



**SAC FACILITIES MEETING
MINUTES – SEPT. 19, 2017
1:30P.M. – 3:00P.M.**

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	Jim Kennedy	Veronica Oforlea	Susan Sherod	Sarah Salas(a)	Mike Turrentine
Carol Comeau(a)	Christine Leon(a)	Brian Kehlenbach, Co-chair(a)	Tommy Strong(a)		
Frances Gusman(a)	Frank Fonseca	Genice Gilreath(a)		District Liaison	
Nilo Lipiz	Dan Mahany	Ben Hager		Carri Matsumoto	Darryl Taylor
Eve Kikawa	Jennie Adams	Marty Rudd			
Becky Miller					
Guests				Campus Safety & Security	
Maria Taylor	Heller Sanchez	Harold Pierre	Elliott Jones	Scott Baker	
Monica Zarske	Ray Wert			ASG Representative	
				Mariely Figueroa-Hernandez(a)	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order – 1:34p.m. Adjourned at 3:15p.m.	
2. PUBLIC COMMENTS					
	There were no public comments.				
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The May 16, 2017 meeting minutes were presented for approval.			ACTION Motion was moved by Ben Hager to approve the May 16, 2017 Facilities committee minutes as presented. 2 nd Marty Rudd.	
4. PROJECT UPDATES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Carri Matsumoto shared project updates. PROJECT UPDATES <ul style="list-style-type: none"> • Dunlap Hall Renovation – Completed • Central Plant & Infrastructure • Johnson Student Center • Johnson Demolition • Science Center & Building J Demolition • 17th & Bristol Street Parking Lot SCHEDULED MAINTENANCE PROJECTS <ul style="list-style-type: none"> • Window Replacement • Water Conservation 				

	<ul style="list-style-type: none"> • Roof Replacements • Waste Oil Tank Replacement • Door Replacements • Dance Room Floor Repair • Painting • Carpet Replacements • Lighting Contact/Relays • Hazardous Materials Abatement <p>CAPITAL PROJECTS</p> <ul style="list-style-type: none"> • Russell Hall Replacement (Health Sciences Building) • Emergency Blue Phone & Path of Travel • Chavez Hall Renovation • Barrier Removal Exterior • Football Field Fence & Gate • Orange County Sheriff’s Regional Training Academy-Block Wall • All Call Fire Alarm • CEC Mural <p>PROP 39 PROJECTS</p> <ul style="list-style-type: none"> • Energy Management Systems • LED Lighting – SAC, SCC, Digital Media Center and OC Sheriff’s Regional Training Academy <p>CURRENT PROJECTS</p> <ul style="list-style-type: none"> • Door Locks and Access Control • District-Wide Security Radio Communication Infrastructure • District-Wide Emergency Blue Phone & ADA Path of Travel <p>POTENTIAL FUTURE INCREASES TO CONSTRUCTION COSTS</p> <ul style="list-style-type: none"> • Impact of Hurricane(s) • Local Impacts to Construction Market <p>ADA SELF-EVALUATION AND TRANSITION PLAN</p> <ul style="list-style-type: none"> • District-Wide effort is underway for self-evaluation to update the ADA Transition Plan and complete this update by June 2018 	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	Don Mahany provided an overview of the September 7, 2017 HEPSS meeting (attached).	
Facilities Report	<p>Frank Fonseca provided the following Facilities update report.</p> <ul style="list-style-type: none"> • May 1st- September 19th Received 597 Work Orders, Completed 540, 57 pending • Cesar Chavez partial remodel of computer lab A-106-1 • Learning Center Building D-307 installed 150 new student chairs • Installed new carpet in H-105 • W-107 small gym; refinished entire gym floor due to water damage • Install exterior moisture barrier at north and east side of W-107 • Received (2)- cost proposals to paint exterior/interior C-Building; exterior of S-Building • Installation of new carpet in R-307 and installed new tiered seating for 	

	<p>students</p> <ul style="list-style-type: none"> • R-114 Lecture room replaced broken tablet arm chairs with new • Installed (15) exterior lights around J Building Automotive/Diesel • Replaced carpet in several classrooms at CJTC • Continuing to replace/repair exterior lighting throughout campus with LED lights • Received cost proposal to upgrade restrooms in L-Building lobby & R-Building 1st floor women's (partitions, fixtures, paint, mirrors) • Ballast replacement in R-building (39 total); work completed by AlleyCat Construction • Installed hydration systems at: Spot, R, S, H, F, Softball field home dugout; Future installation at L, C, Softball field visitors' dugout • Major mechanical improvement in Building T elevator; required by State Inspection • Installed 1,000 sq. ft. of Bermuda sod/turf • Replaced backflow devices in Building R and Track & Field • Received cost proposal for tree trimming service at SAC and CEC • Water leak in U-Building, theater classroom was moved to U-103 • S-201 added data and power to 6 workstations • L Building added (4)-circuits to provide power to printers • Painted exterior Village Buildings 100, 200, 300 • Repairs done at SAC swimming pool: <ul style="list-style-type: none"> a. Repaired pool chemical port in pool b. Rebuilt (2)- boilers c. Installed new backwash controller for pool system d. Installed new chemical feeder to monitor chemical balance 	
Environmental Task Force	Susan Sherod expressed the need of space on campus for a Sustainability Resource Center.	Present to Kimo Morris and the District Sustainability Committee for feedback.
6. ACCREDITATION		ACTIONS/ FOLLOW UPS
	Dr. Collins reported that a mid-term report was completed and mailed out to the ACCJC. The report highlights what we are doing on campus in regards to the follow-up to the last accreditation visit. He also reported that a new mission statement has been created for the college and will be branded throughout.	
7. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Eve Kikawa proposed the following:</p> <ol style="list-style-type: none"> 1. Utilize the space in between Buildings C and P to show films for Theatre and TV/Video Communication, have music concerts and dances with live music. As well as paint the walls with murals. 2. Provide work space for Fine Arts students by utilizing the space between Music and Phillips Hall. She explained that they would need a tent and a portable floor for this idea. 	Eve Kikawa will research the cost and specific details then present it to the Facilities Committee for further consideration.
8. NEW BUSINESS		ACTIONS/ FOLLOW UPS
	<ol style="list-style-type: none"> 1. Lt. Baker reported that a request was generated to have students use Parking Lot 1 on Saturdays and Sundays. Students and staff must display a parking permit. 	Eve Kikawa moved to allow student and staff to park with a valid parking permit in Parking Lot 1 on Saturdays and Sundays

	<p>2. Monica Zarske stated that adjunct faculty requested to purchase parking permits annually. Jennie Adams reported that this may be feasible. This request has been tabled until further research is completed by the Auxiliary and will be brought back to this committee.</p> <p>3. An issue was brought to the committee by the Student Health Center staff regarding the current status of campus lactation rooms. Dr. Collins reported that lactation rooms will be designed in the new buildings. However, in our current buildings, we do not provide lactation rooms. Currently, the process is to use the Student Health Center where you can find a more sterile environment for lactation purposes. Veronica Oforlea added that staff have been accommodated in other private rooms when the need arises. There have not been any student requests for lactation rooms at this time.</p>	<p>with a review to be done in 3 months for any negative impact. 2nd Marty Rudd.</p>
9. OTHER	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>None Next meeting – October 17, 2017</p>	

SUBMITTED BY Maria Cardona 10/17/2017

Facilities Committee

HEPSS report

September 7, 2017

Room F-126 at 1:00

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MEMBERSHIP

Rebecca Barnard	Renee Miller	Michael Collins	Frank Fonseca	Susan Salgado
Scott Baker	Veronica Oforlea	Nilo Lipiz	Donald Mahany	Amanda Trama
Don Maus	Toni Bland	Amy Treat, DSPS	Norma Castillo	Maria Cardona

*Bold font indicates members in attendance
Meeting called to order – 1:00p.m.*

Old Business	DISCUSSION/COMMENTS	ACTIONS
Emergency Response Training for maintenance and Operations	<ul style="list-style-type: none"> • All new faculty should have received Safety and Security Training <ul style="list-style-type: none"> ○ Back to school night or Flex training 	Mahany/ Baker
Doors	<ul style="list-style-type: none"> • All assessments have been completed at this time. We will start the lock replacement or augmentation soon. This process is going to take a while, as there are so many locks on campus. • Some of the goals are to provide a way to lock doors from the Security Office, inside the room and to provide keys much the same way hotels issue keys to room guests. All doors will continue to have key that can be used by Emergency Responders to make access to rooms and offices. 	Bland / Collins Work in progress
Radios	New Radios will be forthcoming and be given to Safety personnel. We will be using a couple of different radios that have the ability to talk to each. The new radios used by Campus security will have the ability to communicate with City fire and Police.	Baker Work in progress
EOC Training New	<ul style="list-style-type: none"> • Moving EOC to district safety office (currently in A-206) <ul style="list-style-type: none"> ○ Cameras monitoring the campus ○ Parking lot directly across district safety office can be a triage ○ Set up canopies, generators ○ Important to get out to ICS team ○ Have a 30 minute meeting with ICS team ○ Better location logistically ○ Bland/Baker will make a quick assessment of resources 	Bland /Baker /Mahany /Collins

Floor Warden & Building Captains	<ul style="list-style-type: none"> Conducted training with Floor Wardens and Building Captains. <p>This training went very well and will be repeated and this template will be used to teach the other ICS positions. The HEPSS thinks it is a good idea to speak to small groups such as time keepers, Logistics, Planning etc. before we meet as a large body for a practice drill.</p>	Security
New Business	DISCUSSION/COMMENTS	ACTIONS
Great Shake Out	<p>Cover and, Hold, Is the campus ready for the Great Shake Out Drill and what do we need to do to prepare.</p> <p>Campus Security provided 10 Safety classes to Division Back to School Nights and one Flex Week class. Mahany covered one Division class and the Flex Week class. The classes went very well and we feel confident that we met with all new faculty as well as returning faculty. The classes reviewed the document written by the HEPSS committee relating to Safety and Security in the classroom.</p>	Baker
DACA	<p>What are the ramifications, six months to get ready</p> <p>The college is working on this situation from a number of angles. The college president Dr Rose, Chancellor Rodriguez and John Hernandez wrote a letter to Staff, Faculty and Students. Counseling and the Health Office on campus are gearing up for student concerns.</p>	Work in progress
Update on LiveSafe	<p>Are we still lining up with LiveSafe?</p> <p>The program may be changed in the future but right now it is working well and the company seems to be maintaining it adequately.</p>	Mahany/ Baker
Elevator service interruptions –	<p>Elevator service interruptions – Security & Facilities protocol</p> <p>Problems were reported in Building D & I. An inspection found that a cable was too loose causing the elevator to sense vibration, such that might be found in an earthquake and causing the elevator to shut down. The elevator contractor has identified the problem and we are currently working together to resolve the issue permanently.</p> <p>The elevators will be inspected by the State on Monday Sept 10th.</p>	Collins
Lighting assessments	<p>Lighting assessments – Security & Facilities.</p> <p>Campus Security assessed the lights on the SAC campus and it is anticipated that problems will continue as construction continues. Security will continue to conduct assessments. CEC has some problems with lights that involve the City of Santa Ana and it was suggested that they document their attempts to contact the city and their results or lack of results.</p>	Collins / Fonseca
Heat Stress prevention	<p>Heat Stress prevention.</p> <p>Don Maus provided the committee with a hand out from Safety Spotlight titled, “Preventing Heat Related Illness”, Keep Yourself Cool, What is Heat Illness and What You Can Do to Prevent Heat Illness, were some of the topics.</p>	Don Maus
STANDING REPORTS		ACTIONS
SAC – Scott Baker	Security	

	No thefts to report and the summer went well with few incidents. One incident that occurred at the Skate Park in CEC was mentioned.	
Donald Maus	Risk Management No serious injuries were reported however, one injury generated a report for all maintenance workers and gardeners. While trimming a <u>Pencil Cactus</u> , workers ingested dust from the bush causing them to experience respiratory and skin reactions. Some workers were taken to the emergency room for breathing issues.	
Round Table	<ul style="list-style-type: none"> • <u>Norma Castillo</u> brought the trip hazard of the Straw Blanket under for ground cover and that it needs to be kept back from the sidewalk. If it grabs your shoe, it does not release. • <u>Renee Miller</u> wanted to make sure that Campus Security keep an eye on the dark areas of campus during the construction around the Village. 	
	Next Meeting October 5 th , 2017	