



SAC FACILITIES & SAFETY MEETING
 MINUTES – OCT 18, 2022
 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-Jones	Jason Huskey, Co-Chair	Nicole Patch		
Jim Kennedy	Veronica Oforlea	Marty Rudd	Jim Isbell		
Vaniethia Hubbard	Jennie Adams	Monica Zarske	Darren Hostetter	District Liaison	
Jeffrey Lamb	Shannon Kaveney	John Zarske		Carri Matsumoto	Joe Melendez
Don Maus	Rebecca Barnard	Amberly Chamberlain		Tae Kim	
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
				Dave Waters	
				ASG Representative	
				Ruben Hernandez	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:32pm Adjourned at 2:17pm.	
2. PUBLIC COMMENTS					
	<p>Amberly Chamberlain reported her concerns on the following items:</p> <p>Signage for Black Box Theater – Directions/Signage to the Black Box Theater would help people find the theater and possibly get there on time. They are having to hold the house for 10 – 15 minutes to give people time to find their location.</p> <p>Don Express – would like an update on the opening of the Don Express. There is a need for extra space outside the Little Theater and was wondering if the Don Express was still going to be used.</p>			<p>During the meeting Jennie Adams informed members that the Don Express will be opening in two weeks.</p>	

	<p>John Zarske expressed concern on the current construction projects that are taking place and interfering with student learning. He also added that the elevator in Hammond Hall has not been working. There is a student that needs assistance from Campus Safety to carry her cart while she goes up the stairs with her cane due to the non-functioning elevator.</p> <p>Nicole Patch reported that students are complaining of not having access to the women's restroom in the library. A student will be joining our next meeting to voice her concern.</p>	
3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Approval of September 20, 2022 minutes	Motion moved to approve the September 20, 2022 minutes by Shannon Kaveney, 2 nd by Don Maus. Motioned carried unanimously.
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	<p>2nd Read Committee Goals</p> <p>Recommended Cancellation of December 20, 2022 Meeting</p>	<p>Motion moved to approve the Facilities and Safety 2022/2023 Committee Goals by Monica Zarske, 2nd by Shannon Kaveney. Motioned carried unanimously.</p> <p>Motion moved to table the Cancellation of December Committee meeting until the November meeting by John Zarske, 2nd by Darren Hostetter. Motioned carried unanimously.</p>
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Project Update Report – No report	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Student Report – Ruben Hernandez reported that there are some concerns regarding the water fountains and bottle refill stations not working and/or filters not being replaced. He also added that there are concerns about parking lot lighting being very dim at nighttime.</p> <p>Facilities Report – Shannon Kaveney reported that nine cases of Covid 19 Test Kits were received. The kits will be going to the Health and Wellness Center as well as other areas. He will confirm this with Dr. Hoffman. Shannon also added</p>	

	<p>that he has been working diligently with the District Office Facilities Planning Department on the repair of the Hammond Hall elevator. This project must go through DSA guidelines.</p> <p>Shannon reported that most of the roofing project work has been moved to the evening and the loading should be done before any students or staff enter the building. After meeting with the project team, Shannon instructed them that there cannot be any class disruptions. He also added that he is working with the instructors to try to mitigate any noise issues especially during exams. He added that the I Building roof project should have been completed and the J Building started on October 17th. Shannon reported that he created a Solicitation of Quotes (SOQ) due to the insect issues we have been having. This will help get additional services for pest control. He also wrote up a SOQ for tree trimming services.</p> <p>Safety and Security Report – Lt. Waters reminded the committee of the Great Shake Out drill will take place on October 20th at 10:20am. He added that Officer Liz Motely has contacted all the building captains to make sure all the radios are charged and available for use. There will be no evening drill this time. Shannon Kaveney stated that batteries may need to be replaced in the radios.</p> <p>Risk Management Report – Don Maus reported two Workmen’s Comp injuries at SAC. One was at the Child Development Center and the other in the Kinesiology Department. He added that the Benefits Fair took place this morning at SAC and was very well attended. Free flu shots are also being offered until 3pm today.</p>	
7. ACCREDITATION		ACTIONS/ FOLLOW UPS
	No report.	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Additional Administrators Added to Membership – Maria Cardona reported that two additional Administrators are being recruited. Bill Reardon has agreed to sit on this committee as an Administrator. Therefore, only one Administrator is needed to complete the membership.</p>	

10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<p>Items to be added as future agenda items:</p> <ul style="list-style-type: none"> • Signage for Black Box Theatre • Theater Needs • Water Fountain/Hydration Station Update • Hammond Hall Elevator Update • Parking Lot Lighting • Women’s Restroom Repair in the Library Update 	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: November 15, 2022	

SUBMITTED BY Maria Cardona