



SAC FACILITIES & SAFETY MEETING
MINUTES – MARCH 18, 2025
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	ASG	Campus Safety & Security	District Facilities Liaison
Bart Hoffman, Co-Chair		Suzanne Freeman, Co-Chair		Mark Ou	Sarah Cainelli	Lt. Mike Jensen	Joe Melendez
Jim Kennedy	Shannon Kaveney	Darren Hostetter	Nicole Patch	Liliana Oropeza	Litzy Chevez	Sgt. Don Voght	Carri Matsumoto
Vaniethia Hubbard	Krystle Taylor	Alejandro Moreno	James “Marty” Rudd				
Jeffrey Lamb	Nicole Gallegos	Rashida Mosley	Monica Zarske				
Don Maus	Bill Reardon						
Jennie Adams	Kristi Blackburn						
Bold = Present							
1. WELCOME & INTRODUCTIONS							
		Welcome and self-introductions were made.				Meeting called to order at 1:31pm Meeting adjourned at 2:21pm.	
2. PUBLIC COMMENTS							
		No public comments.					
3. MINUTES		DISCUSSION/COMMENTS				ACTIONS/FOLLOW UPS	
		Approval of February 18, 2025 Minutes				Moved to approve by: Shannon Kaveney 2 nd by: Suzanne Freeman	
4. ACTION ITEMS		DISCUSSION/COMMENTS					
		No action items.					
5. PROJECT UPDATES		DISCUSSION/COMMENTS				ACTIONS/FOLLOW UPS	
		Facility Planning, Construction and District Support Services Reports (Carri Matsumoto) Building T Emergency Closure Update General Overview: <ul style="list-style-type: none"> PowerPoint updates are in blue font to indicate changes since the last meeting. 					

- Focus on key updates rather than a full review of the PowerPoint.

Emergency Closure Details

- Reason for Closure:
 - Scheduled maintenance roof replacement project underway.
 - Contractor identified standing water on the roof and cracks in the concrete deck.
 - Structural engineer, architect, and DSA inspector assessed the damage.
 - Determined that the roof's deterioration required immediate closure for safety.
- Past Emergency Closures at SAC:
 - Russell Hall
 - Music Building (due to structural joist cracks)
 - Current case: Cracked concrete roof deck and beams in Building T.

Next Steps & Actions Taken

- Immediate Actions:
 - Fencing installed around the building for safety.
 - Preparing an emergency resolution for the March 24 Board meeting.
- Emergency Resolution Purpose:
 - Enables quick contracting for necessary repairs.
 - Allows the District to bypass multiple quotes but still requires contracts.
- Structural Engineer & Safety Assessments:
 - On-call structural engineer already evaluating the site.
 - **Phase 1:** Determine minimum repairs needed for safe entry.
 - **Phase 2:** Long-term structural repairs requiring DSA approval.
- Campus Coordination & Impact Mitigation:
 - Working with Dr. Hoffman & campus leadership to address needs.
 - Faculty & staff should work with Deans to communicate requirements.
 - Exploring temporary alternatives (portables, workstations, furniture, etc.).

Projected Timeline & Costs

- Unclear how long repairs will take.
 - Best approach: Plan for closure through the end of Spring Semester.
 - If repairs finish earlier, updates will be provided.
- Estimated emergency repair budget: Over \$3 million (subject to revision).
- Further timeline details pending structural engineer's final assessment.

Key Takeaways

- Building T remains unsafe for entry until structural safety is confirmed.
- Emergency Board approval expected March 24 to expedite repairs.
- Staff should plan for a semester-long disruption and explore alternative locations.

- More details will be shared as assessments progress.

Facilities & Planning Updates

Five-Year Capital Outlay Plan

- Planning Discussions Underway:
 - The process has been initiated for the Five-Year Capital Outlay Plan.
 - Consultants require information by mid-April to complete their work.
 - Board of Trustees approval needed by June.
- Plan Structure & State Evaluation:
 - Lists capital outlay projects exceeding a certain value.
 - The State Chancellor's Office evaluates space utilization.
 - Determines funding priorities based on cap load ratios (space utilization data).
 - Utilization studies are tied to the annual space evaluation process ending in October.
- Project List Adjustments:
 - Minimal changes from last year's list.
 - Updates will include:
 - Cost escalation adjustments.
 - Revised completion dates (projects not started will be pushed one fiscal year).

Project & Construction Updates

- Football Field Project:
 - Received DSA approval.
 - Awaiting final cost estimate before proceeding.
- Building T Emergency Closure & Portables Placement:
 - Discussions ongoing regarding portable classroom locations.
 - Best practice: Use existing pathways for electrical, water, and sewer to expedite setup.
 - Trenching new utilities (especially water and sewer) leads to long delays and disruptions.

Facilities Modification Requests (FMRs) - New Point of Contact

- Hugo Curiel Assigned as FMR Ombudsman:
 - New primary contact for all Facilities Modification Requests (FMRs).
 - Role designed to streamline the process and reduce misunderstandings.
 - Provides an additional resource outside of Carri Matsumoto, Joe, and Tae Kim.
- Upcoming FMR Training:
 - To assist faculty/staff in navigating the process.
 - Hugo Curiel will be available for guidance before submission.

	<ul style="list-style-type: none"> ○ Questions and clarifications welcomed. ○ Facilities team remains available for support. 	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>1.Student Report – Sarah Cainelli</p> <p>Support Statements & Resources</p> <ul style="list-style-type: none"> • Drafting statements in support of: <ul style="list-style-type: none"> ○ Campus psychologists (2 psychologists mentioned). ○ Undocumented students and mixed-status families. • Sharing resources and petitions (still in discussion, currently in draft stage). <p>ASG President’s Return</p> <ul style="list-style-type: none"> • President Vales has returned from maternity leave and is now back at work. • Currently reviewing and discussing the Resolution Pact Assessment from SSCCC (Student Senate for California Community Colleges). <p>Resolutions Update</p> <ul style="list-style-type: none"> • Majority of resolutions were approved. • One resolution (Resolution #32) was not approved. <ul style="list-style-type: none"> ○ Reason: It conflicted with another approved resolution. • Resolution related to safe parking for unhoused students was approved. <ul style="list-style-type: none"> ○ ASG emphasized the importance of addressing the needs of unhoused students on campus. <p>Professionalism & Networking</p> <ul style="list-style-type: none"> • ASG is working on obtaining official business cards for student leaders. <ul style="list-style-type: none"> ○ Purpose: Enhance professionalism during student-led trips and improve networking opportunities. <p>Office Hours for ASG Members</p> <ul style="list-style-type: none"> • ASG is drafting a plan to establish official office hours for its members. <p>2. Facilities Report – Shannon Kaveney</p> <p>Centennial Facility Improvements</p> <ul style="list-style-type: none"> • Water Intrusion Issue (Building A): <ul style="list-style-type: none"> ○ Water pooling and seepage detected during heavy rain. ○ Actions Taken: <ul style="list-style-type: none"> ▪ Caulked the exterior of Building A. ▪ Repaired and cleared exterior drain lines. ▪ Repiped a section with a new drain line. ○ Outcome: No water intrusion or puddling reported in the last rain event (week of 3/10). <p>Facility Updates Across Campus</p>	

- VL 206 & 207 (New El Don Offices):
 - Painting in progress to match newly constructed areas.
 - Office space built with carpeting completed.
 - Estimated completion: Next two weeks.
- D Building – Honors Program Space (D-110):
 - Interior improvements:
 - Repaired office door and hardware.
 - Removed shelving and desks.
 - Waxed floors and cleaned carpets.
 - Next Steps:
 - Install signage for both Honors Program and Veterans Resource Center (VRC).
 - Planning a meeting with a sign company.

HVAC & Sustainability Efforts

- Collaborating with Consultant Alejandro Alcala (District Office).
- Focus Areas:
 - HVAC, electrical, and lighting sustainability initiatives.
 - Fine-tuning HVAC systems campus-wide through the central plant.
 - Enhancing energy efficiency and reducing equipment runtime.
- Meetings:
 - First meeting held last Monday.
 - Follow-up meeting scheduled this Thursday or Friday.
- Goal:
 - Optimize energy savings and extend equipment lifespan.

Staffing & Hiring Updates

- HVAC Staffing:
 - One HVAC position filled → New hire: Dan Doe (Start date: 3/24).
 - Second HVAC position reposted.
- Maintenance & Groundskeeping:
 - Skilled maintenance worker: 1 hired, 1 resigned → Position reposted.
 - Groundskeeper position posted on 3/19.
- Hiring Committees (In Progress):
 - Lead Custodian (2 AM shift).
 - Lead Custodian (2 PM shift).
 - Two Facilities Coordinator positions.

3. Safety and Security Report – Lt. Mike Jensen

Key Building Security Measures:

- Security fencing installed.

- Locks & Keys:
 - Standard padlock used for restricted locations at SAC.
 - Entire building re-keyed with only one key for access.
 - Safety Office is the sole key holder to maintain restricted access.
- Access Procedures:
 - All building access must go through Safety Office.
 - On-site project manager & engineers require Safety Office approval for entry.

Upcoming Campus Fire Drill:

- **Date: April 23rd at 10:00 AM.**
- Campus-wide drill, similar to the Great Shakeout in October.
- Communication Plan:
 - Email notification to all SAC email users.
 - Faculty will receive advance notice for class planning.
- Involvement:
 - Building Captains and Floor Wardens will be updated.

4. Risk Management Report – Don Maus

Recent Incidents:

- Slip & Fall Cases (Rain-related):
 - One student and one employee slipped due to water on the ground.
 - No additional hazards were noted.
- Trip & Fall Incident (B Building):
 - Location: End of B Building, near a raised electrical box (approx. 1–1.5 inches high).
 - Cause: Shadowed area made the raised platform less visible.
 - Action: A work order will be submitted to highlight the hazard for better visibility.
- Repetitive Motion Injury:
 - Ergonomic assessment already conducted to address the issue.

Health & Wellness Series:

- Upcoming Session Today (3:30 – 4:00 PM)
 - Topic: Health Advocate Services
 - Overview:
 - Employee Assistance Program (EAP) support.
 - Assistance with medical billing inquiries.
 - Guidance on medical procedures.
 - Support for finding assisted living facilities for family members.
 - Encouragement to attend for valuable insights.

7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	No updates at this time.	
8. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Campus Maintenance Subcommittee</p> <ul style="list-style-type: none"> • Subcommittee Formation: <ul style="list-style-type: none"> ○ Two confirmed members: Kristi Blackburn and Darren Hostetter. ○ Nicole Patch expressed interest in participation in the subcommittee. ○ Krystle Taylor volunteered to represent DSPS on the subcommittee. ○ Additional recruitment efforts are underway. • Recruitment Efforts: <ul style="list-style-type: none"> ○ Suzanne Freeman drafted an email to recruit more members. ○ Email will be sent to: <ul style="list-style-type: none"> ▪ Academic Senate ▪ CSEA (California School Employees Association) ▪ Associated Student Government (ASG) via Jennifer De La Rosa. • Next Steps: <ul style="list-style-type: none"> ○ Aim to launch the subcommittee as soon as possible. ○ Stay tuned for further updates. <p>Goal-Setting Template</p> <ul style="list-style-type: none"> • Workgroup has met several times. • Final cleanup is in progress before presenting to the full committee. • Draft will be shared at the next meeting for review and feedback. <p>Emergency Blanket Purchase Orders</p> <ul style="list-style-type: none"> • The committee previously approved moving forward with blanket POs for emergencies. • The district clarified that this approach is not permitted. • Instead, the college must conduct an RFP (Request for Proposals) process. • Selected vendors will be contracted with a substantial allowance to cover emergency needs. • This process ensures compliance with district policies. <p>DSPS Concerns Regarding ADA Accessibility & Safety</p> <ul style="list-style-type: none"> • Krystle Taylor raised concerns about ADA push bars on doors for accessibility and safety. • Inquiry on whether an "open PO" system, similar to elevators, could be applied to doors. • Bart Hoffman clarified that while the term "open PO" is avoided, the RFP 	

	<p>process will include emergency allowances.</p> <ul style="list-style-type: none"> Handicapped-accessible doors will be added to the list of critical maintenance items. 	
9. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<p>Criminal Justice Classroom Cleanliness</p> <ul style="list-style-type: none"> Faculty reported ongoing cleanliness issues in classrooms. Previously, concerns were escalated via the Dean to administration. Faculty are now encouraged to use the work order system directly. Maintenance team can respond quickly to urgent cleaning needs. <p>Unhoused and Homeless Work Group:</p> <ul style="list-style-type: none"> First meeting scheduled for March 20 at 10 AM. 	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<p>Key Access Issues</p> <ul style="list-style-type: none"> District has a long-term project to address key access challenges. Process is ongoing and expected to take time. <p>Accreditation Standards</p> <ul style="list-style-type: none"> No updates from Monica on accreditation-related topics. <p>Total Cost of Ownership (TCO)</p> <ul style="list-style-type: none"> Facility-related TCO discussions will be addressed at the next meeting. <p>ADA-Accessible Campus Map</p> <ul style="list-style-type: none"> Krystle Taylor suggested adding an ADA accessibility-focused campus map as a future agenda item. Bart Hoffman confirmed that campus maps are developed with district graphic design and agreed to move forward with the suggestion. Krystle has compiled student and community member feedback regarding needed accessibility features. Bart will follow up with Krystle within 15 minutes after the meeting for further discussion. Lactation rooms will be included on the updated map. 	
NEXT MEETING	March 18, 2025	

SUBMITTED BY: Norma Castillo