



SAC FACILITIES MEETING
MINUTES – MAR. 16, 2021
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	Stephanie Paramore	Marty Rudd, Co-Chair	Nicole Patch	Sarah Salas	Mike Turrentine
Jim Kennedy	Christine Leon	Tommy Strong	Roy Shahbazian		
Vaniethia Hubbard	Robert Ward	Monica Zarske		District Liaison	
Jeffrey Lamb	Veronica Oforlea	John Zarske		Carri Matsumoto	Darryl Taylor
Jennie Adams					
			Bold = present		
Guests				Campus Safety & Security	
Craig Takahashi	Mike De Laby				
Darren Hostetter	Dawn McKenna			ASG Representative	
				Lilly Angel	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:37pm Adjourned at 2:35 pm.	
2. PUBLIC COMMENTS					
	Motion to amend the agenda to add Administration Regulation (AR) 6750 – Vehicle Operation and Parking under New Business.			Motion was moved by John Zarske and 2 nd by Tommy Strong.	
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of February 16, 2021			Motion moved to approve the February 16, 2021 minutes by Christine Leon, 2 nd by Tommy Strong. Motion was carried unanimously.	

4. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Project Update Report – no report was given by District Office Facilities Department.</p> <p>Dr. Hoffman briefly reported that staff will start moving into the new Johnson Student Center by the end of May through the beginning of June. There is a Fall move in for the Science Center but there is no set date. Fencing will go up around the Health Science building construction area.</p>	<p>Project Update Report was emailed to all committee members.</p>
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Student Report	None	
Facilities Report	<p>Dr. Hoffman reported that Robert Ward is now the Interim Director of Physical Plant and Facilities effective March 15th. There were no current reports at this time.</p>	
6. ACCREDITATION		ACTIONS/ FOLLOW UPS
	<p>Marty Rudd reported that he will be meeting with Monica Zarske to discuss status of the accreditation report. Dr. Hoffman recommended that Robert Ward be recruited to work on the accreditation report with Marty Rudd.</p>	
7. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
8. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Work Order Request Icon on Desktop Computer – Dr. Hoffman reported that he has been working with ITS on an icon that will be placed on every desktop computer. John Zarske stated that in the past his area would let the Division Office place work order requests directly, which worked well. Dr. Hoffman added that they have had issues where staff could not easily locate the current work order request button and would then send off an email to several Administrative Services staff members. By using the icon, the work requests will go into a queue and they will be assigned to be fulfilled. An email will be going out to introduce the new work order request icon.</p> <p>Facilities Use Calendar for Employee Access Only – Dr. Hoffman reported that there have been incidents that events have taken place on campus and Administrative Services was not aware of the event. Employees will now have access to a Facilities Use Calendar located in Outlook’s left hand navigation bar. You will need to click on “Facilities Use Calendar” to view current events. Chandra Donahoe is currently responsible for populating the Facilities Use</p>	

	<p>Calendar. This will be rolled out with the assistance of ITS.</p> <p>AR 6750 Vehicle Operation and Parking – Dr. Hoffman reported that this AR is a long-standing document that needs to be revised. The current AR 6750 has been redlined by Public Safety. This AR was taken to Cabinet to review the redlined revisions. The following comments were discussed:</p> <ul style="list-style-type: none"> ✓ John Zarske and Tommy Strong would like to see signage posted around campus notifying what type of vehicles are prohibited. ✓ Tommy Strong asked about an addition of a bike lane. Dr. Hoffman stated that our campus is small compared to other campuses for a dedicated bike lane to be added. ✓ John Zarske recommended that an exclusion be made regarding devices used for disability purposes. <p>John Zarske commented that if staff parking is not being enforced, staff should be eligible for a refund. Dr. Hoffman stated that there is a contractual collective bargaining agreement regarding the payment of parking. It was determined that all staff and managers will pay for parking and Public Safety and Security are funded by the payment of parking permits. Therefore, there will be no refunds for staff.</p>	<p>The AR 6750 will be sent to all committee members for comments. Comments will be forwarded to Lt. Scott Baker and will be discussed at next Committee meeting.</p>
9. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	None	
10. OTHER	DISCUSSION/COMMENTS	
	<p>Next Meeting: April 20, 2021</p>	

SUBMITTED BY Maria Cardona