

Physical Resources Committee

Wednesday, September 6, 2023 – 1:30 p.m.
Zoom Meeting: <https://rscsd-edu.zoom.us/j/84726781298>

Agenda

1. Call to Order – Ingram
2. Introductions – Ingram
3. Approval of Meeting Minutes – May 3, 2023 (Action) – Ingram
4. Physical Resources Committee Purpose and Responsibilities (Action) – Ingram
5. Physical Resources Committee Membership (Action) – Ingram
6. Projects Update – Melendez/Kim
 - Capital
 - Scheduled Maintenance
 - Addendum to Facilities Master Plan Update
7. Sustainability Committee Update – Kim
 - Sustainable RSCCD (SRC) Next Meeting September 20, 2023
 - Website:
<https://www.rscsd.edu/Departments/BusinessServices/sustainable-rscsd-committee/Pages/default.aspx>
8. Update on Campus Facilities Meetings – Hoffman/Satele
 - SAC – Facilities and Safety Committee Update
 - [April 18, 2023](#)
 - SCC – Facilities and Safety Committee Update
 - [April 17, 2023](#)
9. Meeting Schedule: October 4, 2023 (Email Only); November 1, 2023; February 7, 2024 (Email Only); March 6, 2024; May 1, 2024
10. Other
11. Adjournment

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

Physical Resources Committee

Meeting of May 3, 2023

1:30 p.m.

Zoom Meeting

PRC Members Present: Iris Ingram, Carri Matsumoto, Arleen Satele, Joe Melendez, Dane Clacken, Shannon Kaveney, Michael Turrentine, Binh Dau, Alex Taber, Ambar Nakagami

PRC Members Absent: Bart Hoffman, Monica Zarske, Jason Husky, Christine Gascon, Raven Cantoran

Guests Present: Hugo Curiel, Kelvin Leeds, Tae Kim

Minutes

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

Agenda item: Introductions

Discussion: Attendees introduced themselves.

Agenda item: Meeting Minutes – March 1, 2023

Discussion: Ms. Ingram called for a motion to approve the PRC Minutes of the March 1, 2023 meeting. A motion made by Ms. Satele was seconded by Mr. Clacken and passed unanimously to approve the minutes of March 1, 2023 as presented.

Agenda item: 2023/2024 Proposed Meeting Schedule

Discussion: Ms. Ingram called for a motion to approve the 2023/2024 Proposed Meeting Schedule. A motion made by Ms. Matsumoto was seconded by Mr. Clacken and passed unanimously to approve the proposed 2023/2024 meeting schedule as presented.

Agenda item: Scheduled Maintenance and Capital Projects Update – dated May 3, 2023

Discussion: Ms. Matsumoto provided the committee with an overview of the following projects and specifically reviewed items that changed since last review which are noted in blue text in the presentation materials:

Current Capital Projects:

- SAC Russell Hall Replacement (Health Sciences Building): Construction is anticipated to be complete at the end of August 2023 with campus opening/use in Spring 2024. The demolition of Russell Hall is anticipated to begin March 2024 through the end of summer. The logistics plan was shared with the Santa Ana College Facilities and Safety Committee and other work group committees which specifically discussed the fencing, redirection of traffic with a flagman as needed and pedestrian access and path of travel. Lot # 1 will be closed taking out 216 stalls to be used for construction staging and logistics. With the restoration of lot 9 an estimated 136

new parking stalls, 26 new parking stalls and drop off near Health Science Building, and 71 new parking stalls that were previously taken up by portables near lot 11 will be available. For safety reasons, the 17th Street entrance will be closed, and campus access will be redirected to the College Avenue, Bristol Street, and Washington Avenue entrances during the demolition of Russell Hall. This will occur in March 2024 following census as requested by the Campus.

- SAC Campus Entrance Improvements: Phase 1 will begin after the demolition of Russell Hall.
- SAC Barrier Removal Signage/Wayfinding: Construction is 50% complete.
- Johnson Student Center Mailroom Mail Slots: Mail slot boxes are in production and are to be delivered in June for installation. The delays were due to materials fabrication.
- SAC Building S – Safety Key Room: This project is under construction.
- SAC Centennial Education Center Redevelopment: A joint city Work Group meeting occurred on March 8, 2023 to review three additional design concepts and selected the option that has the possibility of offering 4500-5000sf in joint-use space envisioned to accommodate 250+ people to host large meeting events.
- SAC Bristol & 17th Street Property, Site Master Planning Study: Meetings occurred with President’s Cabinet on March 21, 2023 and Chancellor’s Cabinet on March 27, 2023. Upcoming activities include the development of a total cost of ownership analysis/business plan for the educational plan scenarios and the FTES goals. Final report to include cost reduction alternatives.
- SCC Orange Education Center is still under site remediation.
- SCC Campus Entrance Improvements Phase 1 is currently under construction.
- SCC Campus Entrance Improvements Phase 2: Project is in the last phase of design and DSA submittal is pending.
- SCC Barrier Removal Signage/Wayfinding: Construction is 95% complete.
- SCC Building D Restroom Renovations (Multi-User & Single User): The District along with legal counsel and the bonding company of the original contractor has settled and a completion contractor has been identified. There is a new contractor onboard and the project is starting up again.
- SCC Barrier Removal Lot 2 (S) and 7 Crosswalk Improvements: Construction is 97% complete.
- SCC M&O M101 Modifications: This project is in the construction phase.

Scheduled Maintenance:

- Budget for SM23 Projects is pending per May Revise with potential reduction of the state allocation by 25%.
- SAC Campus-wide drinking fountains project is anticipated to be awarded following Board action at the next meeting to contract for 27 drinking fountains to be replaced.
- SCC Handrail project is closing out as it is complete.
- SCC Basic Needs Center minor remodel is 95% complete with installation of furniture still pending. This project also experienced materials/supply delays.
- There is no queuing up for any of the next round projects for both campuses until the budget from the State is confirmed as there may be a need for further discussion if there is a reduction in funding.

- Blaser Settlement deficiency items completed to date: 375 out of 418 exterior (90%) deficiencies have been corrected and 202 completed out of 241 items for interior (84%). Overall, the Blaser Settlement barrier corrective items are 89% complete. Some of the most difficult corrections are yet to be made.

Access Control Test Pilots

- Current test pilots are still underway with little change; however, work is ongoing.

Student Housing Feasibility Study (SB 169 Grant Funding) Update:

- Currently in the middle of final draft which includes financial analysis, total cost of ownership, grant application materials, and meeting with advisory committee later today. Board Ad Hoc Committee meetings have occurred along with meetings of the Chancellor's Cabinet. A decision by the Board is required in June to meet the State's deadline for submission in July. A review of the requirements of SB169 was discussed including the scoring rubric, grant update, grant scores, subsequent rounds of application which will lead Board to decide at their June meeting whether to pursue the SB 169 Grant Funding for Student Housing and construction.

Civic Center Use AR 6700 Update:

- The Work Group is still working through updates of AR 6700 in accordance with Education Code §82537.

Sustainable Master Plan Update:

- Staff is reviewing the 2015 Sustainability Master Plan goals and objectives to prepare for an update to the plan with the first meeting that occurred on May 2, 2023. That work will be ongoing.

Summary of On-Going Planning Activities:

- This summary has not changed since the last meeting.
- The Five Year Capital Construction Plan was referenced with a reminder that it is reviewed annually for the State. That must include any projects planned whether funding is available. The list is continuously reviewed and updated. Costs are required to be updated.

Agenda item: Sustainability Committee Update

Discussion: Ms. Matsumoto confirmed a sustainability plan update to the master plan for sustainability. It will be a 2025 update; with the last update completed in 2015. While DO and SCC representatives have been identified, the committee still needs representatives from SAC. Kelvin Leeds, the Academic Senate Representative, volunteered to serve on the committee. Next meeting will be in June. The committee is also evaluating RSCCD goals and objectives, the State's goals and objectives, and how these can be aligned. The other item is the bi-annual report for 2021-2023. A draft is being reviewed.

Agenda item: Campus Facilities Meetings Update

Discussion: Meeting minutes were distributed from the SCC Facilities and Safety Committee meeting from February 27, 2023 and March 20, 2023. Dr. Satele noted highlights that everyone is happy with the progress of entrance project, parking lot 2 and Building D restrooms anticipated completion.

Meeting minutes were distributed from the SAC Facilities and Safety Committee meeting from February 21, 2023 and March 21, 2023. Mr. Kaveney briefly reported on behalf of Dr. Hoffman, noting no significant updates, but that the marquee at 17th and Bristol was replaced and discussions continue regarding vacant positions in the maintenance division. Ms. Matsumoto confirmed the Five Year Capital Construction Plan projects and the logistical review of the demolition of Russell Hall were also discussed at those meetings.

Agenda item: Meeting Schedule

Discussion: The next scheduled meeting is on September 6, 2023 followed by October 4, 2023 (Email Only); November 1, 2023; February 7, 2024 (Email Only); March 6, 2024; and May 1, 2024.

Agenda item: Other

Discussion: There were no comments.

Adjournment: Ms. Ingram called for a motion to adjourn the May 3, 2023 PRC meeting.

A motion made by Ms. Satele was seconded by Mr. Kaveney and approved unanimously to adjourn the meeting at 2:04 p.m.

**Physical Resources Committee Meeting
Wednesday, September 6, 2023**

Purpose: The Physical Resources Committee supports the district and colleges by coordinating and overseeing capital outlay construction and scheduled maintenance projects that align with the facilities master plans to provide for a safe and sustainable environment and to protect district property.

Responsibilities: Review plans related to district and college physical resources including facilities, equipment, land and other assets. Assess the effective use of physical resources. Review the following:

- Five-Year State Annual Capital Construction Plan
- State Capital Outlay projects
- Local bond projects
- Five-Year Annual State Scheduled Maintenance Plan
- Facility Master Plans
- Hazardous Mitigation Plans as needed
- Ancillary costs related to new construction as needed

Current Physical Resources Committee Membership as of 2022		
Santa Ana College	Santiago Canyon College	District Office
Bart Hoffman (Vice President, Administrative Services)	Arleen Satele (Vice President, Administrative Services)	Iris I. Ingram (Vice Chancellor, Business Services) – Co-Chair
Shannon Kaveney (Management)	Christine Gascon (Management)	Carri Matsumoto (Asst. Vice Chancellor, Facility Planning, District Construction & Support Services)
Monica Zarske (Faculty)	Alex Taber (Faculty)	Joe Melendez (Director, Facility Planning, District Construction & Support Services)
James “Marty” Rudd (Faculty)	Vacant (Faculty)	Dane Clacken (Management)
Michael Turrentine (CSEA)	Ambar Nakagami (CSEA) – Co-Chair	Binh Dau (CSEA)
Justin Barajas (Student)	Gabriel Lopez (Student)	

Membership Notes:

- One of the classified representatives shall serve as committee co-chair
- Three classified representatives appointed by CSEA (District Office, Santa Ana College and Santiago Canyon College)
- Management representatives, appointed by each College President and Vice Chancellor, Business Operations/Fiscal Services
- Two faculty members, appointed by each Academic Senate, Santa Ana College and Santiago Canyon College
- Student representatives (Santa Ana College and Santiago Canyon College, when possible)



SAC FACILITIES & SAFETY MEETING
 MINUTES – APRIL 18, 2023
 1:30P.M. – 3:00P.M.
 Zoom Meeting

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	Jennie Adams	Jason Huskey, Co-Chair	Nicole Patch		
Jim Kennedy	Shannon Kaveney	Marty Rudd	Jim Isbell		
Vaniethia Hubbard	Rebecca Barnard	Monica Zarske	Darren Hostetter	District Liaison	
Jeffrey Lamb	Steve Holman	John Zarske		Carri Matsumoto	Joe Melendez
Don Maus		Amberly Chamberlain		Tae Kim	
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
Ivette Fisher				Sgt. Don Voght	
Ivonne Pittman				ASG Representative	
				Joseph Jimenez	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:35pm Adjourned at 2:37pm.	
2. PUBLIC COMMENTS					
	None				
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS	
	Approval of March 21, 2023 Minutes			Motion moved to approve the March 21, 2023 minutes by Steve Holman 2 nd by John Zarske.	
4. ACTION ITEMS		DISCUSSION/COMMENTS			
	None				

5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Facility Planning, Construction and District Support Services Reports</p> <p>Project Update Report – Carri Matsumoto shared her report (here). The report highlighted:</p> <ul style="list-style-type: none"> ○ Centennial Education Center Redevelopment Options (Pg. 10) ○ Bristol & 17th Street Property, Site Master Planning Study (Pg. 11) ○ District-Wide Planning-Student Housing Feasibility Study (Pg. 20) ○ SB 169 Program Requirements (Pg. 23) ○ SB 169 Rubric (Pg. 24) ○ SB 169 Grant Update (Pg. 25-26) ○ SB 169 Grant Scores from Round 2 (Pg. 27) ○ Summary of On-Going Planning Activities (Pg. 30) ○ Draft Five Year Capital Construction Plan Project List (Pg. 31) <p>Dr. Hoffman asked for confirmation of Russell Hall Replacement being on the Draft Five Year Capital Construction Plan Project List because the Health Sciences building is not completed. Carri confirmed that is correct. Carri reported that projects over \$600,000 must be listed on the Plan because they are considered capital projects as well as anything that is in construction or recently completed.</p> <p>Dr. Hoffman added that the college identified \$1.6M of its scheduled maintenance dollars to go into renovating the Centennial Education Center (CEC), while we wait to get bond. Also, the State decided to take back 25% of the allocation that the District received. Carri reported that that amount is part of the State Allocation 2023 (Pg. 12). Carri added that if the 25% cut is implemented, everyone’s Project Lists will need to be reviewed. Dr. Hoffman suggested that once a cut is determined he would like a presentation from Carri’s team. Carri added, once the budget gets settled, they will share a 2023 Scheduled Maintenance Project List. Carri reported that as soon as the budget is settled, all the scopes of work and projects associated with this year will be reviewed.</p> <p>Russell Hall Demolition Logistics Plan – Joe Melendez shared a Russell Hall Demolition presentation (here). He reported that as soon as the Health Sciences building is completed, all health programs housed in the Russell Hall building will be relocated to the Health Sciences building.</p> <p>The proposed timeline for the demolition is as follows:</p>	

	<p>March 2024 Interior Hazardous Material Removal April – May 2024 Interior Demolition June 2024 Exterior Demolition July 2024 Final Completion August 2024 (Contingency Completion should we encounter ACM transite)</p> <p>The start date is right after the census. Joe explained that fencing will be erected around the perimeter including the front entrance, Lot #1, and Russell Hall. Sound blankets will be tied to the fencing to reduce the noise level. His presentation showed available walkways and points of entrance to the college. Joe added that no construction will be done during Finals Week. There will be new parking stalls opening up in Lots 6, 9 and 11. There are discussions on relocating the Veteran’s Resource Center at this time. A vendor is being sought to protect the equipment in the Planetarium. Fashion Design, which is housed in the T building, will be relocated before the onset of the demolition, Occupational Therapy will be relocated to the new Health Sciences building and Culinary Arts will remain in the T building. Dr. Hoffman will be working on whether the Math Department is relocated from the H building. There will be signage around the college pointing to the points of entrance.</p> <p>Joe reported on the importance of back filling the massive hole that will be left after the demolition for safety purposes. He also added that Phase I of the Campus Entrance Project is scheduled to start upon the completion of the Russell Hall Demolition project. Therefore, the front entrance will be blocked off until that Campus Entrance Project is completed.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Student Report – no report.</p> <p>Facilities Report – Shannon Kaveney reported:</p> <ul style="list-style-type: none"> • Marquee replacement – April 27th at 6pm. This will take one day to complete. • Tree trimming has started up again. It was delayed due to rain. They should be done this week at SAC and continue at our other sites. • Orange County Health is going to inspect the pool at SAC tomorrow at 9:00am. • M & O hired one Grounds Person. The Hiring Committee will be reviewing resumes and setting up interviews for the replacement of two Grounds Persons. 	

- Four Custodial positions have been posted. These will also help with setup for events held on campus.
- Central Plant Operator and Maintenance Supervisor positions have been posted.
- Future positions for M & O include one additional Facilities Coordinator, HVAC Tech, Lead Custodian for Swing Shift and two Custodians for Swing Shift.

Safety and Security Report – Sgt. Voght reported that the Emergency Operations Center (EOC) events that will take place:

EOC Tour at Loma Ridge – April 25, 2023

EOC Training – Logistics Team only at SAC – April 27, 2023

EOC Functional Exercise at SAC – April 28, 2023

Sgt. Voght reported on types of warnings and alerts that are used by campus safety which abide by the Clery Act.

Timely warnings – are issued for certain crimes that represent a threat to the safety of students or employees. A timely warning aids in the prevention of someone becoming a victim of a crime. Generally, the warning is to be done within 48 hours.

Emergency notifications – are issued upon the confirmation of a significant emergency or dangerous situation on the campus that involves an immediate threat to the health or safety of students and employees (i.e., earthquake, active shooter, or toxic spill).

Confidentiality – individuals' names and any identifiers are kept confidential when an incident is reported.

The decision to issue these warnings are made on a case-by-case basis. Regarding a timely warning, Campus Safety will consult with Dr. Hoffman and/or the President's Cabinet before putting out a timely warning.

He reported that our campus uses the Rave Alert System. They are working with Dalilah Davaloz, Public Information Officer, to send out a universal message to all students, staff and faculty regarding the Rave Alert app to be used.

Risk Management Report – No report

7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	No report	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • Scheduled/Deferred Maintenance for Centennial Education Center – DO Facilities Planning Presentation • Total Cost of Ownership of Facilities 	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: May 16, 2023	

SUBMITTED BY Maria Cardona

Santiago Canyon College Facilities & SAFETY Committee

Minutes

April 17, 2023

Attendees: Scott Sakamoto, Arleen Satele, Martin Stringer, Veselka Danova, Alicia Ayers, Zulema Mendez, Jeff Wada, Ambar Nakagami

Absent: Alex Letourneau, Will Lennertz, Jovannys Mejia, Kate Kosuth-Wood, Jim Granitto

Guest: Chuck Wales, Carri Matsumoto, Joe Melendez, Tae Kim

[Facilities and Safety website](#)

Zoom Link:

<https://us06web.zoom.us/j/7808080493>

NEW BUSINESS	REPORT/OUTCOME	MEMBER
1. Review of Minutes from Februraty 27 th and March 20 th , 2023 meeting	<ul style="list-style-type: none"> • 2/27 approved • 3/20 approved by attendees 	Scott Sakamoto
2. INTRODUCTIONS/ ANNOUNCEMENTS	<ul style="list-style-type: none"> • Earth Day 4/20/23 • Community Science Night 4/28/23 	
3. District Presentations	<ul style="list-style-type: none"> • BOT meets in June to decide on applying for student housing funding • District will work on the 5-year capital construction plan • Update to the FMP recent update this Summer • D-building bathrooms contractor located 	District Facilities (See Facilities and Safety site for PP)
4. Public Safety	No update	Frank Prado
5. College Facilities Update	No update	Chuck Wales
6. Hawk's Nest Food Pantry	<ul style="list-style-type: none"> • Potential Basic Need Center (1st floor A) soft opening at the end of the semester • Waiting on furniture delivery 	Joe Melendez
7. 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.
Next Meetings	Spring 2023 Facilities and Safety meetings (Zoom 3:00pm- 4:30pm) February 27, 2023 March 20, 2023 April 17, 2023 May 15, 2023	

**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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

(Approved by RSCCD Board of Trustees, 12-04-17)