



**SAC FACILITIES & SAFETY MEETING**  
**MINUTES – FEB. 21, 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	
Ellen Alanis	Jarek Janio	Austin Lindholm - ALMA	Hugo Curiel	Dave Waters	
Larry Frapwell, HPI	Ivonne Pittman	Ritinha Fernandes-HPI	Megan Gaunce-HPI	ASG Representative	
Ivette Fisher	Shayla Purewal, ALMA			Joseph Jimenez	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:30pm Adjourned at 2:13pm.	
<b>2. PUBLIC COMMENTS</b>					
	Jarek Janio, ESL Department Chair at Centennial Education Center (CEC) reported on the physical condition of CEC. When he was hired in 2007, he was told that new buildings/infrastructure would take place in the near future. He stated that the current bungalows used for classes were built in the 1980's and would last about 10 years. He added that the biggest obstacle for setting up new buildings was the land lease, which prohibit the district from making any major improvements at CEC. Many students, staff, faculty, and community members attended numerous City of Santa Ana Council meetings to plead the case of extension of the land lease. Chancellor Martinez even joined the meetings and the efforts paid off. The lease extension was granted.				

	<p>He added that the District Office promised that site improvement would be on the ballot measure to be voted on in the Fall of 2022. This idea fell apart and we are left with dilapidating facilities just like decades ago. Classrooms and offices are in desperate need of renovations. The problem with weathered facilities is compounded by a chronic shortage of custodial staff. CEC has heavy traffic of staff, faculty and students, and the office, classrooms, and bathrooms are not cleaned regularly. Some administrators were washing walls and windows before the first day of school.</p> <p>Jarek's plea is to prepare a plan for the people who study and work at CEC to feel proud of their location.</p>	
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<b>Approval of November 15, 2022 Minutes</b>	Motion moved to approve the November 22, 2022 minutes by Shannon Kaveney, 2 <sup>nd</sup> by John Zarske. Motioned carried unanimously.
<b>4. ACTION ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	None	
<b>5. PROJECT UPDATES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><b>Facility Planning, Construction and District Support Services Reports</b></p> <p><b>Project Update Report</b> – Carri Matsumoto shared the <a href="#">Project Update Report</a>. Some of the highlights from this report were:</p> <p><u>Campus Entrance Improvement project</u> – scheduled to start upon completion of demolition of Russell Hall. Parking Lot #1 will be closed during the demolition phase. This project will need to go to DSA for approval as well as getting bids and then awarding the project.</p> <p><u>Demolition of Russell Hall project</u> – currently out to bid for a contractor. Demolition to start in January 2024.</p> <p>Carri reported that while Parking Lot #1 will be closed during the demolition phase, the current parking that that is fenced off for construction (Lot #6) will be reopened allowing additional staff parking. Other parking lots can be identified for staff.</p>	

Dr. Hoffman asked if there is any way to delay the tearing down of Russell Hall to Summer due to the impact of FTES during the Spring Semester. Carri responded that the State is clear on the timeline and cannot make any extensions also because it has been approved by the Department of Finance therefore, the demolition must be completed at that time. Carri added that she asked to push out the demolition timeline and the State refused.

Centennial Education Center Redevelopment – Carri reported that they have been working with a Campus Workgroup as well as a City Workgroup to talk about planning activities. Part of the lease agreement is to make significant improvement at this site. Both the District and the Board need to approve to proceed with a potential bond campaign for 2024. They are working on several concepts/layouts with the Workgroups for this site. Carri added that a future presentation will be conducted to this committee after further progress.

Scheduled Maintenance Projects – Carri reported that the College has prioritized CEC to receive scheduled maintenance work for the upcoming year. That is still in the planning phase.

Student Housing Feasibility Study – Carri reported that the survey was completed December 2022 and an upcoming Advisory Committee meeting is scheduled for March 1, 2023. They are studying different sites owned by the District to determine if an application can be submitted to receive potential SB169 grant funding. She explained that in FY23.24 there was \$750M to be allocated, however, the governor has now proposed to reduce that to \$500M and to defer \$250M. Right now, \$500M is what is available for FY23.24.

There were three rounds of funding:

Round 1: received \$500,000 planning grant for a feasibility study.

Round 2: construction grant applications were due on January 25, 2023. Several districts and colleges put in applications, and they may already be over-subscribed above the \$500M that is available.

Round 3: construction grant applications are due July 3, 2023. The District is looking at potentially participating in Round 3, based upon the completed feasibility study. The award date is July 15, 2024. Which is an entire year later.

The feasibility study is to be completed in the Spring, which will determine if we apply for this grant. This is not a revenue generating development, it is

	<p>only to house affordable student housing. The is a capped rent percentage. There is also an option for housing that is not associated with this grant as a consideration.</p> <p>John Zarske asked what costs the grant would pay for. Carri responded that the grant would pay only for construction costs. There are ongoing costs related to this project. Unfortunately, we would not know how much grant money you would receive for the year, which puts us in a difficult planning situation. Based on the rent that is made from the units, you want to make sure you cover your on-going costs.</p> <p><b>Russell Hall Replacement (Health Sciences Building) Completion Delays</b> – Carri reported that there are potential delays due to lack of having all the ITS switches and equipment for wireless internet access available. These items are expected to arrive in May. These items were due to arrive in February or March. Due to this delay the construction is anticipated to be completed at the end of August 2023. Russell Hall demolition will begin January 2024 and move relocation will be phased from September – December 2023.</p> <p><b>Bristol and 17<sup>th</sup> Street Study</b> – Carri reported that the first phase of work was looking at student housing for this property, but it was very constricted on the number of units allowed to be generated. Therefore, another option that the college asked to explore, was a culinary/hospitality/tourism.</p> <p>Austin Lindholm from ALMA Strategies presented a <a href="#">Bristol &amp; 17<sup>th</sup> Street Facility Educational Plan</a>. The presentation highlighted a timeline, space array, annual enrollment growth as well as next steps.</p> <p><u>Next Steps Recap:</u></p> <ul style="list-style-type: none"><li>• A cost estimate will be developed and will include initial hard/soft construction costs for the building as programmed.</li><li>• Develop a Total Cost of Ownership Analysis/Business Plan with Education Plan Scenarios/FTES Goals, incorporating the cost estimate’s construction costs.</li><li>• Additional Presidents Cabinet meeting to review cost estimates and preliminary study draft.</li><li>• Provide an initial Bristol &amp; 17<sup>th</sup> Street Site Feasibility Study Draft to the district for review on 3/10/2023.</li><li>• Final Bristol &amp; 17<sup>th</sup> Street Feasibility Study to be delivered by 3/31/2023.</li></ul>	
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	<p>Megan Gaunce from HPI Architecture shared a presentation on the <a href="#">Bristol &amp; 17<sup>th</sup> Street Feasibility Study on Culinary Arts &amp; Hospitality</a>. The presentation showed options that may work with planning of the Bristol &amp; 17<sup>th</sup> Street Study. Highlighted in the presentation was space array, space adjacencies, greater campus connectivity, classroom/lab configurations and renderings of different structural options of the project site.</p> <p>Darren Hostetter asked if other programs such as a Fine Arts program be placed in the new building to meet the FTES. Dr. Hoffman responded that that it is something that can be discussed, however, the idea right now is to look for programs that would compatible or complimentary with what is currently being proposed such as hospitality management. Carri added that a Fine Arts program may come with storage needs and it would need to be determined if those programs fit in with the programs being proposed.</p> <p>Lt. Waters added how many parking spaces are included in the site. Megan Gaunce responded that about 65 parking stalls are included in this project. She stated that they figured 4 to 1 of unduplicated enrollment (pre-COVID). This site is an extension to the main campus. Students can be taking classes at both sites. This is something that they will look at. At the moment, parking in the new site is a result of the size of the building. She added that the total 200 FTES would not be at the site at one time.</p> <p>Carri added that the hours of operation for the café have not been determined, therefore the flow of traffic is unknown. Facility parking is designed by the student ratio. This project will go back to the campus for planning. The next steps are to do additional financial analysis and wrap up the planning studies in the Spring. She also reported that they will be doing an addendum to the Facilities Master Plan.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Student Report</b> – no report.</p> <p><b>Facilities Report</b> – Shannon Kaveney reported:</p> <ul style="list-style-type: none"> <li>• A State inspection is scheduled on the 28<sup>th</sup> of February for the H Building elevator. Once the inspection is passed the elevator will be up and running.</li> <li>• The soccer field repairs were conducted, it was determined that the soccer field has three more years of usage.</li> <li>• Tree trimming is scheduled to take place on the 27<sup>th</sup> of February on</li> </ul>	

	<p>the SAC campus, then the Sheriff's Academy and CEC.</p> <ul style="list-style-type: none"> <li>• Two people passed the interview process for the Grounds position.</li> <li>• The roofing project has been completed on Buildings I, F and J.</li> <li>• The sewer line in the library has been repaired.</li> <li>• Concrete was poured for the wayfinding signage.</li> <li>• The pool was shut down after an Orange Count Inspector came to inspect it due to needed repairs.</li> </ul> <p><b>Safety and Security Report</b> – Lt. Waters reported that they are enforcing parking permits at this time. Citations have gone out due to violations particularly students parking in staff area.</p> <p><b>Risk Management Report</b> – Don Maus reported that since the beginning of the year, there has been one trip and fall injury at CEC. Maintenance staff has corrected the problem of raised cement that caused the trip and fall.</p>	
<b>7. ACCREDITATION</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	Monica Zarske reported that an annual report is due in April.	
<b>8. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	None	
<b>9. NEW BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><b>Work Order Process</b> – Jason Huskey/Shannon Kaveney</p> <p>Jason Huskey stated that people feel that they must wait until this committee meets to bring up maintenance related issues. He would like all faculty representatives to pass along to staff that an online work order system is in place and can be used at any time to report maintenance issues. The division administrative assistants should complete the online work orders so that duplications are not received for the same issue and the issue can be tracked through completion. This will help streamline the process.</p>	
<b>10. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
<b>11. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	
	Next Meeting: March 21, 2023	

SUBMITTED BY Maria Cardona