



SAC FACILITIES & SAFETY MEETING
 MINUTES – FEB. 20, 2024
 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	Jennifer Hoeger	Alejandro Moreno	Amberly Chamberlain	Joe Melendez	
Don Maus	Bill Reardon				
			Bold = present		
Guests				Campus Safety & Security	
Ivonne Pittman				Sgt. Voght	
Annina Brown				ASG Representative	
Dawn McKenna-Sallade				Emmanuel "Manny" Rodriguez	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:33pm Adjourned at 2:49pm.	
2. PUBLIC COMMENTS					
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/FOLLOW UPS	
	Approval of November 21, 2023, Minutes			Motion moved to approve the November 21, 2023, minutes by Shannon Kaveney, 2 nd by Bill Reardon. Abstentions: Monica Zarske and Vaniethia Hubbard.	

4. ACTION ITEMS	DISCUSSION/COMMENTS	
	None	Motion moved to amend the agenda to include the First Read of ARs 7331 and 7349 and to review the Emergency Operations Plan (EOP) by Monica Zarske, 2 nd by Vaniethia Hubbard.
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction and District Support Services Reports</p> <p>Joe Melendez shared a Project Update Report. Some highlights included:</p> <ul style="list-style-type: none"> • Completion of the Health Sciences (HS) Building of November 30, 2023. A Grand Opening was held on January 10, 2024. • There are secondary projects being completed to the HS Building. • Russell Hall Demolition will begin March 2024 – February 2026. The report displayed pedestrian access, entrances, and vehicular routes. • Alerts will be sent out prior to the beginning of the demolition. There will be additional staff parking stalls in lots #9 and #11. • Campus Entrance Improvements are anticipated to begin September 2024. • Temporary Village (TV) Phase 5A Fashion & Others Project – Bids are due February 20, 2024. • Building S – Safety Key Room – Notice of completion was approved by the Board on December 11, 2023. • Centennial Education Center Redevelopment project – the study’s final draft which includes financial considerations, and a total cost of ownership analysis is under review. • Scheduled Maintenance <ul style="list-style-type: none"> ○ CEC Improvements – HVAC conditions assessment on-going ○ Bldg. E Pool Equipment Replacement and Pool Resurface – planning phase, developing RFP to retain pool consultant. • Buildings G, H & W HVAC Replacement – going out to bid February – March 2024. • Buildings L, T & X HVAC & Roof Replacement - going out to bid February – March 2024. • District Office – pre-construction activities have begun for the District Office rekey project. <p>Claire Coyne asked if the Digital Media Center (DMC) is part of any scheduled maintenance projects. Joe reported that the DMC is not a project that is included in this fiscal year. It will eventually get funded once the state has</p>	

	<p>funds. However, the DMC re-roof is part of our current scheduled maintenance as well as the Sheriff's Academy.</p> <p>There was discussion about the issues that arose with the rains in the new Health Sciences building. Joe reported that the issues are being investigated and will be resolved.</p> <p>Dr. Hoffman reported that he met with the Interim Site Director at the DMC and discussed some of the facilities issues that Shannon Kaveney is already handling.</p> <p>Krystle Taylor asked if there was an update on the ADA doors that are not working properly in the JSC building. Joe Melendrez stated that some parts are on order and the doors should not be manually prompted open.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Student Report – Manny reported that there are Black History Month events taking place today at The Spot and a Q/A with Dr. Palmer on February 22nd. The students will be able to meet with the doctors from the Health and Wellness Center for a Q/A tomorrow in D-106. There will be a Facilities Townhall on February 28th at 2:00pm in JSC.</p> <p>Facilities Report – Shannon Kaveney reported that the lighting was repaired in parking lots #6, 7, 8 & 9. The Statewide Association of Community Colleges inspection was held a couple months ago with deficiencies and had a re-inspection which we passed. A hydraulic jack was ordered for the H building elevator, with an eight-week lead time. It should arrive around March 29, 2024. This project will take about two weeks to complete. There were some roof leaks in buildings N, A, B10 and B11, Centennial and DMC. They are being identified and patching is being done. The pool pump failed, and we are waiting for a proposal.</p> <p>Safety and Security Report – The Emergency Operation Plan will be placed on the Intranet soon. There will be a lockdown drill scheduled for March 13, 2024, at 1:30pm. An email will go out prior to the lockdown with instructions. There is a tentative tabletop active shooter presentation scheduled for June of this year.</p> <p>It was discussed to send out the email for the lockdown drill two weeks in advance or sooner. It was further discussed that a Service Request phone button be available for all staff that request it.</p> <p>Sgt. Voght explained that the public have a right to the campus and to</p>	

	<p>freedom of speech, expression, peaceful assembly, and worship under AR 3900. There are certain places within the campus that people cannot go to. They cannot block pedestrians and vehicle traffic. They are allowed to film but not in your personal area.</p> <p>Risk Management Report – Annina Brown reported that back in August Keenan came out to do inspections that identified some deficiencies, and a reinspection was conducted and found that all deficiencies were corrected.</p>	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	No report	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Goal Setting Template – a meeting will be scheduled to continue working on completing the template.	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • First Read of ARs 7331 and 7349 – will be sent out to the committee members for first read. • Emergency Operations Plan – will be sent out to the committee for review. • Campus Wide Notifications – Sgt. Voght reported that there are two types of notifications: Rave Alert – sent out to faculty, staff, and students for important alerts. Mass emails – is also used with items that are not of an urgent alert message. • Safety and Security Townhall – Sgt. Voght reported that a townhall will be forthcoming. 	
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 	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: March 19, 2024	

SUBMITTED BY Maria Cardona