



Administrators		Academic Senate		CSEA	
Bart Hoffman, Co-Chair		Suzanne Freeman, Co-Chair		Mark Ou	
Jim Kennedy	Shannon Kaveney	Darren Hostetter	Nicole Patch	Liliana Oropeza	
Vaniethia Hubbard	Krystle Taylor	Alejandro Moreno	James “Marty” Rudd		
Jeffrey Lamb	Nicole Gallegos	Rashida Mosley	Monica Zarske	District Liaison	
Don Maus	Bill Reardon			Joe Melendez	Carri Matsumoto
Jennie Adams	Kristi Blackburn				
			Bold = present		
Guests				Campus Safety & Security	
Sgt. Bob Simmons	Christine Cecil			Lt. Mike Jensen	Sgt. Don Voght
Hugo Curiel	Amberly Chamberlain			ASG Representative	
Tae Kim				Sarah Cainelli	
				Litzy Chevez	
1. WELCOME AND INTRODUCTIONS					
		Self-Introductions were made.		Meeting called to order at 1:35pm Adjourned at 2:59pm.	
2. PUBLIC COMMENTS					
		<ul style="list-style-type: none"> No public comments. 			
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/FOLLOW UPS	
		Approval of November 19, 2024, Minutes		Moved to approve: Monica Zarske 2 nd : Suzanne Freeman	
4. ACTION ITEMS		DISCUSSION/COMMENTS			
		<ul style="list-style-type: none"> No action items. 			
5. PROJECT UPDATES		DISCUSSION/COMMENTS		ACTIONS/FOLLOW UPS	
		Facility Planning, Construction and District Support Services Reports (Carri Matsumoto)			

6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>1. Student Report – Litzzy Chevez & Sarah Cainelli</p> <p><u>Welcome Week:</u></p> <ul style="list-style-type: none"> • Collaborated with the APSP Affinity Center to celebrate the Lunar New Year with a lion dance and activities. • Featured a showcase of student resources. <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> • February 27 – Screening of Malcolm X for Black History Month. • Next Month – Club Rush to promote student clubs and increase student involvement. <p><u>New ASG President Pro-Tempore:</u></p> <ul style="list-style-type: none"> • Jennefer Boulgjame has been appointed as the new ASG President Pro-Tempore. <p><u>Crisis Response Plan Discussion:</u></p> <ul style="list-style-type: none"> • The ASG Executive team is discussing the possibility of ICE raids on campus. • Also discussing a crisis response plan for students. <p>2. Facilities Report – Shannon Kaveney</p> <p><u>Recent Projects & Repairs:</u></p> <ul style="list-style-type: none"> • Installed new desks in A-216. • Repaired pavers at the Bristol/Campus Dr. entrance. • Completed lighting repairs throughout the SAC campus. • Repaired emergency lighting at the DMC. • Painted directional lines, arrows, and parking stalls across the SAC campus. • Leveled and fertilized both the softball and baseball fields. • Repaired irrigation and planted trees around the A Building. • Installed bracing and repaired fencing at the Remington site. • Repaired gas leaks at the T Building. <p><u>Staffing & Hiring Updates:</u></p> <ul style="list-style-type: none"> • HVAC: One position has begun the onboarding process. The second position is being reposted as only one qualified candidate was found. • Custodial: Two custodial positions have been filled. • Skilled Maintenance: Two positions have been filled. • Grounds Keeping: One position is in progress. • In Process: <ul style="list-style-type: none"> ○ (1) Lead Custodian (2 AM shift) ○ (1) Lead Custodian (2 PM shift) ○ (2) Facilities Coordinator positions ○ Backfilling three additional custodial positions once hiring is 	

	<p>finalized.</p> <p>3. Safety and Security Report – Sgt. Don Voght <u>Personnel Updates:</u></p> <ul style="list-style-type: none"> • New Officer: Jeffrey Comminey • New Sergeant: Bobby Simmons • New Locksmith: George Murrillo <p><u>Training & Exercises:</u></p> <ul style="list-style-type: none"> • Reported on the Orange County Fire Authority & SAPD joint exercise in November 2024. • Upcoming fire drill scheduled for April 23, 2025. <p><u>Key Management:</u></p> <ul style="list-style-type: none"> • Discussed the process for requesting keys in Simple K. <p>4. Risk Management Report – Don Maus <u>Injury Update:</u></p> <ul style="list-style-type: none"> • One injury reported since the last meeting. • An employee smashed her thumb while opening and closing file cabinet drawers. 	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • No updates at this time. 	
8. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Campus Maintenance Subcommittee (Bart Hoffman) <u>Action Item:</u> Send out Doodle poll to committee members who are interested in serving on the subcommittee.</p> <ul style="list-style-type: none"> • Tentative day: Monday • Tentative time: 12pm – 2pm <p>Facilities & Safety Committee Goals Workgroup (Bart Hoffman) <u>Action Item:</u> Schedule next meeting for workgroup goals.</p> <p>DMC Relocation <u>Action Item:</u> Formal request to modify the DMC Relocation FMR will be made (Bart Hoffman)</p> <p>Blanket Purchase Orders for Emergency Purposes (Bart Hoffman) <u>Action Item:</u> Requested motion for approval from the committee to pursue with the Blanket Purchase Orders for emergency purposes.</p> <ul style="list-style-type: none"> • Motion to approve: Shannon Kaveney 2nd approver: Bill Reardon 	

	<ul style="list-style-type: none"> • Motion unanimously passes <p>Workgroup on the Unhoused/Homelessness (Bart Hoffman)</p> <p>Action Item: Requested from committee members if they are interested in participating on the workgroup. Following are interested members:</p> <ul style="list-style-type: none"> • Kristi Blackburn • Darren Hostetter • Don Voght • Suzanne Freeman • Nicole Patch • Litzy Chevez • Nicole Gallegos • Shannon Kaveney 	
9. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • 	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • 	
NEXT MEETING	March 18, 2025	

SUBMITTED BY: Norma Castillo