



SAC FACILITIES MEETING  
 MINUTES – NOV. 21, 2017  
 1:30P.M. – 3:00P.M.

*Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

Administrators		Academic Senate		CSEA	
Michael Collins, Co-chair	Jim Kennedy(a)	Veronica Oforlea(a)	Susan Sherod(a)	Sarah Salas(a)	Mike Turrentine(a)
Carol Comeau(a)	Christine Leon	Elliott Jones, Co-Chair	Tommy Strong(a)		
Frances Gusman(a)	Frank Fonseca	Genice Gilreath(a)		<b>District Liaison</b>	
Nilo Lipiz(a)	Don Mahany(a)	Ben Hager		Carri Matsumoto	Darryl Taylor
Eve Kikawa(a)	Jennie Adams	Marty Rudd			
Becky Miller(a)	Brian Kehlenbach				
Guests				<b>Campus Safety &amp; Security</b>	
Matt Schoeneman	Brian Schroeder			Ray Wert	
John Zarske	Jaki King			<b>ASG Representative</b>	
				Mariely Figueroa-Hernandez and Brandon Vu	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order – 1:30p.m. Adjourned at 2:46p.m.	
<b>2. PUBLIC COMMENTS</b>					
	None				
<b>3. MINUTES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	The Oct. 17, 2017 meeting minutes were presented for approval.			<b>ACTION</b> Motion was moved by Ben Hager to approve the Oct. 17, 2017 Facilities Committee minutes as presented. 2 <sup>nd</sup> Brian Schroeder.	
<b>4. PROJECT UPDATES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	<ul style="list-style-type: none"> <li>Central Plant Update - Matt Schoeneman reported that the Central Plant is operational and all utilities have been connected to the new Edison System. The hardscape is ongoing. The quad infrastructure has opened up walkways. The majority of the landscaping is completed. Concrete and landscaping will continue. This project is 90% and the target date of completion is January 2018.</li> </ul>				

- Johnson Demolition – At this time, a re-bid for the Johnson demolition project will take place. This project will be completed in two phases. Phase I - demolition of the building. Phase II - underground demolition and subsurface soil preparation which requires DSA approval. The target dates are Summer 2018 – Spring 2019.
- Science Center and Building J Demolition – The new Science Center will be a three story building to include science center and a greenhouse. The bid has been awarded to McCarthy. Notice to proceed was issued on November 17, 2017 and the target occupancy date is April 2020. The demolition of building J will begin as soon as possible. This demolition will impact parking lot 6. Some parking may be restored in parking lot 9. The parking lot on the corner of 17<sup>th</sup> and Bristol is designated for contractors. It was noted that the El Don Newspaper receptacles in the J building have been moved near the Maintenance and Operations building and will be placed in the central mall once the project is completed.
- Scheduled Maintenance Projects – The projects are ongoing. The Window Replacement in Building H project is scheduled for summer. At that time, no will be able to access that building. It can take 6-8 weeks to replace the windows. Faculty will need to be relocated during this project. Most of the scheduled projects are now closed and will be removed from the list.
- Russell Hall Replacement Project (Health Sciences Bldg.) – this project was approved by the Board of Governors, California Community Colleges, and the State Chancellor’s Office. This project will be completed in four phases. Target construction start date is June 2020 and target occupancy is July 2022.
- Current Capital Projects – These projects are ongoing. One of the projects is the campus digital directory and signage. Directories will be placed at three areas on campus. It was noted that due to some of the ongoing projects and the fencing, there will be reduced parking stalls in Lot 6. This will be reassessed after the fencing comes off and demolition is complete. It was also noted that although students park in the Target parking lot across the street, it is possible that they may or may not get a ticket. This also goes for faculty and staff. It was suggested carpooling incentives for students, faculty and staff be implemented. The idea of using the Kohl’s parking lot has been explored with no success. Brandon Vu also suggested a financial incentive for staff that are carpooling or biking to work. OCTA has partnered with SAC for students to ride free. This is an option as well. Public transportation or shuttle buses were also discussed. Will continue to look for other solutions.
- Scheduled Maintenance Projects/Current Projects – Some of the projects include, Emergency Door Lockdown, District-wide Security Radio and Emergency Blue Phone & ADA Path of Travel and Door Hardware and Access Control. It was confirmed that the call boxes in the parking lots are active and the bagged call boxes in the central mall are not operational. Daryl Taylor stated that any new projects under the 5-year plan should be received by mid-December.

	<ul style="list-style-type: none"> <li>SAC Active Project Update &amp; SAC Project Priority listing (attached) – Dr. Collins shared the Facilities Project list for Fall 2017.</li> </ul>	
<b>5. STANDING REPORTS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
<b>HEPPS (Health, Emergency Preparedness, Safety and Security) Task Force</b>	<ul style="list-style-type: none"> <li>HEPPS Task Force – (attached) Dr. Collins provided an overview of the November 2, 2017 HEPPS meeting results.</li> </ul>	
<b>Facilities Report</b>	<p>Facilities Report – Frank Fonseca</p> <ul style="list-style-type: none"> <li>Between October 17th – November 21st - Received 227 Work Orders, Completed 105, 91 pending</li> <li>33-Custodian, 11-Electrical, 6-Grounds, 3-HVAC, 21-Locksmith, 11-Plumbing, 6-Carpentry</li> <li>Roof top cleaning ongoing at SAC/CEC in preparation for rainy season</li> <li>Cesar Chavez computer lab glass replaced</li> <li>Baseball &amp; Softball field turf renovation (aerate, verticut, overseed) in progress</li> <li>Replaced/repair 368 interior tube lighting in A- building (Completed)</li> <li>Ballast replacement in A-building (40 total); ongoing</li> <li>Fire, Life, Safety Testing/Inspection scheduled for week of December 18th</li> <li>Tree Service Trimming completed at SAC</li> <li>Removed (2) Red Iron Bark Eucalyptus at Centennial Education Center (CEC)</li> <li>Completed Tritium EMS software training</li> <li>CUP equipment operation and preventative maintenance training (ongoing)</li> </ul> <p>All work orders should be submitted through the Onuma Work Order System to better process them.</p>	
<b>Environmental Task Force</b>	<ul style="list-style-type: none"> <li>Environmental Task Force – Susan Sherod – not present</li> <li>Brandon Vu, ASG Representative – He spoke on a pilot recycling program in the Russell Hall building. A survey is to be distributed to students regarding the recycling of on campus. Another sustainability idea is to display areas where water bottles can be re- filled on campus and the ASG is to be accountable for collecting empty water bottles if they are giving them out at an event. The ASG would like launch a campaign to promote OCTA usage and encouraging different modes of transportation through social media. Another idea was to encourage students to use their bikes as a mode of transportation and have a bike repair stand available for them throughout the campus.</li> </ul>	
<b>6. ACCREDITATION</b>		<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>Dr. Collins noted that College Council has been working on developing vision statements to accompany the new College Mission Statement.</li> </ul>	
<b>7. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>Emergency Door Lockdown Devices Pilot Update – Daryl Taylor reported that several pilot devices were placed in several buildings on campus. Feedback was received that some of the devices had fallen off and others did not like the door being left ajar. Currently there are three good lockdown device options.</li> </ul>	

	Several different devices will be used throughout the campus to see how they are working. Debriefing sessions to be conducted for both safety offices and collecting of feedback from the users via email to draw a conclusion. After all feedback is received a purchase will be made for one of the devices.	
<b>8. NEW BUSINESS</b>	<ul style="list-style-type: none"> <li>SACTAC Classroom Projector Replacement Recommendation – Elliott Jones reported that at the last SACTAC meeting it was stated that the overhead projectors are antiquated. Most of the current projectors were mounted when DSA approval was not required. For any projector that needs to be replaced, DSA approval is now required and may take months to receive approval. A recommendation was made at the SACTAC meeting to identify all campus-wide projectors that may need to be replaced. Dr. Collins stated that most projectors are between six to eight years old and when they are no longer functional, they cannot be replaced until they mount is DSA certified. That would require an architect to let us know what projectors can be remounted with a new DSA certified mount. Elliott Jones reported that as an interim solution, a recommendation was sent to Planning and Budget to purchase ten media carts and ten Ultra Short Throw Projectors.</li> </ul>	<b>ACTIONS/ FOLLOW UPS</b> To be discussed at next meeting.
<b>9. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	None Next meeting – Feb. 20, 2018	

SUBMITTED BY Maria Cardona