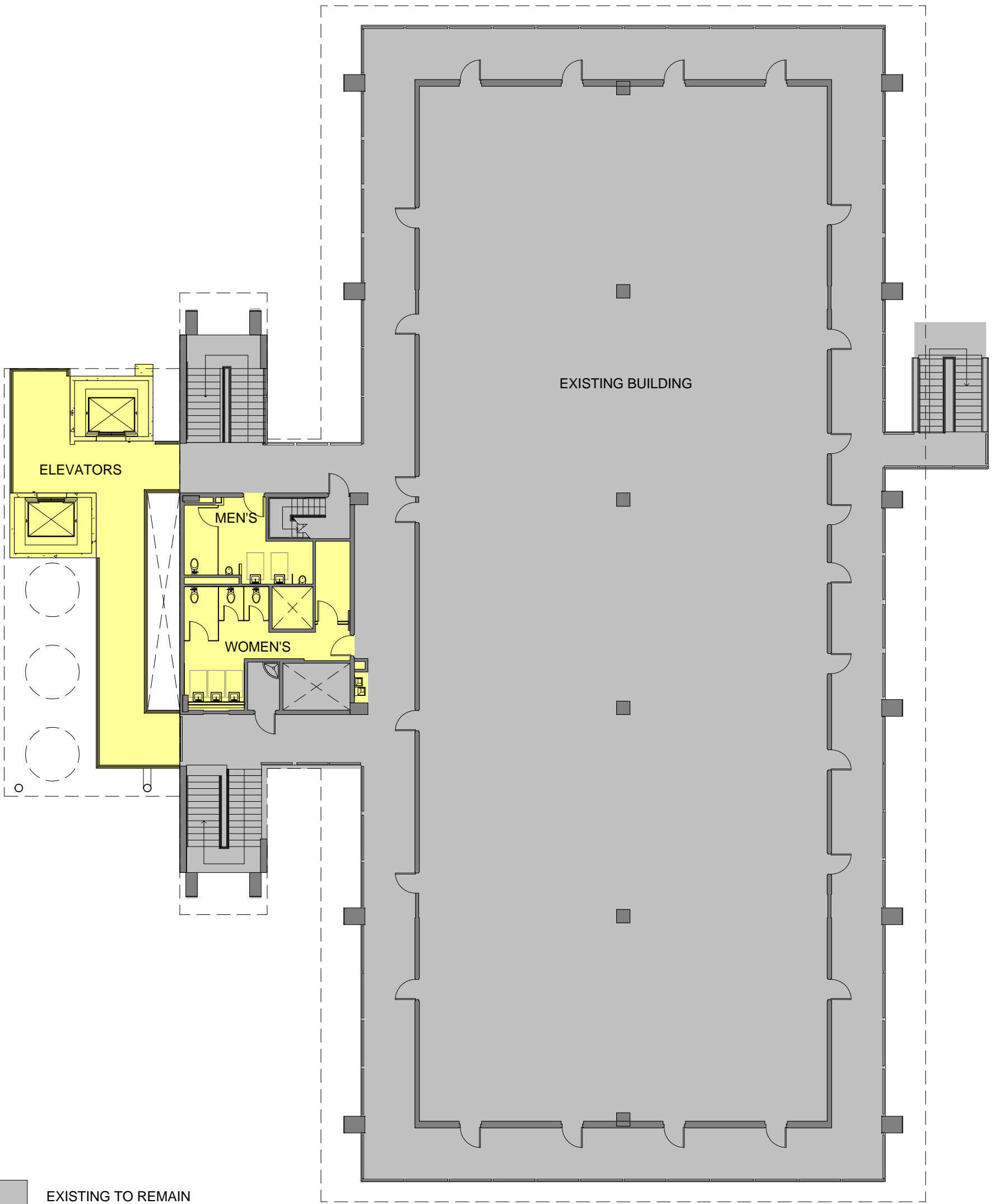
- EXISTING TO REMAIN
- AREA OF NEW WORK


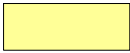


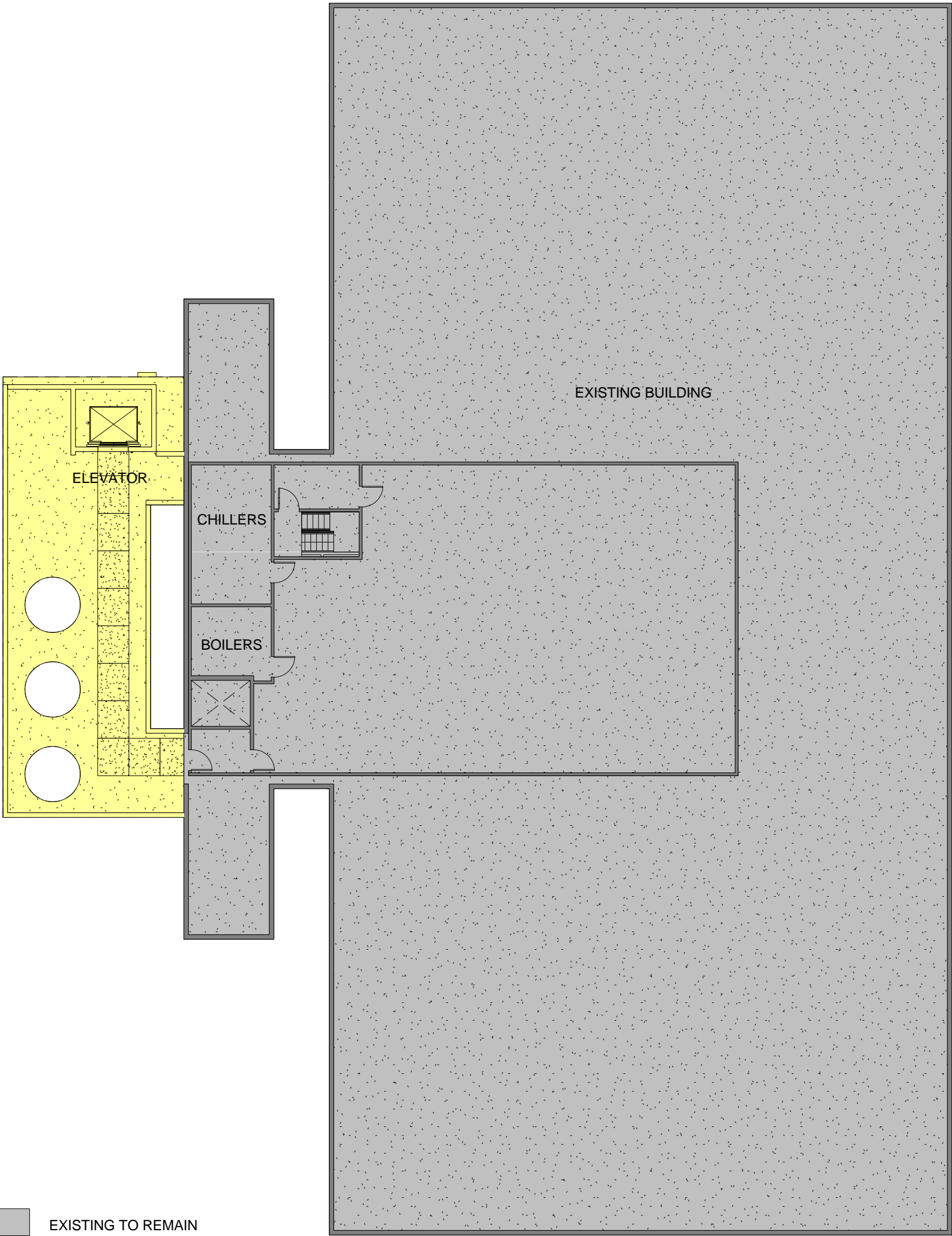
- EXISTING TO REMAIN
- AREA OF NEW WORK





- EXISTING TO REMAIN
- AREA OF NEW WORK



-  EXISTING TO REMAIN
-  AREA OF NEW WORK



-  EXISTING TO REMAIN
-  AREA OF NEW WORK

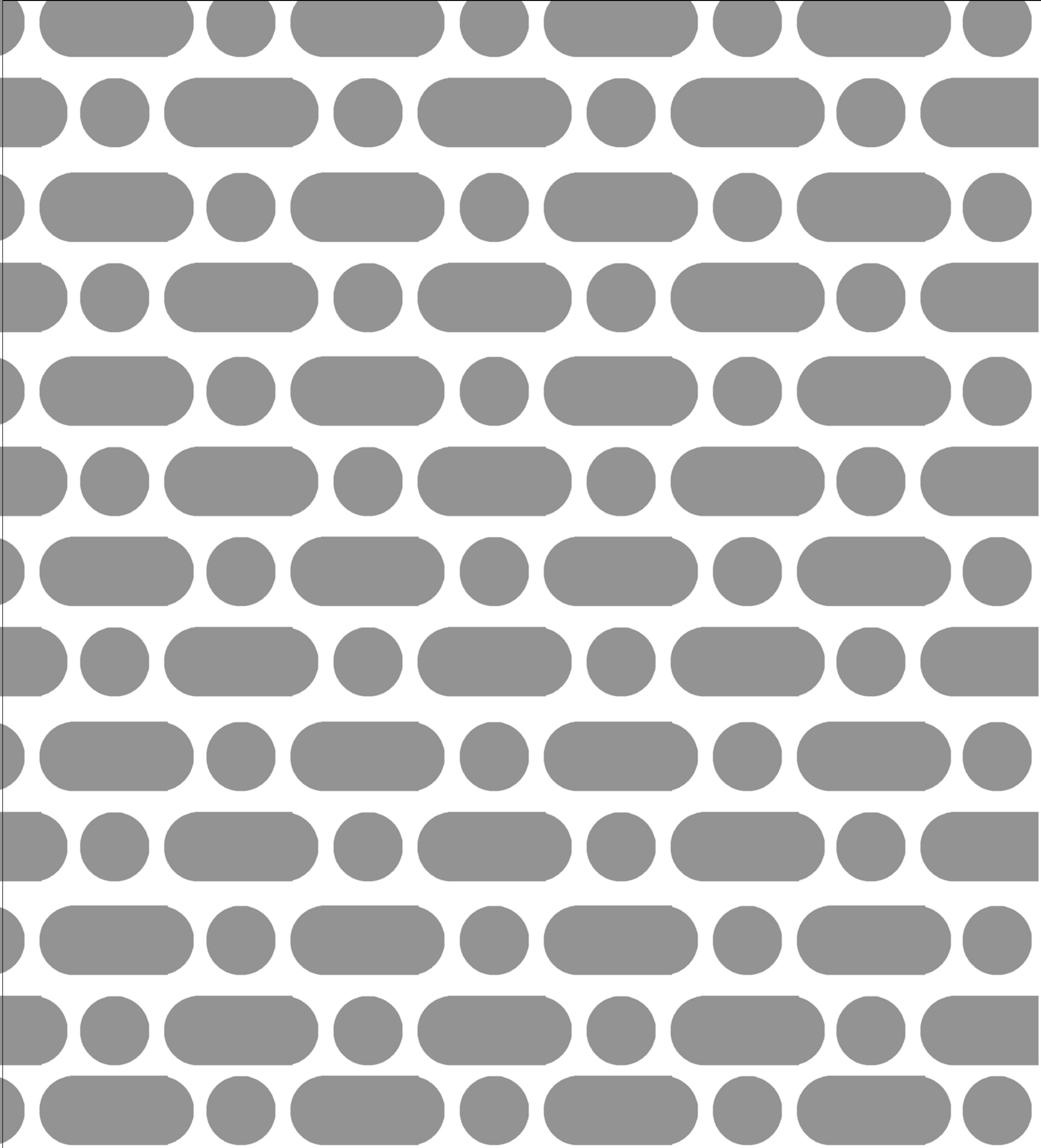


















**SANTA ANA COLLEGE**  
**Participatory Governance Committee**  
**DRAFT End of Year Report 2010-11**

**COMMITTEE – FACILITIES**

**DATE: May 17, 2011**

**CO-CHAIRS – PAUL FOSTER and RAY HICKS**

**MEMBERSHIP**

Paul Foster	Elliot Jones	Jane Mathis	Ed Ripley	Sylvia Turner
Ray Hicks	Ron Jones	Lizbeth Navarro	Sarah Salas	Karen Warner
Norm Fujimoto	Rhonda Langston	Luis Pedroza	Sean Small	James Wooley
Bart Hoffman	Sara Lundquist	Darryl Odum	Valinda Tivenan	John Zarske

Goals	Completely met	Partially met (Please explain)	Not met/ should be carried over (Please explain)	Not met/ should not be carried over (Please explain)
1. Monitor efforts to maintain existing facilities and equipment.		Preliminary list included in Adm Srvs DPP & presented to Fac Com; 4/19/11; Master Plan Architects are conducting a utilities audit for master plan		
2. Monitor efforts to maintain and improve campus appearance.		Grounds Dept is short 2 FTE; 1 FTE has been requested in the Adm Srvs DPP; Improvements to grounds appears in the updated SAC Facilities Master Plan. Many improvements are planned for Phase I, expected to be completed prior to the 2015 centennial.		
3. Work with IE&A and Environmental Workgroup to initiate green efforts on campus.			Environ Workgroup should report to the Facilities Committee. Meetings must be open to campus users and documents must be posted on Inside SAC.	
4. Complete and begin implementing the Facilities Master Plan.		HMC Architects are expected to distributed final Facilities Master Plan in May/June 2011		
5. Review the ADA Transition Plan and proceed with modifications to correct known deficiencies.		The Facilities Committee endorsed the ADA Transition Plan. Measure E funds will be used to correct path of travel to new CDC (summer 2011), Gym 2011-12), and College Ave. (2011-13).		
6. Create a plan to abate graffiti at SAC and review prevention alternatives.			Graffiti is being abated as discovered. An on-going plan with alternatives and budget needs to be developed.	

**Recommended goals for next year:**

1. Monitor efforts to maintain existing buildings, infrastructure, and equipment
2. Monitor efforts to maintain and improve campus appearance
3. Revamp Environmental Workgroup to effectively coordinate green efforts on campus
4. Continue to review and implement the SAC Facilities Master Plan with ancillary sites
5. Evaluate secondary effects of renovation and/or re-purposing of space.
6. Review the ADA Transition Plan and proceed with modification to correct known deficiencies
7. Create a plan to abate graffiti at SAC and review prevention alternatives

**What outcomes and/or body of work have been generated by this committee?**

1. Much progress has been made to establish a preventative maintenance plan that includes an infrastructure inventory.
2. SAC will soon have an updated Facilities Master Plan. Architects are working to implement Phase I.
3. The ADA Transition Plan was adopted and forwarded to District Human Resources.
4. ADA students were asked to participate in a survey used to identify specific problem areas
5. The ADA subcommittee formed a task force to create a closed captioning information document to inform campus users about current requirements.
6. "Universal access" is mentioned as a master plan project goal