



SAC FACILITIES & SAFETY MEETING
 MINUTES – OCT. 17, 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	Mark Ou	
Jim Kennedy	Shannon Kaveney	Monica Zarske	Claire Coyne		
Vaniethia Hubbard	Krystle Taylor	Crystal Jenkins	Darren Hostetter	District Liaison	
Jeffrey Lamb	Courtney Doussett	Alejandro Moreno	Amberly Chamberlain		
Don Maus	Jennifer Hoeger				
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
Ivette Fisher				Sgt. Bob Witteman	
Ivonne Pittman				ASG Representative	
Dawn McKenna-Sallade				Emmanuel "Manny" Rodriguez	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:30pm Adjourned at 2:43pm.	
2. PUBLIC COMMENTS					
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of Sept. 19, 2023 Minutes			Motion moved to approve the Sept. 19, 2023 minutes by Don Maus, 2 nd by Bill Reardon.	
4. ACTION ITEMS					
	DISCUSSION/COMMENTS				
	None				

5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction and District Support Services Reports No representatives from the District Office Facilities and Planning Department were available but they provided an update report for review.</p> <p>Dr. Hoffman reported on last month’s public comment concerns regarding the evacuation map. The concern was regarding the evacuation location for both the Science Center and Health Science buildings. A group met regarding alternative locations, and it was decided that these buildings could evacuate to the parking lot area east of both buildings in the handicap areas.</p> <p>He added that a Safety Workgroup has been created; the members include Sgt. Witteman, Sgt. Voght, Lt. Waters, Don Maus, Ron Gonzalves, Shannon Kaveney, Dane Clacken, Ken Borboa, and himself. He proposed an invitation to those who want to join the Safety Workgroup. The purpose of the Safety Workgroup is to bring items and issues related to safety and to make sure they are acknowledged and brought to this committee for discussion.</p>	<p>Motion moved to amend the agenda to allow Dr. Hoffman to provide updates in place of District Office Facilities Planning by Don Maus and 2nd by Amberly Chamberlain.</p> <p>The process for fulfilling office space needs will be a future discussion item.</p>
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Student Report – Manny Rodriguez reported that ASG is interested in coordinating a Facilities Town Hall in the Spring to address the recent concerns that include fixing the ADA compliance doors, updating the expired elevator permits, and advocating for more body exclusive desks. These are just some of the issues that have been discussed. Other ASG students that sit on ASG Facilities Committees are meeting with the DSPS interim Associate Dean, Dr. Taylor, to combine efforts to address some of these needs.</p> <p>Facilities Report – no report</p> <p>Safety and Security Report – Sgt. Witteman reported that a locksmith has not been hired but this position has been budgeted and allocated. The move in date for the Health Science building is in December, and the door’s core will be changed out to correspond with the official keys. The new process for requesting a physical key and ID control cards will be through the Simple K system. It will only require only two signatures, the Dean of the building and the Campus Safety Chief. This will streamline the current process. Campus Safety and the hired locksmith will oversee issuing the keys and access control cards. All the keys will be Medico keys. All the Health Science and Science Center doors, as well as the A – G buildings at CEC will be keyed with the Medico keys. An additional 600 access control cards have been ordered.</p>	

	<p>The Great Shakeout will be held on October 19th.</p> <p>Bill Reardon asked if a memo will be going out regarding the new access to keys process. Sgt. Witteman was not sure if a notice would be sent out. Dr. Hoffman stated that the current Administration Regulation (AR) 3501 would need to be rewritten. AR 3501 is titled Campus Security and Access. AR 3501.1 is the procedure for accessing keys. The current procedure requires several signatures, the new procedure would only need two signatures, therefore this section would need to be rewritten. Jason Huskey asked when this new process will begin and does AR 3501 need to be revised before the process begins. Sgt. Witteman stated that he does not know when the new keys will be issued.</p> <p>Risk Management Report – Don Maus reported that there has only been one injury since our last meeting. A dance instructor sprained her knee. He added that open enrollment for benefits begins next week. The Board still needs to approve the benefit plans which will be at the October 23rd Board meeting. There will be a benefit fair at each campus. SAC will have its benefit fair on Wednesday, October 25th in the Johnson Student Center 219-4. If you need assistance adding or changing your benefits, you can make an appointment with an American Fidelity representative. An email was sent out with a link to schedule in person or zoom appointments with American Fidelity.</p>	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Monica Zarske reported that the revision to the accreditation standards have changed which were approved this, Summer. Monica proposed for this committee to review the new facilities related standards.</p>	<p>Review accreditation standards as a future agenda item.</p>
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>ARs Related to Safety (AR3500, AR3515, AR3516 and AR3505) – Dr. Hoffman reported that he brought up to Acting Interim Chief Frank Prado, that this committee would like to do a first and second read of the updates to these ARs. The response that was received was that these ARs do not need to go through this committee. This response came from Vice Chancellor Iris Ingram and was relayed by Lt. Prado. He added that the response stated that the district has a participatory process whereby the ARs would first be reviewed by Chancellor’s Cabinet and then to District Council. Dr. Hoffman’s response was that the process at SAC is that ARs, in particular those that we believe should allow for a voice by those affected by the district’s decision, should come to this committee for a first and second read with our recommendation which</p>	

	<p>would then be brought forth to College Council for a first and second read. Then the results from the recommendations from College Council would be brought forth by President Nery to Chancellor’s Cabinet and District Council. And again, was told no, the district’s participatory process will be followed. Dr. Nery will be addressing this issue. An update will be brought back to this committee once Dr. Nery addresses this issue.</p> <p>Claire Coyne added that SAC’s process that Dr. Hoffman explained above is true and added that Vice Chancellor Iris Ingram is not correct in saying that this committee does not need to review the ARs that impact participatory governance committees such as this one.</p> <p>Review Committee Goals/Goal Setting Template – additional goals were submitted from committee members. The new goals were added to the goal setting template. A Committee Goals Workgroup was created to complete the goal setting template. This may take a couple more meetings to complete.</p> <p>Membership for Current Academic Year – membership is up to date.</p> <p>Participatory Governance Handbook Review – no edits or recommendations were submitted.</p>	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • Key Access Issues • Total Cost of Ownership of Facilities • Scheduled/Deferred Maintenance for Centennial Education Center – DO Facilities Planning Presentation • Campus Maintenance Subcommittee 	Move Campus Maintenance Subcommittee to New Business
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: November 21, 2023	

SUBMITTED BY Maria Cardona