



**SAC FACILITIES & SAFETY MEETING**  
**MINUTES – MAY 16, 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	Monica Zarske	Jim Isbell		
Vaniethia Hubbard	Rebecca Barnard	John Zarske	Darren Hostetter	District Liaison	
Jeffrey Lamb	Steve Holman			Carri Matsumoto	Joe Melendez
Don Maus	Krystle Taylor			Tae Kim	
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
Ivette Fisher				Sgt. Don Voght	
Ivonne Pittman				ASG Representative	
				Joseph Jimenez	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:34pm Adjourned at 2:46pm.	
<b>2. PUBLIC COMMENTS</b>					
	John Zarske expressed concern about the key process.				
<b>3. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/FOLLOW UPS</b>	
	Approval of April 18, 2023 Minutes			Motion moved to approve the April 18, 2023 minutes by Steve Holman 2 <sup>nd</sup> by Shannon Kaveney.	

4. ACTION ITEMS	DISCUSSION/COMMENTS	
	None	
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<b>Facility Planning, Construction and District Support Services Reports</b> No report.	
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>• Hammond Hall elevator’s hydraulic jack and the return line are failing. Proposal to repair has been achieved. In the meantime, the return line sealed and rerouted. The hydraulic jack will take about eight weeks to repair.</li> <li>• Miguel Rubio and his team have painted the baseball field’s backboards and bleachers and displayed the new logo. As well as repairing the fence.</li> <li>• Confirming if the issues have been resolved with the ADA push bars located outside of the Johnson Student Center (JSC) and should be functioning as designed. There were hardware and software issues with the functioning of the ADA push bars.</li> <li>• Issue with a generator providing power to the Science Center. Working with the companies Caterpillar and Duffy to get a service call scheduled to resolve the issues.</li> <li>• Installed hydration stations at the baseball field area.</li> </ul> <p>Dr. Hubbard asked what the timing would be to get Hammond Hall’s elevator working. Shannon responded that the return line will be repaired to get the elevator functioning. He anticipates an eight-week lead time to repair the hydraulic jack. Dr. Hoffman reported that a class had to be relocated due to the non-working elevator. He added that when elevators are out of order, a notice is posted on the outside of the elevator.</p> <p>Dr. Hoffman asked if the issue of not being able to open a door at the JSC without using the ADA push bars has been resolved. Shannon stated that he is working on confirming the functionality of the ADA push bars.</p> <p>Dr. Hoffman added that there have been issues in the Science Center building. Labs could not be held due to the fume extraction system, which has been corrected. The problem was that the maintenance alarm on the emergency generator did not go off therefore causing the fume extractor system to go</p>	

	<p>down. Dr. Hoffman scheduled a meeting with all faculty and staff in the Science Center building to express concerns and/or issues they have identified in this building to obtain a comprehensive list of issues to be addressed.</p> <p>Jim Isbell appreciated the work that was done and the initiative to resolve the issues from Dr. Hoffman.</p> <p><b>Safety and Security Report</b> – Sgt. Voght reported that all the Science Center doors were secured on Sunday as well as the doors at the JSC and working properly. He reported that Sherri Colgan, EOC Trainor, is still working on the EOC Manual and anticipates it to be completed by the end of the year. Sgt. Voght reported that Sgt. Gary Cuoso from the Santa Ana Police Department would like to hold an active shooter training at SAC with his S.W.A.T. as well as our campus safety personnel. A date will be narrowed down for approval. Sgt. Voght will be meeting with Chris Baker to learn about access control.</p> <p><b>Risk Management Report</b> – No report</p>	
<b>7. ACCREDITATION</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	No report	
<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>Protocols for Use of Instructional Space for Events</b> – Dr. Hoffman reported that part of our protocols should be the use of certain rooms on campus when large events are scheduled on campus. One example is a lab classroom due to the sensitive equipment in the lab. This would be one classroom type that would not be allowed to be used. John Zarske agreed that chemistry labs or any labs should not be used due to the sensitive and possibly dangerous equipment used in labs. He also expressed that campus groups that use classrooms leave the rooms messy. They should return the classroom to its original state. He also added that they should be using their own supplies. He stated that a six-foot table and a printer disappeared from one of the classrooms. Amberly Chamberlain expressed the difficulty in not having space needed for production and teaching in the P Building. Dr. Hoffman added that the Civic Center Act states “use by external agencies cannot displace instruction”. Instruction should always come first.</p> <p>Krystle Taylor added that instructional areas for events should be carefully considered specifically related to accessibility.</p>	

	<p><b>ARs Related to Safety (AR3500, AR3515, AR3516, AR3505)</b> – Jason Huskey reported that part of this committee’s responsibility is to make sure that the Administrative Regulations (AR) related to Safety are up to date. The Academic Senate shared that there were some recommendations and new regulations from the Chancellor’s Office. There is a need to update the ARs listed in this agenda. There is a need to review the process of updating ARs and Campus Safety is in the process of reviewing the ARs to make sure they are up to date and following the new regulations.</p> <p>John Zarske asked if this committee will have a chance to review and discuss the ARs. Dr. Hoffman added that Dr. Nery feels that ARs pertaining to this committee should be reviewed and discussed here first then sent to College Council and moved up the ladder.</p> <p>Dr. Hoffman added that these Ars are district-wide and are typically updated by District Safety &amp; Security. This committee would be working with Sgt. Voght or Lt. Waters, as a subcommittee. He added that there could be one workgroup that would have representatives from both colleges to work on revisions, or there could be two workgroups. One at SAC and one at SCC, and the revisions from both workgroups would be incorporated in a redlined draft. The redlined draft would come back to this committee and ultimately go to College Council. It would be the same for SCC.</p>	<p>Jason stated that they will be added as an action item with ideas about forming an ad hoc committee or work group with members of this committee.</p>
<b>10. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	<ul style="list-style-type: none"> <li>• Total Cost of Ownership of Facilities</li> <li>• Scheduled/Deferred Maintenance for Centennial Education Center (CEC) – DO Facilities Planning Presentation</li> </ul> <p>Dr. Hoffman reported that the district received a significant amount of money to perform deferred maintenance across the district. SAC received an allotment. High on the list was the work needed at CEC. After allocating the money for this FY, the Governor’s Office informed all districts receiving an allocation that a 25% spending reduction was necessary, therefore, asked to reduce our spending again, but we do not know at what percentage. This has been holding up the scheduled maintenance projects.</p>	
<b>11. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	
	Next Meeting: September 19, 2023	

SUBMITTED BY Maria Cardona