



SAC FACILITIES & SAFETY MEETING
MINUTES – APRIL 15, 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 1:34pm Meeting adjourned at 2:21pm.	
2. PUBLIC COMMENTS							
		No public comments.					
3. MINUTES		DISCUSSION/COMMENTS				ACTIONS/FOLLOW UPS	
		Approval of March 18, 2025 Minutes				Moved to approve by: Shannon Kaveney 2 nd by: Bill Reardon	
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 Update <ul style="list-style-type: none"> A DSA inspector reviewed the building over spring break alongside the structural engineer and district team. 					

- The remediation plan, which addresses repairs to the roof deck, was agreed upon by DSA.
- The timeline depends on contractor quotes, currently being collected. If quotes exceed ~\$120,000, the project must be formally submitted to DSA, potentially affecting the schedule.
- Occupants should continue to plan for alternate arrangements through the end of the semester and potentially into summer or fall.

Capital Project Financing:

- The District is still reviewing financing options for major capital projects, including the SAC Centennial Education Redevelopment Project and SEC's Orange Education Center.
- Discussions are ongoing with the RSCCD Board of Trustees.

Sustainability Plan 2025:

- The plan has been finalized and revised following feedback.
- It is slated for an upcoming board meeting for final approval.

Campus Entrance Improvement Project

- Status: Ongoing with significant progress.
- Current Work: Prep subgrade work for concrete completed.
- Next Phase:
 - Heavy concrete work expected from late spring through summer.
 - Shade structures foundations and frames are installed — considered a major milestone.

Electrical Shutdown – Russell Hall Demolition

- Purpose: Disconnecting high voltage feeds tied to demolished Rosa Hall; interconnection with Building E.
- Impact: Certain campus buildings will experience a power shutdown.
- Timing: Tentatively scheduled for a Sunday, possibly late April or early May.
- Planning: Will coordinate with Campus Safety, ITS, and others to mitigate impact (e.g., temporary power, refrigerator backup).
- Duration: One-day activity — power restored by Monday morning.

Other Project Updates

1. Santa Ana Football Field (Synthetic Turf)
 - DSA approved.
 - Updated cost estimate received.
 - Project has gone out to bid.
2. Building K Canopy
 - Dust Hazard Analysis required by DSA is complete.
 - Awaiting final consultant report before re-submitting to DSA for review.

Five-Year Capital Construction Plan

	<ul style="list-style-type: none"> • Due to State Chancellor's Office: July 1. • Purpose: Identifies projects >\$500K tied to prior-year space inventory. • Clarification: <ul style="list-style-type: none"> ○ Differs from the Facilities Master Plan. ○ Only includes projects with clearly defined scopes and program impacts. • Recent Updates: <ul style="list-style-type: none"> ○ Russell Hall demolition removed. ○ New additions: Pool renovation, synthetic football field, and canopy for Building K. ○ Escalated costs and revised timelines based on third-party estimates. ○ Reviewed internally and to be finalized for Board and Chancellor approval before June submission. <p>Clarification on Specific Buildings</p> <ul style="list-style-type: none"> • Applied Technology Center: Originally planned for Parking Lot 11, includes programs like auto, diesel, welding. • Technology Building (south of Dunlap Hall): This refers to the Arts and Workforce Building, as listed in the Master Plan. 	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>1. Student Report – Litzy Chevez</p> <ul style="list-style-type: none"> • Sustaina-Palooza on April 22 in celebration of Earth Day. This will be a fun and informative event featuring a resource fair, engaging activities, food, and music. • Asian Pacific Islander Desi American (APIDA) Heritage Month Celebration on May 12, which will include cultural food and informational resources. • Litzy also expressed appreciation to Dr. Hoffman for participating in the recent Vice President Town Hall, noting that it was a successful event. <p>2. Facilities Report – Shannon Kaveney</p> <ul style="list-style-type: none"> • A leaking underground water line near Don Express was repaired by the facilities team. • Painting was completed in BL-206, the new location for the Eldon program. • Full support was provided for the Kindercaminata event, including set-up, support during the event, and breakdown afterward. • Spring Break resulted in fewer staffing days, so fewer projects were completed. <p>Staffing & Hiring Updates:</p> <ul style="list-style-type: none"> • One HVAC technician, Dan Doe, was hired and is doing well. • Facilities Coordinator interviews are being scheduled for April 21. 	

	<ul style="list-style-type: none"> • 2 p.m. Lead Custodian interviews are scheduled for April 29. • 2 a.m. Lead Custodian interviews are scheduled for April 23. • One HVAC position remains unfilled and has been reposted. • Skilled Maintenance Worker and Gardener Utility Worker recruitments are also in progress. <p>3. Safety and Security Report – Lt. Mike Jensen</p> <ul style="list-style-type: none"> • An evacuation/fire drill is scheduled for next week, with coordination already underway with building captains and floor wardens. A reminder email will be sent out the following day. • The drill will be a simplified version of the annual Great ShakeOut. • Three new reserve officers have joined the team. • Two full-time officer positions remain open. Recruitment materials are being updated and once finalized, the positions will be posted. The goal is to reach full staffing by the fall semester. <p>4. Risk Management Report – Don Maus</p> <ul style="list-style-type: none"> • A faulty bathroom dispenser fell and hit someone in the face approximately an hour prior to the meeting. Facilities responded and addressed the issue promptly. • Don mentioned yesterday's San Diego-area earthquake, noting that many felt it locally. • He recommended the MyShake app, which provides early earthquake alerts based on state-wide ground sensors. The app can be downloaded from both the App Store and Google Play. 	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • Monica reported no new updates on accreditation at this time. • Dr. Hoffman mentioned that in a future meeting, they plan to present an update on Total Cost of Ownership (TCO), which still appears to be part of accreditation standards. • Monica confirmed it "rings a bell" and agreed it's valuable information even if not explicitly required. 	
8. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Campus Maintenance Workgroup Composition – Dr. Bart Hoffman</p> <ul style="list-style-type: none"> • Managers and Academic Senate reps secured. • Classified professionals are still being finalized (Norma working with Tyler Johnson). • One student representative is still needed. 	

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Litzy from ASG will bring the request back to ASG to identify a student rep. • Meeting time has not been set yet; will be arranged once all members are confirmed. <p>Sgt. Voght's Update</p> <ul style="list-style-type: none"> • Unavailable due to being called into an extended meeting. • He has taken the lead on the ADA work group. • The work group has already met, but no report is available at this time. <p>ADA/SEC Campus Map Update – Dr. Krystal Taylor</p> <ul style="list-style-type: none"> • Still waiting for Mary Law to respond. • Desktop Publishing Technician is key to creating the map; hiring was expected around this time. • Map will include: <ul style="list-style-type: none"> ○ ADA parking ○ Campus entrances ○ Bus stops ○ Permit dispensers ○ Accessible travel paths ○ Restrooms and elevators ○ OC Access pickup/drop-off spots ○ Lactation rooms • Initial draft to be reviewed by facilities to ensure accuracy. • A more dynamic and interactive version may be developed later with the new website. <p>Goal Setting Template Update – Dr. Bart Hoffman</p> <ul style="list-style-type: none"> • Small workgroup formed, but scheduling conflicts have delayed progress. • Norma is actively working on it, and a draft will be shared at the next meeting. 	
9. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<p>2025–2026 Meeting Schedule – Dr. Bart Hoffman</p> <ul style="list-style-type: none"> • The schedule was presented for approval. • A prior request was noted: move TCO presentation from May to April (although for this year, it will remain in May). • A motion to approve was made by Suzanne, seconded by Shannon. • The floor was opened for discussion. 	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
NEXT MEETING	May 20, 2025	

