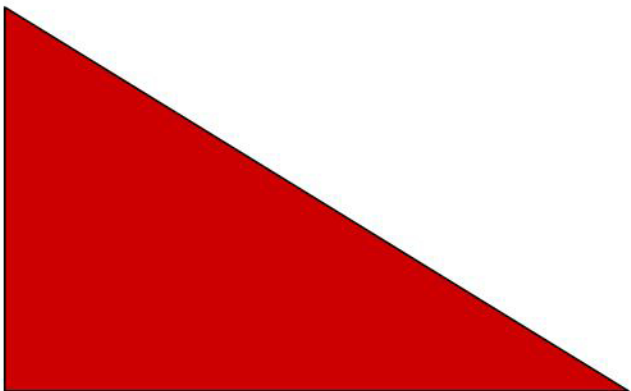




SANTA ANA COLLEGE

**Facilities
Meeting
April 30, 2013**





SAC Facilities Committee
April 30, 2013
1:30p.m. – 3:00p.m.
SAC Foundation Board Room, S-215

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.

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes – March 19, 2013
4. Project Updates
 - SAC Project Update – Jerry Neve
 - Scheduled Maintenance Projects – Scott Connors
5. Standing Reports (5mins.)
 - HEPSS Task Force – Don Mahany
 - M&O Report – Ron Jones
 - Environmental Task Force – Susan Sherod
6. Old Business
7. New Business
 - Facilities RAR review
 - End of Year Report
8. Other
 - Facilities Committee Goals review 2012/2013
 - Review of Anti Smoking Policy.

Facilities Committee Goals 2012/2013

- Align SAC Facilities Committee goals with the RSCCD Sustainability Initiative. Maximum effort will be made to ensure that all improvements be created and managed sustainably for reduction of fossil fuel consumption, and thus the reduction of the campus carbon footprint. “Green” efforts will be considered as a means of reducing utility costs and improving the campus, local and community environment.
- Receive reports on maintenance, repair, renovations, and upgrades to existing buildings, infrastructure, and equipment. Receive reports on progress of new construction as new buildings are approved, designed, and started. Make recommendations as appropriate.
- Monitor efforts to maintain and improve campus appearance.
- Continue to review and implement the SAC Facilities Master Plan at ancillary sites.
- Evaluate and advise on secondary effects of renovation and/or re-purposing of space.
- Monitor efforts and support the Environmental task force and the HEPSS (Health, Emergency Preparedness, Safety and Security) task force and SACTAC (Santa Ana College Technology Advisory Committee).
- Monitor the campus grounds and facilities for ADA compliance; review the ADA Transition Plan; and support the ADA task force. Recommend that modifications be made in a timely manner to correct known deficiencies.
- Provide a conduit for communication for faculty, staff and students to bring forward facility related issues to Administrative attention.



SAC FACILITIES MEETING
MINUTES –MARCH 19, 2013
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 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	Maria Aguilar Beltran	Susan Sherod(a)	Sarah Salas	
Elyse Chaplin(a)	Sara Lundquist	Ray Hicks	Valinda Tivenan	Sean Small(a)	
Bart Hoffman	Linda Rose	Jungwon Jin(a)	John Zarske , Co chair	District Liaison	
Jim Kennedy	Sylvia Turner		Louis Pedroza(a)	Darryl Odum(a)	Alex Oviedo
Ron Jones					
Guests				Campus Safety & Security	
Greg Beard, W&W	John Garakian, W&W	Jerry Neve, Bernards	Nicholas Quach	James Wooley	
Ron Beeler	Eve Kikawa	Hugh Nguyen	Deborah Shepley, HMC	ASG Representative	
Scott Connors, FPPS	Becky Miller	Matthew Pezeshki, PEI	Sheryl Sterry, HMC	Joaquin Santos(a)	
1. WELCOME AND INTRODUCTIONS					
	Self introductions were made.				Meeting to order - 1:31p.m. Adjourned at 2:54 p.m.
2. PUBLIC COMMENTS					
	No public comments were made				
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	The February 19, 2013 minutes were presented for approval.				ACTION Motion was moved by J. Kennedy to approve the February 19, 2013 Facilities committee minutes as presented. 2 nd – S. Salas Motion carried with one abstention.
4. PROJECT UPDATES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
SAC Projects Update	Jerry Neve, construction manager for Bernard's presented an overview of the current facilities projects. <u>Road Alignment / Cul-D-Sac and Parking Lot Expansion (Phase 1-2-3) of Construction schedule</u> Phase 1-2, Has been opened to thru access for all vehicles as of 1-14-13, Balance of work to be completed:				

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Street signage @ College Ave. • Storage Building #4 adjacent to Football Field at north east corner of field, • Architectural punch list, Building 4 issued 3-12-13 • Architectural Punch list for College Ave, on-going <p><u>New Soccer and Football Facilities (Phase 3) of Construction schedule</u></p> <p>Phase 3, Construction activities on-going:</p> <ul style="list-style-type: none"> • North end of Soccer field, SCE-AT&T-Time Warner Cable transitions from overhead to underground services. Completion date; 2-18-13 • Utilities i.e. Above grade Sewer / Water and Power are in progress for the Players restrooms, benches and storage facility • Masonry wall footings and Masonry walls are being installed at the new soccer field property lines. • Footings for Building #3 Masonry walls are currently being excavated • Restroom Building at the south east corner of the Soccer field is complete with the exception of miscellaneous finishes. • Grading for Soccer field is scheduled for April 1, 2013 • Bleacher systems for the Soccer and Football fields are scheduled for installation on 4-1-13 • Masonry pilasters on-going adjacent to new Lot #13 • Bleacher concrete pad complete • Gates adjacent to Football Field bleachers north and south, painting scheduled <p><u>Project; Bid #1180 Perimeter Site Improvements (Phase 1-5)</u></p> <p>Phase 1, Construction activities on-going:</p> <ul style="list-style-type: none"> • Bristol Street entrance driveway complete • Masonry Wall caps complete • Signage • Landscape • Electrical fixtures <p>Phase 2, Construction activities on-going,</p> <ul style="list-style-type: none"> • Demolition complete • Excavation complete for sidewalks, subgrade being prepared • Underground Electrical schedule for 3-22-13 • Lot #6 area of project delayed due to unforeseen "asbestos" storm drain piping below existing parking lot <p>Phase 1-2-3-4-5 Schedules</p> <ol style="list-style-type: none"> 1. Phase 1, 12-17-12 thru 1-28-13 2. Phase 2, 2-4-13 thru 5-17-13 3. Phase 3, 5-20-13 thru 8-30-13 4. Phase 4, 9-4-13 thru 10-31-13 5. Phase 5, 11-4-13 thru 12-31-13 	

PROJECT UPDATES(cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Traffic Alert</u></p> <ul style="list-style-type: none"> • 17th Street campus entrance subject to traffic delay due to on-going construction. Access only for temporary parking in Lot#3 and Staff parking. • Parking Lot#6, parking in this area has been reduced through this phase of construction. Parking will be limited and students are encouraged to use other parking lot's 7-8-9-11-12. 	
Scheduled Maintenance	<p>Scott Connors from FPPS presented an update on the scheduled maintenance projects (please see attachment). Additional commentary as follows:</p> <ul style="list-style-type: none"> • All the projects have been budgeted for and approved by the district. • The list outlined the estimated completion date, budget and status. • Energy upgrade projects were also provided in the overview. • It was noted that most scheduled maintenance projects do not require DSA approval, however anytime structural modifications are required within a project; the project must be go through the DSA process. • Restroom roof in G. bldg./Tessmann Planetarium roof - the roof structures will be repaired and patched. This is a temporary measure as both roofs will be removed as part of a larger project within the next two years. • The replacement of the irrigation timers and control valves are a part of a campus conservation measure. • Rooms are being identified as test beds for the LED lights. Rooms identified are S-215, S-204 and possible A -104. <ul style="list-style-type: none"> ○ The lighting color can be matched to the existing. ○ This will also include the parking lots. ○ If it is decided that LED lighting will be incorporated into new construction, then those modifications will be implemented into those plans. ○ The lifetime of the current bulbs (1-2 yrs) and ballest (3-4yrs.). ○ The LED bulbs pay for themselves in 24 mons. and last 8-10 years <ul style="list-style-type: none"> ▪ Big labor and material cost savings ▪ Full warranty for 5 years. ▪ Light illumination warranty for 8 years. ○ A interest in having LED lights tested in rooms where color is a factor was discussed, fashion design, painting room, etc. <ul style="list-style-type: none"> ▪ The college is looking for additional vendors to expand the test beds. Said rooms could be considered at that time. • It was noted that the lot 6 & 8 resurfacing project will require some coring. A civil engineer is being consulted to recommend the correct application. 	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • The solar PV project is conceptual at this time, looking to applying this to a new or existing building. <p>Electric car charging stations are being considered to be incorporated into the Lot 11 expansion. That project is currently in DSA. If the college decides to move forward with charging stations, the plans will incorporated into the Lot 11 expansion project while it is still in DSA.</p> <ul style="list-style-type: none"> ○ The decision to consider lot #11 for the stations was based on the fact that this project has not been built and the stations can be incorporated into the project without disruption. If that occurs as noted, there could be an implementation of the stations by fall. <p>It was noted that the Scheduled Maintenance list had been established by the M&O team before Dr. Collins' arrival. The original list was built upon and does reflect the true of the campus. However it was noted that it does not reflect all the current needs of the campus.</p> <p>The Resource Allocation Process was briefly outlined for the members. Within this process the campus needs will be identified, triaged and allows funding to be identified. The committee will have the opportunity to review this list. The committee will also develop criteria to identify needs, establish a plan and move forward. The importance of the campus facilities needs and how they tie into the intended outcomes for each area was stressed to the members.</p>	
Bond Project updates	<p>The upcoming bond projects were identified:</p> <ul style="list-style-type: none"> • Johnson Center • New Science Center and Health Science Center. <ul style="list-style-type: none"> ○ End user programming will begin for both projects beginning first with Johnson Center. <ul style="list-style-type: none"> • The end user programming allows for the architect to develop a scope of work which will drive the design for the project. • Swing space for instruction and faculty while buildings are being constructed is moving forward. <ul style="list-style-type: none"> ○ A "village" of portables will be designed on campus with the intent that the portables will be removed once the need no longer exists. ○ The swing space will allow for projects to be expedited sooner and as construction timelines to be moved forward. • A brief update was provided on the Dunlap Hall project. <ul style="list-style-type: none"> ○ Project is currently waiting Board approval. ○ The original plan for Dunlap Hall was that the project would be completed over 2 summers. <ul style="list-style-type: none"> ▪ The "village" swing space will allow for the project to be completed sooner. ○ Some work on the project will commence this summer. ○ No classes are scheduled in Dunlap this summer. 	

PROJECT UPDATES (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o The scope of work will determine if faculty offices will be impacted. <ul style="list-style-type: none"> ▪ Any communications regarding the need for advanced planning related to the instruction/faculty needs will come through Dr. Rose's office. <p>Updates on the plan will be provided to the committee.</p>	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	<p>Members received the following task force members:</p> <p><u>ICS (Incident Command Structure)</u></p> <ul style="list-style-type: none"> • The committee was informed that the ICS chart for SAC has been updated. • Each ICS chart team member will receive an Emergency Operations Book. • Meeting with team members scheduled for Wednesday, March 20. • Each team member will be asked to familiarize themselves with their role. <ul style="list-style-type: none"> o Having offices familiarized and informed of the ICS team member's responsibility, should the member not be present in an emergency. • Each ICS team member will be provided with a vest that will have the responsibility of their position tucked in the vest pocket. • Future training will be planned for the ICS team members. • Importance of practicing different scenarios was stressed. • Members were also informed the SAC Foundation room will serve as the EOC (Emergency Operations Center). <ul style="list-style-type: none"> o The EOC houses a EOP binders as well as flash drives that have been uploaded with the contents of the EOP binder. <p><u>FIRE DRILL</u></p> <p>All campus fire drill had been scheduled for March 21, 2013. Due to the impact on MCHS testing the date has been changed to April 4.</p> <ul style="list-style-type: none"> • This drill will incorporate the AlertU Emergency Messaging System. <ul style="list-style-type: none"> o The message will be sent around 6:30a.m. o The message will inform the recipients of that the drill will be occurring that day. o The task force hopes that the word of the drill will spread and interest in signing up for the system will peak. <p><u>PANEL BEEPING ALARM UPDATE</u></p> <p>For calls where there is a panel beeping that is disrupting instruction.</p> <ul style="list-style-type: none"> • Security is to place a call to Pyrocomm requesting "same day service." • A tech will be sent out the same day usually within four hours. • This is part of our contract and there is no extra charge. 	

5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
M&O Report	<p>The M & O report was presented by Ron Jones. (see attached).</p> <p>The importance of notifying the M&O department when water leaks or wet spots are noticed was stressed. Recently the campus has experienced some leaks that the M&O team was able to resolve.</p> <p>The following inquiries were made:</p> <p><u>M bldg. renovation</u></p> <p>The project is currently in DSA and is being reviewed for structural component safety and fire egress. It will consist of the following:</p> <ul style="list-style-type: none"> • Change out hardware. • Repairs to the roof. • Addition of two restrooms on the south side of building. • Reconfigure front lobby to the original design. • The doorways will be upgraded to be compliant with ADA requirements. <p><u>Parking lot lighting</u></p> <ul style="list-style-type: none"> • It was noted that most of the parking lot lighting is being addressed within the Perimeter project. • Lots 6 , 8 & 9 are not touched by the project. • The plan is to replace the lighting with LED lights will reflect a 1/3 cost savings as well as be eligible for rebates. • The proposal is in the process of getting approved. • The project is looking to be completed by the 1st part of the summer. 	
Environmental Task Force	Members were updated on an upcoming meeting regarding a different type of cooling system throughout campus. There are efforts within the task force to explore grant funding opportunities related to energy innovation.	
OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Alarm Protocol update	<p>For calls where there is a panel beeping that is disrupting instruction.</p> <ul style="list-style-type: none"> • Security is to place a call to Pyrocomm requesting “same day service.” • A tech will be sent out the same day usually within four hours. • This is part of our contract and there is no extra charge. 	
6. New Business	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>2012-2023 RSCCD Comprehensive Master Plan - RSCCD Goals (draft)</p> <p>The RSCCD draft goals were presented for discussion. The goals had been sent to members prior to the meeting for review. Discussion ensued:</p> <ul style="list-style-type: none"> • Important to have college goals align with the district goals. • Important that all the constituency based work of the committees coincides with the district goals and college goals. • Important to think globally as it ties into student success and learning outcomes. • There was discussion as to the use of RSCCD, does it need to be more specific. 	

New Business (cont.)	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Members were invited to email any recommendations to Dr. Collins to be forwarded on to the district.	
	<p>RSCCD Capital Improvement Projects - Board Presentation</p> <p>The presentation was presented to the members. Discussion ensued:</p> <ul style="list-style-type: none"> • There is still discussion whether the portables will be purchased or leased. • The Central Plant will drive utilities cost down and make the college eligible for energy rebates. • Members were updated on new construction delivery methods for the district. Lease/Leaseback and Design build • These are contractual agreements between the contractor and the architect. <ul style="list-style-type: none"> o Lease/leaseback the agreement is between the contractor and architect are direct with the district. o Design build the contractor had the design team underneath his contract. <ul style="list-style-type: none"> ▪ Direct involvement throughout the design and budget process. This allows for better control and eliminates the change orders. <ul style="list-style-type: none"> • Change orders can increase the costs. <ul style="list-style-type: none"> ▪ Both options allow for more flexibility. ▪ The decision is made by the Board. The college will move forward in alignment with those decisions. 	
7. Other	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Members were notified of the April meeting date change. The April 16 th previously scheduled meeting has been moved to Tuesday, April 30 th at 1:30p.m. in the SAC Foundation Board Room.	
	<p><u>Facilities Use Investigation</u></p> <p>Members were informed that a review will be conducted regarding the way the college leases or rents facilities in relationship to the Civic Center Act as well as statutory and legal requirements that the college falls under.</p> <ul style="list-style-type: none"> • A study on what other community college districts in the area are charging will be made. • Those results will come to the Facilities committee and carried through to College Council and to the President. 	

SUBMITTED BY Geni Lusk 4/2/2013



SANTA ANA COLLEGE

Participatory Governance Committee

Year-End Assessment Form

Committee: Facilities Committee

Date: April 30, 2013

Chairs: Michael Collins, John Zarske

Members:

Elyse Chaplin	Rhonda Langston	Maria Aguilar Beltran	Valinda Tivenan
Bart Hoffman	Sara Lundquist	Ray Hicks	Louis Pedroza
Jim Kennedy	Linda Rose	Jungwon Jin	Sarah Salas
Ron Jones	Sylvia Turner	Susan Sherod	Sean Small

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. Align SAC Facilities Committee goals with the RSCCD Sustainability Initiative. Maximum effort will be made to ensure that all improvements be created and managed sustainably for reduction of fossil fuel consumption, and thus the reduction of the campus carbon footprint. "Green" efforts will be considered as a means of reducing utility costs and improving the campus, local and community environment.				
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3. Monitor efforts to maintain and improve campus appearance.				
4. Continue to review and implement the SAC Facilities Master Plan at ancillary sites.				

Goals	Completely met	Partially met (Please explain)	Not met/should be carried over (Please explain)	Not met/ should not be carried over (Please explain)
5. Evaluate and advise on secondary effects of renovation and/or re-purposing of space.				
6. Monitor efforts and support the Environmental task force and the HEPSS (Health, Emergency Preparedness, Safety and Security) task force and SACTAC (Santa Ana College Technology Advisory Committee).				
7. Monitor the campus grounds and facilities for ADA compliance; review the ADA Transition Plan; and support the ADA task force. Recommend that modifications be made in a timely manner to correct known deficiencies.				
8. Provide a conduit for communication for faculty, staff and students to bring forward facility related issues to Administrative attention.				

Recommended goals for next year:

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

bnj/2-8-08