

Physical Resources Committee

Wednesday, November 6, 2019 – 1:30 p.m.
Executive Conference Room (114) – District Office

Agenda

1. Call to Order – Matsumoto
2. Projects Update – Matsumoto
 - Measure Q
 - Scheduled Maintenance
 - Capital Outlay
 - Prop 39
3. Sustainability Committee Update – Matsumoto
 - Sustainable RSCCD (SRC) Website:
<https://rsccd.edu/Departments/Business-Operations/sustainable-rsccd-committee/Pages/default.aspx>
4. Measure Q Financial Summary Update – O'Connor
5. Update on Campus Facilities Meetings – Hoffman/Satele
 - SAC – Facilities Committee Update
 - May 21, 2019; and September 17, 2019
 - SCC – Facilities Committee Update
 - May 20, 2019; and September 16, 2019
6. Action - Approval of Meeting Minutes – September 4, 2019 – Matsumoto
7. Next Meeting: February 5, 2020 by email only, March 4, 2020 at 1:30 p.m. – Executive Conference Room, District Office
8. Other
9. Adjournment

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



*PHYSICAL RESOURCES COMMITTEE MEETING
PROJECT UPDATES
NOVEMBER 6, 2019*





PROJECTS

- ▶ Dunlap Hall Renovation - Completed
- ▶ Central Plant & Infrastructure - Completed
- ▶ Johnson Student Center & Demolition
- ▶ Science Center & Building J Demolition



PROJECT UPDATE SANTA ANA COLLEGE SCIENCE CENTER & BUILDING J DEMOLITION

Project Summary:

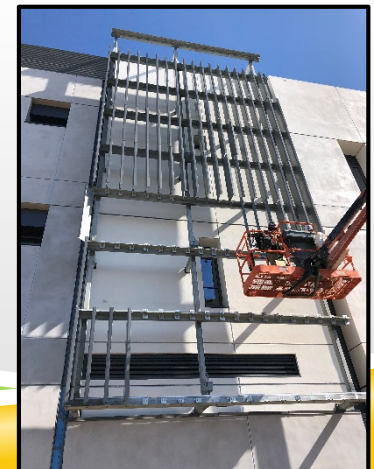
- ▶ Construction of a new three-story, 64,785 square foot science center and 880 square foot greenhouse
- ▶ Programs Include: Division Office, Faculty Offices, (2) Standard Classrooms, (1) Large Classroom, (1) Large Divisible Classroom, (1) Engineering Lab & Support Space, (6) Biology Labs & Support Space, (2) Geology Labs & Support Space, (5) Chemistry Labs & Support Space, (1) Physics Lab & Support Space, Student Collaboration Areas
- ▶ Project includes demolition of (3) J Buildings

Current Status:

- ▶ New Interior millwork
- ▶ New Interior drywall taping/mud and painting
- ▶ New Pulling of electrical wiring
- ▶ New Interior concrete slab moisture mitigation
- ▶ New Window Pressure/Spray Testing
- ▶ Target occupancy for 2020 Fall semester opening

Budget:

- ▶ \$70.48 million





PROJECT UPDATE SANTA ANA COLLEGE JOHNSON STUDENT CENTER

Project Summary:

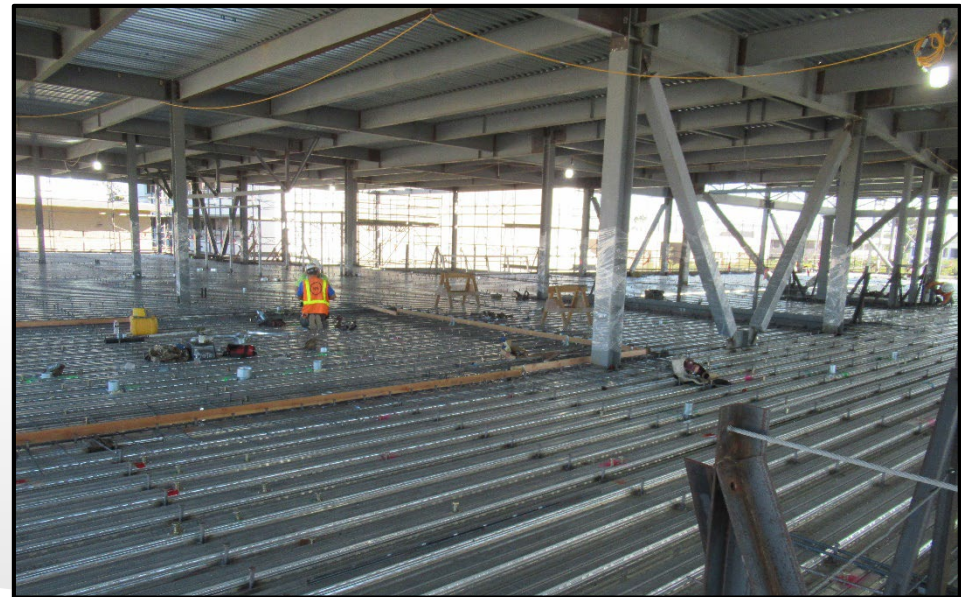
- ▶ Demolition of existing building
- ▶ Construction of a 63,642 square foot new Johnson Student Center
- ▶ Building Programs Include: Campus Store, Quick Stop/Café, DSPS, EOPS/CARE & CalWORKS, Student Business Office, SSSP/Upward Bound, Warehouse, Reprographics, Conference Center, Financial Aid, Student Placement, Health & Wellness Center, Office of Student Life, ASG, The Spot
- ▶ Site improvements include new hardscape, landscape and shade shelter around the Johnson Center as well as renovations in the West Plaza including new landscape, hardscape, a shade structure, and a campus serving kiosk (Express West)

Current Status:

- ▶ New Completed installation of caissons at Express West and installation of stair tower
- ▶ New Earthwork at Express West, building wall layout, and installation of scaffolding
- ▶ New Installation of new utilities at Express West (water and storm drain)
- ▶ Target occupancy Spring 2021

Budget:

- ▶ \$60 million
- ▶ New \$59.44 million funded by Measure Q
- ▶ New Note: The budget is currently deficient by \$557,874





2019-2020 SCHEDULED MAINTENANCE (SM20) PROJECTS

Santa Ana College

State Allocation 2019 \$229,136

- ▶ Building T



2018-2019 SCHEDULED MAINTENANCE (SM19) PROJECTS

Santa Ana College

State Allocation 2018 \$431,479

- ▶ BR Library Restroom Upgrade

Santiago Canyon College

State Allocation 2018 \$184,920

- ▶ Project to be determined



SCHEDULED MAINTENANCE PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
BR Library Restroom Upgrade (SM 18-19)	The architect provided 50% construction drawings and specifications for the District to review.	\$431,479



2017-2018 SCHEDULED MAINTENANCE (SM18) PROJECTS

Santiago Canyon College

State Allocation 2017	\$1,371,504
Fund 13	\$628,000
	<hr/>
	\$1,999,504

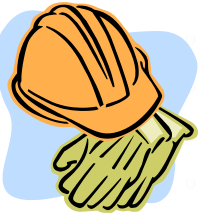
- ▶ All to be allocated to Barrier Removal projects





2017-2018 SCHEDULED MAINTENANCE PROJECTS (SM18) SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
2017-2018 (SM18) Scheduled Maintenance Projects		\$1,371,504
Barrier Removal Phase 4A East Chapman Entrance Improvements	This project is related to Blaser Settlement corrective items. The District received eight bids for the project and the award of bid is anticipated for approval by the Board of Trustees at an upcoming meeting.	TBD
Barrier Removal Phase 4A Concession Walkway Repairs	The project is in the procurement phase. The second phase of work may need to be completed when the campus is closed because the main path of travel will be closed during construction.	TBD
Barrier Removal Phase 4A Lot 2 and Lot 7 Crosswalk Repairs	One crosswalk in Lot 2 has been completed and is in the close-out phase. The work for another crosswalk in Lot 2 and a crosswalk in Lot 7 is in the planning phase.	TBD



2017-2018

SCHEDULED MAINTENANCE PROJECTS (SM18) SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Barrier Removal Phase 4B Broadmoor Trail Repairs	The District is currently reviewing the design development drawings.	TBD
Barrier Removal Phase 4C Parking Ticket Kiosk	This project will replace the existing parking ticket kiosks to make them accessible and add an additional parking ticket kiosk.	TBD



2017-2018 COMPLETED SMI 8 PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	EXPENDED AMOUNT
Barrier Removal Phase 4C Lower Toilets in Building E	The toilets in the accessible restroom stalls were lowered to a compliant height.	\$10,970
Barrier Removal Phase 4C Science Center Stairwell Wheel Guard	This project provided metal tubing to ensure the edge height of the stairwell complies with accessibility codes and provided a plate to reduce the gap between the railing and walkway.	\$10,548
Barrier Removal Phase 4C Stair Treads	This project consisted of painting stair treads near the Science Center building to provide a color transition.	\$16,500



2016-2017 SCHEDULED MAINTENANCE (SM17) PROJECTS

Santa Ana College

State Allocation 2017 \$440,000

- ▶ Window Replacement (H) - Completed

Santiago Canyon College

State Allocation 2017 \$2,817,909

- ▶ Fan Coil Units (D) - Completed
- ▶ Barrier Removal Phase I- Exterior (Path of Travel and Parking) - Completed
- ▶ Barrier Removal Phase 2 A
- ▶ Barrier Removal Phase 2 B
- ▶ Barrier Removal Phase 3



2016-2017

SCHEDULED MAINTENANCE PROJECTS (SM17)

SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
2016-2017 (SM17) Scheduled Maintenance Projects		\$2,817,909
Barrier Removal Phase 2A Truncated Domes Repair	The truncated domes at pedestrian crossings are cracked and need to be repaired in multiple locations around campus. This is to assist visually impaired pedestrians when crossing to have delineators so they know where the curbs are that lead to a sidewalk or path. This project is currently in the planning phase and a schedule for replacement is under review.	TBD
Barrier Removal Phase 2A Building T Egress Repairs	This project is on hold and will be removed from future updates.	TBD
Barrier Removal Phase 2A Floor Mat Replacement	Work commenced on October 14, 2019 and is anticipated to last through winter intercession.	TBD
Barrier Removal Phase 2B - Barrier Removal PTD Replacement	This project is part of a Settlement Agreement. The second phase of paper towel dispensers will be installed during the winter intercession in Buildings D, E, G, T and Concession Stand. The equipment is currently being ordered.	\$612,853
Barrier Removal Phase 3 Emergency Blue Phone & ADA POT	The 22 new phones have been installed at SCC, have undergone testing and are operational.	TBD



2016-2017 COMPLETED SMI 7 PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	EXPENDED AMOUNT
Barrier Removal Phase I – exterior (Path of Travel and Parking)	This project was part of a Settlement Agreement and was dual funded by Scheduled Maintenance and Capital Outlay funds. The NOC was approved by the Board of Trustees on February 25, 2019.	\$919,398 * \$263,398 funded from Capital Outlay (Fund 13) due to budget short fall.
Barrier Removal Phase 2A Drinking Fountains	The NOC was approved by the Board of Trustees on July 15, 2019.	\$80,943
Barrier Removal Phase 2A Cable Railing at U Portables	This project added a cable railing adjacent the hillside at the U portable village for accessibility purposes as a barrier and guide along a path for individuals who may be vision impaired. This project is complete.	\$24,099
Barrier Removal Phase 2A Tree Grate Repairs	The project has been completed.	\$16,300

CURRENT CAPITAL PROJECTS

RUSSELL HALL REPLACEMENT (HEALTH SCIENCES BUILDING)

Project Summary:

- ▶ Construction of a new 55,563 square foot Health Sciences Building to include Nursing, Occupational Therapy Technology, Emergency Medical Services, Pharmacy Technology, general classrooms and computer labs. The new building will be located south of the existing library and north of the new Science Center
- ▶ Demolition of existing Russell Hall Building
- ▶ The District will have to adhere to a strict state process and guidelines

Current Status:

- ▶ DSA approval anticipated Winter 2019
- ▶ Prequalification of contractor applications is currently under review
- ▶ Target construction start Spring 2020
- ▶ Target occupancy Summer/Fall 2022
- ▶ Demolition anticipated to start Summer/Fall 2022

Budget:

- ▶ \$58.8 million
- ▶ \$20,475,000 state funded (estimated contribution)
- ▶ Budget under review





RUSSELL HALL REPLACEMENT SECONDARY EFFECTS AND RELOCATIONS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Entrance Improvements	The agreement for architectural services for Phase I Preliminary Schematic Design Phase was approved by the Board of Trustees on September 23, 2019. A surveyor is also needed to undertake an assessment for the Russell Hall area that will be demolished and in need of improvements. The location of Russell Hall after its demolition will need restoration at minimum.	TBD (Under Review)
Secondary Effect Relocations	There have been several meetings with the college to finalize recommendations on relocation locations as a result of secondary effects related to the demolition of Russell Hall. The moves will be done in phases and a schedule is to be determined. Reconfigurations of spaces could occur as early as spring 2021. An RFP for new architectural/engineering services was solicited on September 27, 2019 and three responses were received on October 18, 2019. The District is working on an agreement for board consideration at the next meeting in November. Upon approval of the agreement, meetings will resume with user groups.	TBD (Under Review)



CURRENT CAPITAL PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Directory (Electronic)	The architect provided final drawings to the District for review. The architect and electronic directory vendor are coordinating a mock-up demonstration at the campus. A schedule has yet to be determined.	\$272,613
Barrier Removal Signage/Wayfinding	The mock-up installation to test various sizes and colors of lettering has been completed on Dunlap Hall. Selection of color type and size has been made. The architect will submit final drawings to the District for review.	\$345,025
Emergency Blue Phone & ADA POT	The contractor installed all phone towers at SAC. There were seven existing blue phones at SAC previously installed with the Central Plant project. This project adds 13 more blue phones. The Science Center project will add one additional blue phone. There will be a total of 21 blue phones campus-wide at SAC.	\$381,350



CURRENT CAPITAL PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
ITS Copper Wire	<p>With the completion of the Central Plant project, new twisted pair copper wire lines (25 pairs) were installed to replace the old lines as part of the infrastructure improvements across campus. These copper lines were replaced and then terminated (landed) at 22 buildings on campus at their respective Intermediate Distribution Frame (IDF) rooms or the Building Distribution Frame (BDF) rooms associated with the buildings. The new copper lines provide connectivity to support service for telephone voice systems, emergency telephone lines, elevator telephones, and fax machines. It is the intent of ITS to now abandon the old lines and utilize the new copper lines. The new copper lines are installed at each major building on the campus which are then directly connected back to the campus's main computer communication center located at the Chavez Building (A). The architect is finalizing drawings for the proper termination of the 25 pair lines for each building via patch panels and the District upon completion of the drawings will review them prior to submittal to DSA.</p>	\$474,339

CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE ORANGE EDUCATION CENTER BUILDING CERTIFICATION

Project Summary:

- ▶ DSA Certification of Orange Education Center
- ▶ Upgrade to meet current structural, fire & life safety, ADA and energy codes
- ▶ Partial demolition of existing building as well as relocation of some programs and services
- ▶ Proposed rehabilitated building reduced to 63,170 gross square feet (under review)
- ▶ This project assumes operation of an Adult Education Center and Child Development Center



Current Status:

- ▶ New Hazardous material abatement activities are in progress within the building
- ▶ New Physical building demolition is anticipated to start early in December and will be on-going through the end of the year
- ▶ A remediation plan is to be developed following demolition which requires approval by the Orange County Health Care Agency
- ▶ Design is on hold until environmental testing and review is completed

Budget:

\$34.66 million target (under review)

\$33.53 million allocated

- \$1.34 million Measure E
- \$3.66 million SAC Redevelopment Funds
- \$4 million SCC Redevelopment Funds
- \$7 million Stabilization Funds
- \$14.43 million one-time Mandated Cost funds (State Budget Act)
- \$3.1 million from Settlement

Note: Budget is currently deficient by \$1.13 million (under review)



CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Directory (Electronic)	Coordination ongoing with concurrent barrier removal projects as these may affect electronic directory locations. The architect provided final drawings to the District for review. The architect and electronic directory vendor are coordinating a mock-up demonstration.	\$192,087
Barrier Removal Signage & Wayfinding	Coordination ongoing with concurrent barrier removal projects as these may affect monument locations. A monument sign mock-up is being coordinated for the campus. The architect will submit final drawings to the District for review.	\$373,378
Campus Entrance Improvements	The District's traffic consultant, LSA, has completed the traffic counts and submitted their draft report for District review. Once reviewed by the District and design team, a final recommendation on project scope/boundaries can be made and the design process can move forward.	TBD (Under Review)



CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Safety Portable Offices	Storm drain work is completed and site sewer work is about 95% complete. Electrical underground, interior building work, and grading for perimeter hardscape is on-going. The interior building walls are painted. Fire alarm work inside building has started.	\$2,077,819





CURRENT PROJECTS DISTRICT OFFICE

PROJECT	STATUS	ESTIMATED BUDGET
<p>ADA Parking Lot Improvements at District Office (parking lots and path of travel to building entrances)</p>	<p>The scope of work includes a new ramp at the front entrance, new accessible parking spaces, the addition of a path of travel from the Santa Clara Street sidewalk, and improvements to handrails and stairs. The District met with the design team to discuss phasing of work due to the recently updated ALTA property survey, concerns over storm drain runoff, and timelines for procurement. The scope of work is currently under review again due to concerns over phasing and construction work of the deck around the building. This project may need redesign work and may need to go back to DSA for additional approval. The schedule is under review and the District is currently reviewing the scope to see if it can undertake the project in smaller phases of work to cause less disruption.</p>	<p>\$430,763 (under review)</p>



CURRENT PROJECTS DISTRICT-WIDE

PROJECT	STATUS	ESTIMATED BUDGET
District-Wide Emergency Blue Phone & ADA Path of Travel (SAC, SCC, CEC, DO, OCSRTA, DMC)	See slides 13 and 17 for site specific project updates. DO and CEC have yet to be scheduled.	\$1.9 Million



CURRENT PROJECTS DISTRICT-WIDE

PROJECT	STATUS	ESTIMATED BUDGET
<p>District-Wide Electronic Access Control and New Key Distribution Procedures</p>	<p>The District intends to undertake several test pilots for a variety of building conditions and door types to retrofit adding or upgrading electronic access control features, changing out mechanical locks to the new lock standard, and to test pilot the new draft of the Key Distribution Procedures and Guidelines developed by the District Working Group per Administrative Regulation 6520.</p> <p>Test Pilot locations:</p> <ul style="list-style-type: none"> • Santa Ana College: new Science Center and Dunlap Hall • Santa Ana College Centennial Education Center (mechanical key change only) • Santiago Canyon College: Humanities Building and Building D • Digital Media Center • District Office <p>The electronic access control system includes adding new access control hardware and readers at select locations across doors and integrating equipment into a new district-wide access control platform (which is planned to be installed with the new SAC Science Center). The test pilot is anticipated to last at minimum one year, while concurrently, the District works to develop an implementation plan for all other buildings district-wide. The schedules for all buildings have yet to be determined but the above test pilot locations are currently in the planning phase with the Santa Ana College Science Center being completed as the model test location.</p> <p>The award of bid for the access control system DOC Pilot at the District Office was ratified by the Board of Trustees on October 28, 2019.</p> <p>Several constituent groups and committee meetings are planned to discuss the new Draft Key Distribution Procedures and the plan for re-keying of buildings as part of a district-wide retrofit program. Meetings have been held with both Academic Senates and Academic Deans, including the SCC Facilities Committee Meeting. The SAC Facilities Committee discussion and presentation is anticipated in November.</p>	<p>TBD</p>



QUESTIONS



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

MEASURE Q

Projects Cost Summary

09/30/19 on 10/08/19

Special Project Numbers	Description	Project Allocation	Total PY Expenditures	FY 2019-2020		Cumulative Exp & Enc	Project Balance	% Spent
				Expenditures	Encumbrances			
ACTIVE PROJECTS								
SANTA ANA COLLEGE								
3035/ 3056	Johnson Student Center	59,442,126	12,097,425	4,234,861	39,510,736	55,843,022	3,599,104	94%
	Agency Cost		477,737	1,125	1,857	480,720		
	Professional Services		3,710,137	160,224	3,285,687	7,156,048		
	Construction Services		7,909,551	4,073,512	36,223,191	48,206,254		
	Furniture and Equipment		-	-	-	-		
3049	Science Center & Building J Demolition	70,480,861	38,623,078	5,783,101	14,216,220	58,622,399	11,858,462	83%
	Agency Cost		427,263	-	1,696	428,959		
	Professional Services		7,089,932	266,966	2,102,428	9,459,327		
	Construction Services		31,105,882	5,378,252	11,999,100	48,483,234		
	Furniture and Equipment		-	137,883	112,996	250,879		
TOTAL ACTIVE PROJECTS		129,922,987	50,720,503	10,017,962	53,726,956	114,465,421	15,457,566	88%
CLOSED PROJECTS								
3032	Dunlap Hall Renovation	12,620,659	12,620,659	-	-	12,620,659	0	100%
	Agency Cost		559	-	-	559		
	Professional Services		1,139,116	-	-	1,139,116		
	Construction Services		11,480,984	-	-	11,480,984		
	Furniture and Equipment		-	-	-	-		
3042	Central Plant Infrastructure	57,266,535	57,266,535	-	-	57,266,535	0	100%
	Agency Cost		416,740	-	-	416,740		
	Professional Services		9,593,001	-	-	9,593,001		
	Construction Services		47,216,357	-	-	47,216,357		
	Furniture and Equipment		40,437	-	-	40,437		
3043	17th & Bristol Street Parking Lot	198,141	198,141	-	-	198,141	0	100%
	Agency Cost		16,151	-	-	16,151		
	Professional Services		128,994	-	-	128,994		
	Construction Services		52,996	-	-	52,996		
	Furniture and Equipment		-	-	-	-		
TOTAL CLOSED PROJECTS		70,085,335	70,085,334	-	-	70,085,334	0	100%
GRAND TOTAL ALL PROJECTS		200,008,322	120,805,837	10,017,962	53,726,956	184,550,755	15,457,566	92%
SOURCE OF FUNDS								
	ORIGINAL Bond Proceeds		198,000,000					
	Interest Earned		2,008,322					
	Totals		200,008,322					



SAC FACILITIES MEETING
 MINUTES – MAY 21, 2019
 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	
Bart Hoffman, Co-Chair (a)	Stephanie Paramore	Marty Rudd, Co-Chair	Susan Sherod	Sarah Salas (a)	Mike Turrentine (a)
Jim Kennedy (a)	Christine Leon	Ben Hager (a)	Tommy Strong		
Vaniethia Hubbard (a)	Mario Gaspar	Monica Zarske (a)	Jaki King	District Liaison	
Jeffrey Lamb (a)	Don Mahany	John Zarske (a)	Roy Shahbazian	Carri Matsumoto	Darryl Taylor
Jennie Adams (a)	Veronica Oforlea	Brian Schroeder			
Brian Kehlenbach			(a) = absent		
Guests				Campus Safety & Security	
Matt Schoeneman	Aggie Kellett	Rudy Delgadillo		Scott Baker	
Michelle Parolise	Amy Treat	Tim Winchell		ASG Representative	
				Theodore Moreno	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:34pm Adjourned at 2:27pm.	
2. PUBLIC COMMENTS					
	None				
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of March 19, 2019 and April 16, 2019			Motion moved to approve both March 19, 2019 and April 16, 2019 minutes by Don Mahany, 2 nd by Brian Schroeder. Motion carried unanimously.	
4. PROJECT UPDATES					
	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Project update reports – Carrie Matsumoto, Rudy Delgadillo, Matt Schoeneman Rudy Delgadillo reported on the progress of the Science Center. They are currently doing flashing around the windows. Windows will be installed in the west elevation within the next two weeks. In the interior, production drywall is being installed. Getting permanent power distributed is the next step. This will allow to test the air conditioning, electrical system, boilers, etc. They have been busy draping material around the building due to rainy weather. Throughout the summer, they will be plastering the building, doing site work and getting hooked up to the central plant. This				

	<p>building is scheduled to open Summer 2020.</p> <p>Matt Schoeneman reported on the progress of the Johnson Student Center. Select fill was delivered from a site in Culver City and disposal of all clay soil was completed. They will continue to excavate structural steel late August and September. Rebar and pouring of concrete will continue throughout the summer break. The covered walkway is coming down this Friday. During the summer, a serving lunch kiosk will be installed between Middle College's principal's office and the Fitness Lab. Carri Matsumoto added that the kiosk is for SAC use. The café housed in the Johnson Student Center and the kiosk will work together to provide food and shade for students. There will be plenty of seating and outlets. This will be a permanent structure.</p> <p>Carri Matsumoto reported that the Library reconfiguration is in the design stage. The architectural services were approved by the Board and a walk through assessment took place. The Health Science project is still with the Division of State Architect (DSA). We are waiting for final comments. The DSA pre-qualification process can take several months. Theodore Moreno asked where the Criminal Justice department will be located. Carri answered that there are other departments still needing to be relocated and they are assessing surplus spaces at this time. She added that they are getting ready to do a test pilot of electronic campus directories at SAC and SCC. This project also includes the improvement of wayfinding signage. They are finalizing the drawing of this campus, choosing the lettering and fonts to be used. ITS copper wire project is to replace old lines with copper wire. This project is required to be submitted to DSA for approval before it can be implemented. Regarding the Prop 39 projects, this is a new project to spend down the surplus budget from the previous Year 5 project. Currently, the contractor has completed 90% of the sensor upgrades. This should be completed by the end of June. Carri reported that the emergency blue phone project has been sent out to bid. The bid review is under review. Veronica Oforlea asked if the blue phones will be accessible for the blind and hearing impaired. Darryl Taylor will research and get back to her. Carri also reported on the access control project. The Science Center building, Johnson Student Center and Health Center will have new door access systems in place. There will be new procedures and forms on how keys are requested and distributed. District Facilities have reviewed key access procedures from other colleges.</p>	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
Student Report	<p>Student Report</p> <p>Theodore Moreno reported that he will be the new Student Trustee for academic year 2019/2021. He brought up a concern regarding the elevators on campus. He stated that some display expired tags. Director of Facility & Central Plant, Mario Gaspar reported that the elevators are current. The tags may not be displayed but they have a log book that indicates that they are all up to date.</p> <p>Regarding Student Government events, they just hosted the Clothesline event in support of domestic violence and sexual assault. T-shirts designed by survivors or their families were displayed. They had a good turnout.</p>	

	<p>Theodore spoke at the Academic Senate and reported that they delivered staff appreciation notes that were placed in the faculty's cubbies. He also reported that they witnessed outdated flyers in the cubbies not being distributed to the students from faculty members.</p> <p>The Associated Student Government (ASG) just had elections and the new President is Mariano Cuellar and Sarah Valencia is the new Vice President. The ASG has funds that need to be utilized for long term items. In order to save paper, in-office laptops will be used to forward notices to ASG members. They are looking to purchase an electronic display board that has a constant rotation to publicize ASG events, available services from the Health Wellness Center, Financial Aid, etc. There is a lack of publicity for the students.</p> <p>Carri Matsumoto added that there will be several screens for the purpose of publicizing student events and notices in the new buildings. Theodore proposed that the top student leaders have a tour of the construction sites. Carri said that they would have to work with the contractors to arrange a tour.</p>	
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	<p>HEPSS Task Force – Don Mahany</p> <ul style="list-style-type: none"> See attached HEPSS report. Next meeting is June 6, 2019. You can also retrieve these reports: H:\Department Directories\HEPSS 	
Facilities Report	<p>Facilities Report – Mario Gaspar reported the following:</p> <p>Santa Ana College</p> <ul style="list-style-type: none"> <u>Life safety</u> <ul style="list-style-type: none"> OC Fire Authority conducted inspection. Waiting for final report. Fire extinguishers will be recertified this summer. <u>Preventative Maintenance</u> <ul style="list-style-type: none"> Breakers need to be fixed during off hours. Campus window cleaning is complete. Campus back load testing is complete. EMS battery back-up installation is complete. <u>Projects for Summer</u> <ul style="list-style-type: none"> Tree Trimming Roof Repairs 	
Environmental Task Force	<p>Environmental Task Force – Susan Sherod See attached presentation regarding Biodiversity.</p>	
6. ACCREDITATION		ACTIONS/FOLLOW UPS
	No report at this time.	
7. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS

	<p>Campus Cleanliness & Maintenance Workgroup (CC&M Workgroup) – Mario Gaspar reported that the first meeting was held. The next step is to submit a request to College Council for approval to make the CC&M Workgroup a sub-committee of the SAC Facilities Committee. The next CC&M Workgroup meeting will be in September.</p> <p>Voting of Hand Dryers – Mario Gaspar will design a map of hand dryer placements before voting.</p> <p>Placement of Hand Dryers – Mario Gaspar reported that they anticipate to place hand dryers with paper towel dispensers in high use buildings; I, C, W, A, VL, F, H, and Z. Buildings G, M and D already have hand dryers. Mario added that they will place floor mats as close to the sink as possible in order to avoid water on the floor and slip and falls. District standard is the Bobrick brand.</p>	<p>Mario will design a map of hand dryer placement for the next meeting.</p>
<p>8. NEW BUSINESS</p>		<p>ACTIONS/FOLLOW UPS</p>
	<p>Application for Special Parking Stalls – Sgt. Wert spoke on the Faculty Person of the Year and Employee of the Year Special Parking form. This form was developed for the designated person to be able to use that spot and not others. That spot is non-transferable.</p> <p>Relocating Loading Stalls – Sgt. Wert reported that there are two loading zone spots between Phillips Hall and Lot 6. Sometimes there is a large delivery truck that takes up all the loading zone area. It was proposed to add two additional stalls to make a total of three loading zones in this area. There are four loading zones in Lot 5. It is proposed to take two of those loading zones and make them into employee parking. No employee stalls will be lost, this is a straight swap.</p> <p>Parking Survey and Off-Site Parking – Marty Rudd reported the possibility of conducting a parking survey and possible off-site parking.</p>	
<p>9. FUTURE AGENDA ITEMS</p>		<p>ACTIONS/FOLLOW UPS</p>
<p>10. OTHER</p>		<p>ACTIONS/FOLLOW UPS</p>
	<p>Next meeting August 20, 2019 – S-215</p>	

SUBMITTED BY Maria Cardona



SAC FACILITIES MEETING
 MINUTES – SEP 17, 2019
 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	
Bart Hoffman, Co-Chair	Jeffrey Lamb (a)	Marty Rudd, Co-Chair	Roy Shahbazian	Sarah Salas	Mike Turrentine (a)
Jennie Adams (a)	Christine Leon	Crystal Jenkins (a)	Tommy Strong (a)		
Mario Gaspar	Don Mahany	Jaki King	Rodrigo Valles (a)	District Liaison	
Vaniethia Hubbard	Veronica Oforlea	Dawn McKenna		Carri Matsumoto	Darryl Taylor
Brian Kehlenbach	Stephanie Paramore				
Jim Kennedy (a)			(a) = absent		
Guests				Campus Safety & Security	
Brian Schroeder	Aggie Kellett	Rudy Delgadillo	Matt Schoeneman	Scott Baker, Ray Wert	
Chrissy Talarico	Amy Treat	Doug Manning	Maria Taylor	ASG Representative	
				Sophia Baltadano, Kimberly Arauz	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:34pm Adjourned at 3:10pm.	
2. PUBLIC COMMENTS					
	None				
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of May 21, 2019				
4. PROJECT UPDATES					
	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	<p>Science Center - Rudy Delgadillo reported that they are currently testing the windows' water pressure and resistance. The plaster on the building has been completed. They are working on the trims and accent pieces. The exterior will start looking like a finished building soon. The interior is currently being loaded with equipment, cabinetry and paint. The lab areas have extensive cabinetry. The concrete flooring is being sealed with a high moisture barrier. There is startup of mechanical, electrical and plumbing systems.</p> <p>Johnson Student Center – Structural steel is underway on the east side of the building. The second floor should be done in two weeks. For the next three weeks there will be</p>				

	<p>welding work in progress. Shortly after the welding is complete, the slab on the second floor will be completed. Deck inserts for plumbing and electrical will be worked on as well. The roofing and exterior will be done next. There were some challenges in the kiosk (between Middle College's Building I and the Fitness lab) project. There was an abundance of existing utilities below the surface. The decision was made to re-route the utilities. Once that is complete, earth work will be started and then the installation of the kiosk will take place. The kiosk or Express West, will be used to sell pre-packaged food items as well as a shade structure with outlets and seating for the students to utilize. Both projects are on track.</p> <p>Project update reports – Carri Matsumoto reported that the Scheduled Maintenance funding for 2019 which are State Allocated, have been diminishing. Therefore, we may not see these types of funds next year. The Health Science project is still at the Division of State Architecture (DSA) for approval. The Board approved the resolution to adopt a uniform system for prequalifying and rating bidders on June 17, 2019. On August 12, 2019, the Board approved the agreement for construction management services. Because state funds are being used for this project, we are required to follow state requirements. We will have to get approvals before going out to bid.</p> <p>She also reported that the Emergency Blue Phone project is underway. There are seven existing blue phones at SAC and an additional 14 more blue phones will be added, making it a total 21 emergency blue phones on SAC campus. Blue phones will be tested before going live. She added that all the Prop 39 5-Year projects have been completed.</p> <p>Carri reported that a draft has been created of the new key distribution procedures. The draft procedures will be shared at the next Facilities committee meeting. There will be a test pilot for both mechanical and access control keys. The test pilot locations are; SAC: new Science Center and Dunlap Hall; SCC: Humanities and Bldg. D; CEC; DMC and the District Office.</p>	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
Student Report	<p>Sophia reported that there are no working water fountains and cleanliness issues in the bathrooms located in the welding department.</p> <p>She reported the upcoming events for the month of September – Constitution Day on the 17th and Spanish Heritage on September 25th</p> <p>Dr. Hoffman added that there are several areas on campus that are in need of hydration stations. The Associated Student Government (ASG) was to provide this committee a campus map showing the locations they wanted additional hydration stations. He suggested that the representative go back to the ASG, complete the map and bring it back to this committee. Carri Matsumoto reported that a student survey was conducted and we have not seen the results. The survey was to include sustainability items such as hydration stations. The results will help meet the student's needs. Sophia will go back to speak to the ASG regarding the survey.</p>	

<p>HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force</p>	<p>HEPSS Task Force – Lt. Baker</p> <p>Lt. Baker reported that there have been some incidents with skateboarders on campus. A draft on skateboarding regulations is being created. He also added that any incident should be reported to Campus Safety. Dr. Hoffman added that our current Administration Regulation (AR) states that no bicycles or other mechanical devices are allowed on our walkways. This includes skateboards. He added that signage would need to be added to campuses. Sgt. Wert suggested that the AR be clearer and something should be added in the Student Code of Conduct regarding this issue.</p> <p>There are not enough staff in the positions of building captains and wardens. Volunteers are needed for all buildings. A training session will take place at the upcoming Great Shake Up meeting.</p> <p>He added that the Security Office currently unlocks an average of 1,800 doors a month. It is important to have an ID when requesting to have a room unlocked.</p> <p>You can also retrieve HEPSS reports at: H:\Department Directories\HEPSS</p>	
<p>Facilities Report</p>	<p>Facilities Report – Mario Gaspar reported the following:</p> <p><u>Santa Ana College</u></p> <p>Life safety:</p> <ul style="list-style-type: none"> -Fire Extinguishers (summer) <p>Preventative Maintenance:</p> <ul style="list-style-type: none"> -Tree Trimming (completed) <p>Projects planned for winter:</p> <ul style="list-style-type: none"> -Bldgs. W & L Compressor Replacement (In process) -Baseball, Softball and Football field Renovation (Nov/Dec) -CDC Carpet Replacement -Transformer Maintenance 	
<p>6. ACCREDITATION</p>		<p>ACTIONS/FOLLOW UPS</p>
	<p>No report at this time.</p>	
<p>7. OLD BUSINESS</p>	<p>DISCUSSION/COMMENTS</p>	<p>ACTIONS/FOLLOW UPS</p>
	<p>Campus Cleanliness & Maintenance Workgroup (CC&M Workgroup) – Dr. Hoffman reported that the CC&M Workgroup convened and a consensus was reached to bring the Workgroup to College Council to become a subcommittee of this Facilities Committee. Its purpose would be to develop a five-year plan and monitor the plan and to address any issues and concerns that come up.</p> <p>Voting on Placement of Hand Dryers – Mario Gaspar distributed a map (<i>attached</i>) that displayed the placement of current (green) hand dryers and the placement of future (yellow) hand dryers. All hand dryers will be hard wired. The hand dryers that are</p>	<p>Mario to provide a list of restrooms that will have a paper towel dispenser at the next meeting. Voting will take place at next meeting.</p>

	planned to be used are very quiet. They will be as close as possible to the sink area. They will be placed at the required ADA height. Some restrooms will have both hand dryers and paper towel dispensers.	
8. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<p>AR 5220 – Shower Access for Homeless Students – Dr. Hubbard reported that in 2017 there was legislature that came through the Chancellor’s Office that stated that Community Colleges needed to have a procedure in place for access to showers for homeless students. She distributed a draft (<i>attached</i>) copy of the AR 5220 Shower Access for Homeless Students. Modifications will be made to the draft. Mario Gaspar reported that keypads will be installed for the homeless students to have access to the gym area to shower. The keypad will also be used for tracking when a student enters.</p> <p>Parking Survey and Off-Site Parking – Tabled</p> <p>Bond Projects – Dr. Hoffman stated that the District is looking at a Bond Measure. The top three items on the Bond are; 1) Applied Technology Center; 2) CEC – Construct newer buildings and 3) New Library</p>	Modifications will be made to the AR 5220 and will be discussed at the next committee meeting.
9. FUTURE AGENDA ITEMS		ACTIONS/FOLLOW UPS
10. OTHER		ACTIONS/FOLLOW UPS
	Next meeting October 15, 2019 – S-215	

SUBMITTED BY Maria Cardona

Santiago Canyon College Facilities & SAFETY Committee

Minutes

May 20, 2019

Attendees: Beth Hoffman, Scott Sakamoto, Arleen Satele, Ambar Nakagami, Pat Alvano, Jim Granitto, Julie Peeken, Rick Adams, Zulema Mendez, Tania Lopez

Absent:

Guest: Carri Matsumoto, Matthew Cotter, Solomon Jones, Kris Cornejo, Kenny Collado

NEW BUSINESS	REPORT/OUTCOME	MEMBER
1. Review of Minutes from April 15, 2019 meeting	Approved	Scott Sakamoto
INTRODUCTIONS/ANNOUNCEMENTS	Hawk's Perch announcement Juice food truck on Tuesdays	Arleen Satele
2. Smoke & Tobacco Free Campus	Assessment and future directions for 2019-2020 <ul style="list-style-type: none"> • ..\agendas\SCC Tobacco Free Resolution Draft.docx 5.20.19 Facilities.docx • ..\agendas\Facilities Committee Presentation.pptx 	Beth Hoffman Solomon Jones, Kris Cornejo, Kenny Collado
3. District Presentations	District Facilities Update <ul style="list-style-type: none"> • Working on AR for access: Mechanical keys and electronic access. 	District Facilities ..\District PP\190520 SCC Update FINAL.pdf
4. Public Safety	Radios have been swapped out and are now linked with police	Manny Pacheco (via Frank)
5. College Facilities Update	SCC Facilities Update <ul style="list-style-type: none"> • District is moving forward with lactation room in SC building • Chuck will follow up on work orders over the summer 	Chuck Wales (via Co-chairs)
6. Hawk's Nest Food Pantry	Weather was a challenge this year; there were only two dates when rain did not require HNFP relocation. Refrigeration in Athletic snack shack is still tripping the breaker; an alternative location for the next academic year is being scouted. Food Corners stocked emergency bags over summer incl. EOPS, Guardian Scholars, OEC, Trio, CAMP First Year	Beth Hoffman

	support. In addition there will be emergency food bags in Student Health and in Jovanny's office available just by calling him.	
7. Annual Committee Evaluation Survey	https://www.surveymonkey.com/r/AnnualCommEval1819 <ul style="list-style-type: none"> Gathered information for survey 	Co-chairs
8. NEW BUSINESS /OTHER		
OLD BUSINESS & PROJECT STATUS REPORTS		OUTCOME/FOLLOW UP
1. . Relocation OEC Classes	Due to environmental study, district facilities is waiting for approval from the County environmental office in order to continue construction. District facilities is looking into other options such as not including child development center inside the Batavia site. Architect has been hired to develop a design for the Batavia site. There continues to be funding issues and project target date early 2020. OEC location destructive testing is completed. Continued user group meetings and identify other additional funding sources to complete the project.	Ongoing
2. Noise Transmission between SC103 and SC104, from SC 105, and between SC205 and SC206	No further action. Remains open	Pending Funding.
3. Naming of Buildings - Process	No further action has been taken.	Progress report will be provided.
4. Protocol for installing commemorative pieces, such as the proposed busts, on campus.	District is working on options regarding installing commemorative pieces.	Progress report will be provided.
Next Meeting	September 16, 2019 Room TBD 3:00 p.m. - 4:30 p.m.	

**Santiago Canyon College
Mission Statement**

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13)

Santiago Canyon College Facilities & SAFETY Committee

Minutes

September 16, 2019

Attendees: Beth Hoffman, Scott Sakamoto, Arleen Satele, Martin Stringer, Ambar Nakagami, Stew Myers, Pat Alvano, Jim Granitto, Julie Peeken, Rick Adams, Zulema Mendez, Denise Bailey, Umaimah Memon

Absent:

Guest: Manny Pacheco, Darryl Taylor, Chuck Wales, Carri Matsumoto, Matthew Cotter, John Hernandez, Morrie Barembaum, Danny Martino

NEW BUSINESS	REPORT/OUTCOME	MEMBER
1. Review of Minutes from May 20, 2019 meeting	Approved	Scott Sakamoto
2. INTRODUCTIONS/ ANNOUNCEMENTS	New ASG rep. Umaimah Memon	
3. RSCCD Potential Bond	<ol style="list-style-type: none"> 1. History of potential new bond discussed 2. Factors in determining initial SCC project recommendations <ul style="list-style-type: none"> • FMP, Community study, ADA lawsuit, private/public partnerships. 3. Open discussion on projects <ul style="list-style-type: none"> • Discussion to insert Observatory 4. Special Bond Facilities and Safety meeting tentatively scheduled for 9/30/19 at 3 pm. 	President Hernandez
4. District Presentations	District Facilities Update	District Facilities ..\District PP\190916 SCC Update FINAL.pdf
5. Public Safety	<ol style="list-style-type: none"> 1. Update on painting in parking lots 2. Update on new parking pass machines <ul style="list-style-type: none"> • Soon to be 10 machines 3. Update on 22 blue phones <ul style="list-style-type: none"> • Currently 7 not working 	Manny Pacheco
6. College Facilities Update (update sent to Facilities and Safety but not reported on during meeting)	<ol style="list-style-type: none"> 1. Construction <ol style="list-style-type: none"> a. Library drywall repairs are complete b. Phase 1 of the Paper towel dispensers are complete. Phase 2 is scheduled for December 2019 - February 2020. c. The new security building's pad is ready for modular placement. Remaining utilities are being finalized, asphalt and concrete work commencing on adjacent lot. 	Chuck Wales

	<ul style="list-style-type: none"> i. Modular placement with cranes is tentatively scheduled for 9/20/19 d. Emergency blue phones have been replaced in various locations on Campus. Commissioning of cellular communications is in process. e. The drainage barrier project along the East Chapman entrance sidewalk has been pushed to November 2019 pending status of the Safety portable project. f. OEC demolition is in the testing phase (abatement). Demolition contractor to begin scope in the latter half of September 2019. g. The U portables AC unit replacements are complete with some final control system commissioning remaining. h. Tree grate replacement (ADA project) is scheduled to begin within the next few weeks. i. The metal floor grating in various buildings throughout the campus will be replaced with walk off mats. Scheduling to begin this month j. The crosswalk from parking lot 2 will be replaced starting this month. Traffic will be diverted around that crossing through much of October. <p>2. Site Cleanup</p> <ul style="list-style-type: none"> a. The daytime custodial staff conducted surface cleanups of various hard surfaces throughout campus. <p>3. Landscaping</p> <ul style="list-style-type: none"> a. Cleanup of the campus is still underway with the new in-house temporary landscaping team. b. Selection committees are meeting this week for the permanent landscape team c. All sports fields have been serviced and are ready for seasonal use <p>4. CDC</p> <ul style="list-style-type: none"> a. CDC was cleaned up to include new gates, new mulch, door lock retrofits and sod installation in the play area b. All irrigation piping to the new sod area was installed by the in-house gardeners <p>5. Fire Safety</p> <ul style="list-style-type: none"> a. Fire extinguishers were serviced throughout campus last month 	
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	<ul style="list-style-type: none"> 6. Air conditioning <ul style="list-style-type: none"> a. Annual PMs and filter maintenance were conducted August b. H building AC #2 had a failed variable frequency drive (VFD) that controls the main supply fan motor speed. The system was ran in bypass until the unit was replaced the following Friday. c. The H building chiller #1 had a failed thermostatic expansion valve (TXV) to one circuit. Both circuits were upgraded to electronic expansion valves (EXVs). d. All systems maintained comfort conditions during the recent heat wave. 7. Parking <ul style="list-style-type: none"> a. The East Chapman entrance is being utilized for temporary staff parking adjacent to the walk of champions 8. Lactation room <ul style="list-style-type: none"> a. The new lactation room located in the SC building is awaiting furniture that is on order 	
7. Hawk's Nest Food Pantry (update sent to Facilities and Safety but not reported in meeting)		Beth Hoffman 18_19 HNFP Program Summary.pdf
9. Campus based smoke and tobacco cessation (update sent to Facilities and Safety but not reported in meeting)		Beth Hoffman Smoke and Tobacco Free RSCCD.docx
9. NEW BUSINESS /OTHER	<p>Facilities and Safety Mission/Membership review</p> <ul style="list-style-type: none"> 1. Co-chair requested members to review Facilities and Safety website to ensure content and last years update (resolution passed) is appropriate. 	Scott Sakamoto
OLD BUSINESS & PROJECT STATUS REPORTS		OUTCOME/FOLLOW UP
1. . Relocation OEC Classes	Due to environmental study, district facilities is waiting for approval from the County environmental office in order to continue construction. District facilities is looking into other options such as not including child development center inside the Batavia site. Architect has been hired to develop a design for the Batavia site. There continues to be funding issues	Ongoing

		and project target date early 2020. OEC location destructive testing is completed. Continued user group meetings and identify other additional funding sources to complete the project.	
2. Noise Transmission between SC103 and SC104, from SC 105, and between SC205 and SC206		No further action. Remains open	Pending Funding.
3. Naming of Buildings - Process		No further action has been taken.	Progress report will be provided.
4. Protocol for installing commemorative pieces, such as the proposed busts, on campus.		District is working on options regarding installing commemorative pieces.	Progress report will be provided.
Next Meeting		October 21, 2019 SC-104 3:00 p.m. - 4:30 p.m. November 18, 2019 SC-104 3:00 p.m. - 4:30 p.m.	

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Physical Resources Committee

Meeting of September 4, 2019

1:30 p.m.

Executive Conference Room – District Office

Attendees: Carri Matsumoto, Darryl Taylor, Adam O’Connor, Bart Hoffman, James “Marty” Rudd, Mario Gaspar, Arleen Satele, Patricia Alvano, Ambar Nakagami, Beth Hoffman, Kelvin Leeds and Roy Shahbazian.

Minutes

Call to Order: Ms. Matsumoto called the meeting to order at 1:31 p.m.

Agenda item: Measure Q, Scheduled Maintenance, Capital and Prop 39 Projects Update – dated September 4, 2019

Discussion: Ms. Matsumoto provided the committee with an overview of the following projects:

Measure Q:

- Science Center & Building J Demolition: The target occupancy is the Fall semester in 2020.
- Johnson Student Center & Demolition: Structural steel has been delivered and erected.

Scheduled Maintenance:

- The state allocation for 2019-2020 scheduled maintenance projects is \$229,136 for Building T at SAC.
- SM 19 SAC BR Library Restroom Upgrade: The architect provided conceptual design options to the District for review.
- SM 18 SCC BR Phase 4A East Chapman Entrance Improvements: This project includes fixing the curb and slope runoff along the east Chapman entrance (road near the gym and aquatics building).
- SM 18 SCC BR Phase 4A Concession Walkway Repairs: This project is to correct and fix the path of travel on the walkway adjacent the concession stand building.
- SM 18 SCC BR Phase 4A Lot 2 Crosswalk Repairs: This project is to correct and fix the crosswalk path of travel that connects Lot 2 to the sidewalk.
- SM 18 SCC BR Phase 4B Broadmoor Trail Repairs: This work is to fix and repair the existing pavement in the road along with the asphalt adjacent the temporary drop off and cross walks adjacent Building A and the internal road.
- SM 18 SCC BR Phase 4C Parking Ticket Kiosks: This project will replace the existing parking ticket kiosks to make them accessible and add an additional parking ticket kiosk. Scheduled maintenance funds can be used for this project at SCC since it is a barrier removal project.
- The scheduled maintenance projects that have been completed are: SM 18 SCC BR Phase 4C Lower Toilets in Building E, SM 18 SCC BR Phase 4C Science Center Stairwell Wheel Guard, and SM 18 SCC BR Phase 4C Stair Treads.

- SM17 SAC Building H Window Replacement: Mr. Leeds asked if this project was completed and Ms. Matsumoto stated the project was completed during the last winter intercession.
- SM17 SCC BR Phase 2B Paper Towel Dispenser Replacement: The first phase of work was completed this summer and the next phase will occur during winter intercession and includes Buildings D, E, G, T and Concession Stand.
- SM17 SCC BR Phase 3 Emergency Blue Phones & ADA POT: The 22 new phones have been installed and need to undergo testing.

Current Capital Projects:

- SAC Russell Hall Replacement (Health Sciences Building): Plans are still under review at DSA. The agreement for construction management services was awarded to Bernards who is the same construction management firm for the Science Center. The prequalification process for contractors and subcontractors is underway. Since this project is a state funded project, the bid has to be awarded to the lowest responsive and responsible bidder. Mr. Hoffman inquired what the difference is between the state funded project process versus bond project process. Ms. Matsumoto noted each year, the campuses submit projects to be listed in the Five-Year Plan and that the projects included are still the priorities based on the educational master plan and facilities master plan. Some of those projects become state initial project proposals (IPP) to qualify for funding. This process may be changing soon so the same IPPs were submitted in 2019 as 2018. Mr. Hoffman noted this a very important discussion regarding the unfunded liability of this building and understanding this process versus a bond funded project. Demolition of the existing Russell Hall Building is required at the end of this project.
- SAC Campus Entrance Improvements: The location of Russell Hall after its demolition will need restoration at minimum. The agreement for architectural services for Phase 1 Preliminary Schematic Design Phase is anticipated for approval by the Board of Trustees at an upcoming meeting.
- Secondary Effect Relocations: There have been several meetings with the college to finalize recommendations on relocation locations as a result of secondary effects related to the demolition of Russell Hall.
- SAC & SCC Campus Directory (Electronic): A mock-up demonstration at each campus is being coordinated.
- SAC Emergency Blue Phones & ADA POT: The contractor will be starting work in September following the start of the semester.
- SAC & SCC Barrier Removal Signage/Wayfinding: Selection of color type and size has been made.
- ITS Copper Wire Project: The architect's assessment is still underway with ITS for the transition at each building from the old lines to the new lines. This project is required to be submitted to DSA for approval before it can be implemented.
- SCC Orange Education Center Building Certification: The bid for demolition of the building was awarded. Physical building demolition is anticipated to start at the end of September or early October with construction activities on-going through the end of the year. A remediation plan is to be developed following demolition which requires

approval by the Orange County Health Care Agency. Design is on hold until environmental testing and review is completed.

- SCC Campus Entrance Improvements: The District's traffic consultant, LSA, has completed the traffic counts and submitted their draft report for District review.
- SCC LRC Drywall Repairs: The repairs have been completed and a deductive change order and Notice of Completion are anticipated for approval by the Board of Trustees at an upcoming meeting.
- SCC Safety Portable Offices: Work is underway.
- DO ADA Parking Lot Improvements: The parking lot and entrances need to be accessible. Work will be done in multiple phases. The schedule is under review.
- District-Wide Emergency Blue Phone & ADA Path of Travel: The award of bid for SAC and SCC were approved by the Board of Trustees on July 15, 2019. DO and CEC have yet to be scheduled.
- District-Wide Access Control & Door Hardware: The District intends to undertake several test pilots for a variety of building conditions and door types to retrofit adding or upgrading electronic access control features, changing out mechanical locks to the new lock standard, and to test pilot the new draft of the Key Distribution Procedures and Guidelines developed by the District Working Group per Administrative Regulation 6520. The electronic access control system includes adding new access control hardware and readers at selection locations across doors and integrating equipment into a new district-wide access control platform (which is planned to be installed with the new SAC Science Center). The mechanical key system will be the new Medeco key system. The test pilot is anticipated to last several years while concurrently, the District works to develop an implementation plan for all other buildings district-wide. Upcoming meetings are being scheduled with several constituent groups and committees to discuss the new Draft Key Distribution Procedures and the plan for re-keying of buildings as part of a district-wide retrofit program. The master key hierarchy has been established. The schedules for all buildings have yet to be determined but the test pilot locations are currently in the planning phase with the Santa Ana College Science Center being completed as the model test location. District Campus Safety will be the entity responsible for keys. Test pilot locations include:
 - Santa Ana College: new Science Center and Dunlap Hall
 - Santiago Canyon College: Humanities Building and Building D
 - Digital Media Center
 - District Office

Mr. Gaspar inquired if a locksmith will be hired by the District before the Medeco system goes into effect. Ms. Matsumoto stated the decision to do that has not been made yet and currently that position does not exist. There are discussions regarding how this will be handled with Safety and Human Resources. Mr. Leeds inquired if the classrooms will have the capability to lock down individually. Ms. Matsumoto stated each individual classroom will have the ability to lock or unlock the door with the electronic access control system with a key card or remotely. Newer classrooms will have a button that can be pushed for emergency lock down. Additionally, until all buildings are retrofitted, doors still have and utilize interim lock down measures where feasible.

Prop 39 Year Five Projects:

- SAC Lighting Occupancy Sensor Retrofit: This project has been completed.
- SCC U Portables HVAC Upgrades Phase 1: This project has been completed.
- SCC U Portables HVAC Upgrades Phase 2: This project has been completed.

Agenda item: Board of Trustees Exploring Potential 2020 General Obligation Bond Measure in March or November 2020

Discussion: Ms. Matsumoto noted The Board of Trustees approved an agreement with True North Research, Inc. for a bond measure feasibility study. The study was conducted in May 2019 and the information was presented at the Board meeting on July 15, 2019. Each campus will present projects for the proposed bond at the Board meeting on September 23, 2019.

Agenda item: Sustainability Committee Update

Discussion: Ms. Matsumoto stated the committee had no update and the next meeting is in two weeks.

<https://rscdd.edu/Departments/Business-Operations/sustainable-rscdd-committee/Pages/default.aspx>

Agenda Item: Measure Q Financial Summary

Discussion: Mr. O'Connor reviewed the project cost summary for Measure Q and noted the District has spent about 92%. The Central Plant is now a closed project. The third series of bonds was sold.

Agenda item: Campus Facilities Meetings Update

Discussion: Meeting minutes were distributed from the SAC Facilities Committee meeting from March 19, 2019 and April 16, 2019 and there was no update from the SAC Facilities Committee. Meeting Minutes were distributed from the SCC Facilities Committee meeting from April 15, 2019. Ms. Satele noted the campus was able to renovate three old classrooms in Building A and relocate a few departments over the summer.

Agenda Item: Physical Resources Committee Membership

Discussion: Ms. Matsumoto called for a motion to approve the committee membership list. Mr. Hoffman made a motion, seconded by Ms. Hoffman and approved unanimously.

Agenda item: 2019/2020 Proposed Meeting Schedule

Discussion: Ms. Matsumoto called for a motion to approve the 2019/2020 proposed meeting schedule. Mr. Hoffman made a motion, seconded by Mr. Rudd and approved unanimously.

Agenda item: Meeting Minutes – March 6, 2019 and May 1, 2019

Discussion: Ms. Matsumoto called for a motion to approve the PRC Minutes of the March 6, 2019 and May 1, 2019 meetings. Ms. Hoffman made a motion, seconded by Mr. O'Connor and approved unanimously.

Agenda item: Future Meeting Schedule

Discussion: The next scheduled meeting is on Wednesday, November 6, 2019 at 1:30 p.m. in the Executive Conference Room, District Office.

Agenda item: Other

Discussion: Mr. Shabazian inquired if the Hammond Hall restrooms are listed in the 2016 assessment of district-wide facilities deficiencies? Ms. Matsumoto stated that the Hammond Hall restrooms are included in the 2016 assessment. Ms. Alvano inquired who is responsible for providing lactation rooms. Ms. Matsumoto stated it is the responsibility of each campus to identify a location and execute these projects. There should be a policy and procedure in place for what to do if in a leased location.

Adjournment: Ms. Matsumoto called for a motion to adjourn the September 4, 2019 PRC meeting. Mr. Taylor made a motion, seconded by Mr. Rudd and approved unanimously to adjourn at 2:43 p.m.