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.

<table>
<thead>
<tr>
<th>Administrators</th>
<th>Academic Senate</th>
<th>CSEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Collins, Co-chair</td>
<td>Maria Aguilar Beltran</td>
<td>Susan Sherod</td>
</tr>
<tr>
<td>Sherry DeRosa</td>
<td>*Rhonda Langston(a)</td>
<td>Mike Ediss(a)</td>
</tr>
<tr>
<td>Bart Hoffman(a)</td>
<td>Loy Nashua(a)</td>
<td>vacant</td>
</tr>
<tr>
<td>Jim Kennedy(a)</td>
<td>Mark Wheeler</td>
<td>Sarah Salas</td>
</tr>
<tr>
<td></td>
<td>Dietrich Kanzler</td>
<td>Maria Taylor</td>
</tr>
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<td></td>
<td>George Moore</td>
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<tr>
<td>Guests</td>
<td>Campus Safety &amp; Security</td>
<td></td>
</tr>
<tr>
<td>Matt Shoenamen</td>
<td>Ron Coopman</td>
<td>Ray Stowell(a)</td>
</tr>
<tr>
<td></td>
<td>*Gilbert Cossio for R. Langston</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ron Jones</td>
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<tr>
<td></td>
<td></td>
<td>ASG Representative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kyle Murphy(a)</td>
</tr>
</tbody>
</table>

1. WELCOME/ INTRODUCTIONS

Self Introductions were made
Meeting called to order – 1:32p.m. Adjourned at 2:54p.m.

2. PUBLIC COMMENTS

A concern was brought forward regarding limited space in the library. Why is Johnson Center before the Library in the Phasing plan?
• One of the reasons was that Johnson Center was a higher priority due to the seismic issue with the bookstore.
• Library is not funded through Measure Q.
• It is on the list after the Health Science building.
• The Library status is listed as top priority in the Master Plan.
  o The status of the Library has not changed from the 2005 or 2011 version of the Master Plan.
• The options for the Library as outlined in the 2014 Master Plan are either renovation or tear down.

3. MINUTES

The September 16, 2014 meeting minutes were presented for approval.

ACTIONS/ FOLLOW UPS

ACTION
Motion was moved by M. Taylor to approve the September 16, 2014 Facilities committee minutes as presented.
2nd – E. Kikawa
The motion carried.
### 4. Project Updates

<table>
<thead>
<tr>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
</table>
| Carri Matsumoto provided the membership with an overview of the Measure Q projects as well as Active Projects (see attached). Additional comments as noted. **Dunlap Hall**  
- The project has been delayed associated with the work.  
- Remediation of the footing piles has been an issue and it had to go back to DSA for review.  
  - Expecting to hear back shortly.  
- Work is being started in anticipation of the approval.  
- Too early to tell if the project will remain behind schedule or catch up.  
- Working on the guardrail replacement.  
- It was noted that there is a huge weight reduction between the old guardrails and the new replacements.  
A definition of pile caps was provided for the membership. **Central Plant and Infrastructure**  
Bldgs. A & C have been DSA approved.  
In the process of submitting a couple more buildings to DSA.  
Waiting to hear back on other submittals.  
A video clip was demonstrated to the members that shows construction in a chronological order, whereabouts of construction crews and location of construction areas.  
- This tool will improve communication to the campus community.  
- It will be provided on the web once it is ready.  
Working with Hensel Phelps, Architects and design teams on the sequencing of work.  
- There are roughly 40 phases.  
- The video clip will offer a 3-week look ahead.  
- The video has the capacity to be update to “real time.”  
Members were reminded if work gets delayed the sequencing will remain the same.  
Members were also advised that microplans have been developed for fencing, pedestrian path of travel, temporary walkways, vehicle routing, truck routing, signage and limited areas of access.  
The area where the site utility work will done will be very challenging. The current utilities must be kept live until they are replaced with the new.  
All work, phasing, etc. will be coordinated with the college calendars. |
The importance of communication was emphasized. Effective communication efforts are being explored.
- Phasing plan and map
- 3 week look ahead
- On-line video clip
- Active signing
- QR codes
- Possibility of an onsite Communications Coordinator for the campus.

Continue to develop and offer a variety of tools to improve communication efforts.

**Johnson Student Center**
Members were advised that the project has a rigorous timeline to confirm programming and move into development.

A project process overview was developed in an effort to outline how the team will collaborate with the different user groups and clearly identify when they will have input into the project. This process allows opportunities are identified in red in each phase when the user group discussion will take place.
This process provides a better understanding and expectations of everyone’s role.

The inclusion of user groups on any level of construction was suggestion.

A summer demo (August 2016) is conducive due to the amount of work and noise. Less intrusive during the summer to the campus.

Members were updated that an August 2015 demo of Johnson is being considered.
This timeline is aggressive.
Would be contingent on the completion of Dunlap Hall and the time it would take to move back to Dunlap, prepare the village for Johnson inhabitants.
It was noted that Johnson demoed earlier will help with the construction schedule.

**STEM Building**
The cost of the project was noted. Members were informed that the cost consists of hard and soft costs. The building is being cost projected out at approximately $600.00 per sq ft. which is very consistent within the range for STEM buildings.

**Health Sciences Building**
- Members were advised that there are not enough monies in Measure Q for this project.
### Project Updates (cont.)

- Project is approximately 19-20mil shy.
- State Capital Facilities bond necessary to move forward unless another option can be secured.
- The STEM and Health Science buildings will be programmed concurrently.
- Due to the fact that two buildings will be programmed together, programming efforts will be more robust.

**Parking Lot at 17th and Bristol St.**  
The lot may continue to be used for construction parking with the upcoming projects in an effort to minimize the parking impact on campus.

A brief update was provided on the Active Projects Scheduled Maintenance
- Door Hardware upgrade is moving forward.
- Building H Painting, Window replacement is out to bid.
- Roof repairs for C, N, L, P&R – working hard to complete before the rains.
- CEC- Parking Lot Slurry and Re-stripping – the city will be doing some work related to the parking lots at CEC. The district will allow the city to repair, re-surface and possibly redesign the lot.

A list of 2015 Scheduled Maintenance & other projects were provided to the membership.
- There is 100% state funding. No match required.
- Work is beginning on budgets, scopes of work and schedules.
- Members were reminded that completion of these projects will be based on the highest priorities and how far the monies will go.

An inquiry was made regarding securing the windows in Phillips Hall to avoid future break-ins.

### 5. Standing Reports

| HEPSS (Health, Emergency Preparedness, Safety and Security Task Force) |
|---|---|---|
| **A** HEPSS report was provided for the members. (Please see attachment.)Additional comments as noted. **Great American Shakeout** The drill went well  
Instructors and students are getting use to making the evacuation.  
The emphasis was on Drop, Cover and Hold for an **Earthquake** and immediately evacuate for a **Fire**.  
For future drills, the Berbee announcement will precede the fire alarm.  
It was noted that the building captains did an excellent job in their communication efforts, clearing the buildings and reporting those sheltered in place.  
The need for building captain training for some areas was noted.  
It was clarified that all employees of the district are consider disaster |
<p>| <strong>Follow Up</strong> Ray Stowell will follow up and provide training for the areas noted. <strong>FOLLOW UP</strong> The Student Emergency Notifications document (10/3/2014) will be uploaded to the HEPSS website. |</p>
<table>
<thead>
<tr>
<th>Standing Reports (cont.)</th>
<th>DISCUSSION/ COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>service worker in times of emergency. • An instructor is first to care for their students then meet the needs of the college. A discussion ensued regarding what faculty should do with Middle College H.S. in cases of emergencies. • The SAUSD code requirement will be verified for this issue with Principal Apps and a protocol will be built based on that information. • This item will be worked through the HEPSS task force and reported back once the protocol has been established. The importance of instructors showing the EMERGENCY PREPAREDNESS VIDEO FOR STUDENTS @ <a href="https://intranet.rscdd.edu/Safety-Risk-Management/Pages/emergency-procedures-and-practices.aspx">https://intranet.rscdd.edu/Safety-Risk-Management/Pages/emergency-procedures-and-practices.aspx</a> at the beginning of each semester Blackboard Connect is the new platform for our emergency notification on campus. It is up and running. • AlertU is no longer being used. • Important to update your email and cell phone on Web Advisor • Training is in process. Members were reminded that in the case of a medical emergency and to avoid lag time call 911 to facilitate getting emergency medics on campus asap.</td>
<td></td>
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</tbody>
</table>

| Facilities Report | The SAC Facilities Report was presented by Mark Wheeler (see attached). Additional comments as noted. The city of Santa Ana has been identified as the hot bed for West Nile Virus in the nation. • Efforts are being made on campus to identify and remedy standing water areas. • Vector Control has walked the SAC main campus and CEC. It was noted that the step between H&W is being worked on. Dr. Collins noted the Accreditation team commended the college for providing a safe and inviting environment conducive to learning and learning outcomes. This commendation was one of the four noted. Dr. Collins thanked Mark Wheeler, Ron Jones and the entire M&O team for their outstanding work. |

<p>| Environmental Task Force | Susan Sherod shared that the Engineering department is rolling out a new AS degree and highlighted some of the opportunities that could hold for the College. |</p>
<table>
<thead>
<tr>
<th>Standing Reports (cont.)</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A brief overview on Breathing Windows, Intellivent which are some innovation solutions that could be considered in upcoming projects was also provided to the membership.</td>
<td></td>
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<tr>
<td>An invitation was extended to attend the Trade Advisory meeting for Engineering on Nov. 6. Anyone interested contact Susan Sherod.</td>
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<tr>
<td>It was also noted that the Sustainability Plan is in its final draft.</td>
<td></td>
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<tr>
<td>The committee is working on establishing sustainable goals and how they will be measured.</td>
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<tr>
<td>It was noted that the building codes are aggressive when it comes to sustainability.</td>
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<tr>
<td>Chancellor is committed to the Sustainability Plan and Sustainability for the district.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Old Business</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parking Permit Machines</strong></td>
<td><strong>The procurement of three permit machines is underway. The machines will be placed at the following locations:</strong></td>
<td><strong>It was noted that in Lot #11, the district will oversee the machine and its replacement.</strong></td>
</tr>
<tr>
<td>• Front of the gym</td>
<td></td>
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<tr>
<td>• Lot #13 north of the soccer field</td>
<td></td>
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<tr>
<td>• Back of Lot#7 towards CDC on the southwest corner</td>
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<tr>
<td>It was noted that parking is charged 24/7 and overnight parking is not allowed.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>7. New Business</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/ FOLLOW UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electric Car Charging Station Update</strong></td>
<td><strong>There are two stations in Lot #11 that are operational.</strong></td>
<td><strong>Four additional stations are underneath the trailers, once the trailers are removed, the college will have 6 in total.</strong></td>
</tr>
<tr>
<td>• An analysis has been completed of the average of what is being charged in the area.</td>
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<tr>
<td>o A plan is being developed with that information that will be presented to Cabinet.</td>
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<tr>
<td>• Once the plan is approve the information can be inputted online.</td>
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<tr>
<td>• Average .43 per kilowatt hour which includes the service fee from the vendor ChargePoint.</td>
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<tr>
<td>• On average the stations are used for four hours.</td>
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<tr>
<td>• After four hours some rates are $5.00 per hour.</td>
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<td></td>
</tr>
<tr>
<td>New Business(cont.)</td>
<td>DISCUSSION/COMMENTS</td>
<td>ACTIONS/ FOLLOW UPS</td>
</tr>
<tr>
<td>--------------------</td>
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<td>---------------------</td>
</tr>
</tbody>
</table>
| **Hydration Station** | **• Considering a pilot**  
|                     | **• A system that allows water bottles to filled with filtered water.**  
|                     | **• Carri working to see where they would they would fit best.**  
|                     | **• Options of placement are being considered.**  
|                     | **• Look to see if it could be incorporated into our Central Plant.**  
|                     | **• Looking to see what works best for our students and campus.**  
| **8. Other** | **DISCUSSION/COMMENTS** | **ACTIONS/ FOLLOW UPS** |
|                   | **There was an inquiry regarding the status of the Bill Brush plaque and the plans for its relocation.** | **FOLLOW UP**  
|                   | **This issue will be researched and brought back to the committee.**  

SUBMITTED BY Geni Lusk 11/6/2014
SANTA ANA COLLEGE
FACILITIES COMMITTEE MEETING
OCTOBER 21, 2014
- Dunlap Hall Renovation
- Central Plant
- New Johnson Student Center
- Science, Technology, Engineering and Mathematics (STEM) Building
- Health Sciences Building
- 17\textsuperscript{th} & Bristol Parking Lot
Project Summary:

- Renovate and replace the aging guard rails around the pedestrian walkways on all levels of Dunlap Hall, as well as, providing a new elevator and stair tower.
- Remodel the existing restrooms.

Current Status:

- Construction began in April 2014 with a target completion expected at the end of June 2015.
- Continuing demolition of guardrails, old elevator shaft and restrooms.
- Upcoming activities include remediation of footing piles, installation of pile cap, and continued installation of guardrails.

Budget:

- $15.27 million
Project Summary:

- Construction of a new Central Plant Building.
- Phase 1: utility replacement, Phase 2: central plant and Phase 3: mechanical upgrades to 8 buildings and includes a new central cooling plant, underground chilled water piping loop, upgrading existing gas, domestic water lines, sewer, drainage and fire water systems.
- Includes HVAC system conversion for 8 existing buildings to be connected to the new Central Cooling Plant, including a new campus wide energy management system (EMS).
- Includes 10 DSA plan submittals.
- The central plant building will be designed to meet LEED Silver certification.

Current Status:

- Project is in design.
- Target construction: June 2015 – Fall 2017

Budget:

- $67.9 million
Santa Ana College
Phasing Plan 10/1/14
Project Summary:

- Construction of a new Johnson Student Center.
- The old bookstore annex and the Johnson Center Building will be demolished.

Current Status:

- HPI Architecture was Board approved September 8, 2014.
- Campus kick-off meeting scheduled for October 20, 2014.
- Demolition activities target start August 2016 (under review).

Budget:

- $28.49 million
PROJECT PROCESS

PROGRAM CONFIRMATION
- Project Kick Off / Vision Meeting
  - User Group Meetings
  - Program Documentation / Reconciliation
- Program Review / Space Diagrams
  - Program Refinement / Reconciliation
- Final Program Approved

SCHEMATIC DESIGN
- Alternatives: Space / Building Plans, Site Plan, Character
  - Review Alternatives
- Refine Selected Alternatives
- Conceptual Engineering Design
- User Group Reviews
- Final Schematic Documents
- Cost Estimating
- Oversight Reviews
- Schematic Design Approval

DESIGN DEVELOPMENT
- Fixtures, Furnishings and Equipment Review
  - Refinement of Plans / Building Exterior / Site Plan
- Engineering Documents
- Finalize Project Character

CONSTRUCTION DOCUMENTS
- Architectural & Engineering Documents and Specifications
  - User Group Reviews for Specialty Spaces
- Cost Estimating @ 60% & 100% CDs
- Oversight Reviews
- State Approvals
- Project Prepared for Bidding

CONSTRUCTION
- Contractor Prequalification
  - Bidding
  - Award
  - Construction
  - Inspection
  - Acceptance of Project

MOVE-IN
- Furnishings
  - Equipment Set Up
  - Completion of Data System
  - Startup
  - Move-In
Project Summary:

- Construction of a new 63,100 square foot science and math complex housing modern laboratories, classrooms, lecture halls, and faculty offices.

Current Status:

- HGA Architects pending Board approval October 13, 2014.
- Pending kick-off programming with campus.
- Demolition activities target start August 2016 (under review).

Budget:

- $62.94 million
PROJECT UPDATE
SANTA ANA COLLEGE
HEALTH SCIENCES BUILDING

Project Summary:

- Construction of a 55,138 square feet facility to allow for the consolidation and growth of the Health Sciences Programs including Nursing, Occupational Therapy Assistant, Medical Assistant, Emergency Medical Technician and Pharmacy Technology.

Current Status:

- This project has been submitted to the state for future funding.
- Programming to be included in STEM project.
- Design and construction start to be determined.

Budget:

- $41.25 million (under review).
- Need additional funds to start construction.
Project Summary:

- New surface parking lot.

Current Status:

- Design is currently underway with Donald Krotee Partnership.
- Parking lot to be utilized for contractor worker parking for Dunlap Hall renovation on an interim basis.

Budget:

- $1.65 million
- Acquisition of property was paid by Measure E funds.
# Master Program Budget

(Based on no state funding)

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated Total Budget</th>
<th>Status</th>
<th>Construction Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunlap Hall Renovation</td>
<td>$15.27 M</td>
<td>Under Construction</td>
<td>April 2014 - June 2015</td>
</tr>
<tr>
<td>17th &amp; Bristol Parking Lot</td>
<td>$ 1.65 M</td>
<td>In Design</td>
<td>To be determined (TBD)</td>
</tr>
<tr>
<td>Central Plant 3 Phases</td>
<td>$67.9 M</td>
<td>In Design</td>
<td>June 2015 – Fall 2017</td>
</tr>
<tr>
<td>Johnson Student Center</td>
<td>$28.49 M</td>
<td>Programming</td>
<td>Spring 2016 – early demo</td>
</tr>
<tr>
<td>STEM Building</td>
<td>$62.94 M</td>
<td>Programming</td>
<td>TBD</td>
</tr>
<tr>
<td>*Health Sciences Building</td>
<td>$41.25 M</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$217.50 M</strong></td>
<td></td>
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<tr>
<td>Escalation</td>
<td>$10.95 M</td>
<td></td>
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<tr>
<td><strong>New Total</strong></td>
<td><strong>$228.45 M</strong></td>
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</tbody>
</table>

*State Funding Eligible $19 M

**Includes construction, design and owner contingencies
Door Hardware Upgrade

Project Summary:
- To retrofit door hardware across the campus.
- This work will be phased over the next several years.

Current Status:
- Work is ongoing.

Budget:
- $184,151

Building H Painting, Window Replacement

Project Summary:
- Painting of Building H, window replacement and removal of exterior window screens.

Current Status:
- Bid documents being prepared for re-issue.

Budget:
- $200,000
**Buildings C, N, P & R Roof Repairs**

**Project Summary:**
- To repair roofs.

**Current Status:**
- Pre-construction meeting took place October 16, 2014.
- Construction anticipated October 27, 2014.
- Completion anticipated December 2014.

**Budget:**
- $1,111,794

---

**Building L Roof Repairs**

**Project Summary:**
- To repair roofs.

**Current Status:**
- Pre-construction meeting took place October 16, 2014.
- Construction anticipated October 27, 2014.
- Completion anticipated December 2014.

**Budget:**
- $61,146
CEC – Parking Lot Slurry and Restriping

Project Summary:
- Slurry of parking lot 1-5 and restriping.

Current Status:
- Bid documents being developed for issue by the end of October 2014.

Budget:
- $205,144
Santa Ana College – Completed

- Building H Roof Repairs
- Football Field Reconditioning
- Year 1 Prop 39 LED Lighting Replacement
SANTA ANA COLLEGE

2015 SCHEDULED MAINTENANCE & OTHER PROJECTS

Santa Ana College

- Building R Exterior Painting
- Pool Discharge Rerouting
- Chavez Hall Roof Repairs
- Buildings J, R, T Plumbing Fixtures
- Buildings L, R, W Balance HVAC Systems
- Chavez Hall Window Replacement
- Building R Penthouse Floors
- Building T Exterior Painting and Handrails
- Building B, E, L Exterior Painting
- Building U Replace Skylights

State Allocation $1,872,322
QUESTIONS
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.

<table>
<thead>
<tr>
<th>MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Barnard</td>
</tr>
<tr>
<td>Sarah Salas</td>
</tr>
<tr>
<td>Don Maus</td>
</tr>
</tbody>
</table>

**Meeting Called to Order 1:00**

**OLD BUSINESS**

**DISCUSSION/COMMENTS**

**ACTIONS/OUTCOME/FOLLOW UPS**

**Alert-U Test / Blackboard alerting**

Black board has an emergency alerting system is ready to go. Alistair is testing it but it should ready very soon.

Alistair reported:

**FEMA / CERT Training**

Don Mahany and Gary Dominguez could provide the FEMA sponsored training.

- The experience of the maintenance workers allows us to move along much quicker than a normal class. This class might be completed in 8 hours

Work in progress;

Work with Wheeler and Heller

**New Business**

**Blackboard Emergency Alerting**

The Blackboard alerting system is being tested and will be ready anytime.

Winter

**Medical Emergencies in the classroom**

Discussion took place about getting the word out to instructors concerning Medical Emergencies in the classroom. We had an incident where a student had a problem and the right course of action may not have happened. Three actions are going to be taken. 1. We will bring all documents that deal with medical emergencies to the next meeting. We will see if a new document needs to be written that explains when to call 911 or Campus

Collins/ Winter/Maus/Mahany
<table>
<thead>
<tr>
<th>STANDING REPORTS</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTIONS/OUTCOME/FOLLOW UPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC – Ray Stowell</td>
<td>• Significant incident report;</td>
<td>Ray Stowell</td>
</tr>
<tr>
<td>Risk Management- Don Maus</td>
<td>• Injury report provided. See report</td>
<td>Don Maus</td>
</tr>
</tbody>
</table>
• We have received 354 work orders since September 1st and 233 have been completed and closed, 105 are pending for scheduling and parts and the balance have been cancelled.

• Our ongoing issue with the control wire for our EMS is scheduled to be completed this week and we will again have a fully functioning EMS system.

• We are waiting for the PO for the repair of the fence line and gate in the NE corner of the football practice field enclosure.

• We are working hard with the OCSD folks to meet their needs. We have been proactive in addressing their concerns and are making headway in getting the items they need done, completed.

• We have multiple projects scheduled for CEC and the bids were presented last week. We are now securing funding to press forward with the projects.

• A request was made to create an “Oasis” in U building for students and we have thus far received 2 quotes for the project. We will be getting one more and then pressing forward with the project. Along with that, there was a request for more storage in J building area and we are addressing that need.

• We purchased a new reel mower for our newly renovated field and are expecting delivery soon.

• OCFA did a very comprehensive inspection of the campus and have identified numerous issues that needed to be addressed. The most glaring was a sprinkler system issue in Phillips Hall that has since been resolved with the installation of the required sprinkler heads.

• We have had an ongoing issue with the cooling system on the soccer field which we are in the process of getting resolved. We thought we had it done but then identified and additional issue that needs to be addressed.

• We have an ongoing issue with the trees around lots 4 and 5 blocking the line of sight of drivers. We continue to trim the trees/shrubs in those areas to make sure that drivers do not have their view obstructed.

• We are still running into issues with the B building storm drain situation. We are in the process of developing a plan to install a sump pump to move the sitting water to the storm drain adjacent to Campus Ave. This issue will be addressed during the Central Plant installation but that is still a ways away. We will continue to clean out that area as often as possible.