



SAC FACILITIES & SAFETY MEETING
MINUTES – FEBRUARY 17, 2026
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 Martinez Morales	Lt. Mike Jensen	Joe Melendez
Jim Kennedy	Shannon Kaveney	Darren Hostetter	Nicole Patch		Vinh Nguyen	Sgt. Don Voght (alt)	Carri Matsumoto
Vaniethia Hubbard	Krystle Taylor	Alejandro Moreno	Heather Gillette			Sgt. Bob Simmons (alt)	Tae Kim
Jeffrey Lamb	Nicole Gallegos	Zachary Diamond	Dawn McKenna				Hugo Curiel
Don Maus	Matt Valerius/ Bill Reardon						Alejandro Alcala
Jennie Adams	Kristi Blackburn						David Nakagami
Bold = Present							
1. WELCOME & INTRODUCTIONS							
Welcome and self-introductions were made.						Meeting called to order at 1:31pm Meeting adjourned at 2:47pm	
2. PUBLIC COMMENTS							
Request for Additional Staff at Centennial Education Center – Cindy Pastrana							
<ul style="list-style-type: none"> • Cindy Pastrana, ASG President, requested support for an additional staff member at the Centennial Education Center. <ul style="list-style-type: none"> ○ Noted restroom cleanliness concerns during food distribution events. ○ Approximately 300 individuals served during food distribution, increasing restroom usage. ○ Belief that additional staff would help maintain facility conditions. • Cindy to be added to ASG representative list. 							
3. MINUTES							
DISCUSSION/COMMENTS						ACTIONS/FOLLOW UPS	
Approval of November 18, 2025 Minutes						Moved to approve by: Shannon Kaveney 2 nd by: Alejandro Moreno	

4. ACTION ITEMS	DISCUSSION/COMMENTS	
	<p>AR 3501 Campus Security and Access (2nd Read) – Bart Hoffman</p> <p>The Administrative Regulation outlines campus security measures, building access procedures, and responsibilities related to securing facilities. This includes after-hours access, key/card access protocols, safety compliance, and coordination with Campus Safety.</p> <p>Context for Review:</p> <ul style="list-style-type: none"> • The regulation is being reviewed to ensure alignment with: <ul style="list-style-type: none"> ○ Current district safety practices ○ Updated security technologies and access control systems ○ Operational changes in campus facilities ○ Shared governance processes <p>Key Areas of Discussion:</p> <ul style="list-style-type: none"> • Impact of access restrictions on faculty and staff instructional needs. • Clarification of authority for granting after-hours and weekend access. • Security implications for sensitive areas (e.g., S Building and other secured spaces). • Ensuring consistent enforcement across departments. • The need for clearly defined procedures for requesting and revoking access. • Consideration of emergency response coordination. <p>Shared Governance Concerns:</p> <ul style="list-style-type: none"> • Academic Senate representatives noted the regulation had not yet been fully reviewed at the Senate level. • Student representatives indicated that ASG had not had adequate time to analyze potential student impact. • Members emphasized that regulations affecting campus-wide operations require broad consultation before final approval. <p>Committee Consensus:</p> <ul style="list-style-type: none"> • Members agreed that moving forward without full constituency review would be premature. • The importance of transparency and collaboration was reiterated. <p>Action Taken:</p> <ul style="list-style-type: none"> • Motion to postpone second reading to allow for further review and feedback. • Motion passed unanimously. • Item will return to a future agenda following constituent input. 	
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction & District Support Services Reports – Carri Matsumoto</p>	

Civic Center Administrative Regulation Update

Carri Matsumoto requested to forego her regular project update, in order to prioritize a presentation on the new Civic Center Administrative Regulation (AR). She and Andrew Lim, Director of Contract Management Services, proposed using the time to present a brief overview outlining the updated AR and related facilities use changes.

Civic Center Act History

- Civic Center Act (SB 1404) allows school districts to use facilities for community purposes.
- 2012 amendment expanded allowable charges to include capital direct costs (e.g., maintenance, depreciation).
- District must comply with Education Code §82537 regarding board approval of fee schedules.

Compliance Issue Identified

- Board Policy 6700 was revised in 2015.
- No record of Board approval of the fee schedule at that time.
- Current fee schedule therefore not compliant with Ed Code requirements.
- Updated AR includes:
 - Required fee methodology.
 - Expanded definitions.
 - Clear compliance alignment with Education Code and Title V.

Workgroup Process

- Work began in 2018 after auditors identified lack of board-approved fee schedule.
- Formal workgroup active since 2020.
- 16 official meetings (plus numerous additional meetings).
- Participants included:
 - Campus leaders
 - Accounting directors
 - Facility coordinators
 - Legal counsel
- Extensive review of:
 - Every facility location
 - Fee methodology worksheets
 - Application process
 - Updated facility use agreement
- Goal: Full compliance and board-approved fee structure.

Fee Methodology/Fee Calculation

- Spreadsheet methodology adopted from:

- California Department of Education (2014)
- State Chancellor’s Office under Title V
- Includes:
 - Operational direct costs
 - Capital direct costs
 - Proportionate share calculations
- Example provided: SAC Small Gym.

Tiered User System

- Tier 1 – No Charge
 - District organizations and supervised student groups.
 - Employee-related educational organizations (e.g., Academic Senate, ACCCA, ACPO).
 - Aligned with previous AR structure.
- Tier 2 – Direct Operational Costs
 - Nonprofit/community organizations.
 - Clubs serving general welfare and educational purposes.
 - After-school instructional programs.
- Tier 3 – Fair Rental Value
 - All other external users.
 - Charged market rate.

Application Process: Three-Step Process

1. Pre-Reservation
 - User contacts site.
 - Site confirms availability.
 - User has 10 days to submit application.
 - Failure to respond cancels reservation.
2. Facility Use Application
 - Submit application and certificate of insurance.
3. Facility Use Agreement
 - Within 5 days of approval:
 - Signed agreement
 - Payment
 - Security deposit (if applicable)
- Maximum total processing time: 44 days (if all deadlines used).

Exhibits

- Exhibit A
 - User Fee Flow Chart.
 - Defines Tiers 1, 2, and 3 and corresponding charges.
- Exhibit B
 - Designated Civic Center facilities.

	<ul style="list-style-type: none"> ○ Lists: <ul style="list-style-type: none"> ➤ Approved rental spaces ➤ Associated fees by tier ➤ Included FF&E ➤ Personnel charges <p>Correction Noted</p> <ul style="list-style-type: none"> ● Update required to contact information: <ul style="list-style-type: none"> ○ Norma Castillo to be replaced with Joanne Mejia (SAC). ● Norma to provide written confirmation to Andrew Lim of this change. <p>Accommodation Discussion</p> <ul style="list-style-type: none"> ● Clarification requested regarding responsibility for event accommodations (e.g., interpreters) for outside organizations. ● Current AR does not specifically include interpreter services. ● If not outlined as a service offered, the college is not required to provide it. ● Recommendation: <ul style="list-style-type: none"> ○ Language should clarify that event hosts are responsible for accommodations. ● Interpreters: <ul style="list-style-type: none"> ○ Typically require at least 72 hours' notice. ○ Shorter notice increases cost and reduces availability. ● Consensus: <ul style="list-style-type: none"> ○ Outside organizations should be responsible for accommodations for their events. <p>Closing Remarks</p> <ul style="list-style-type: none"> ● Carri emphasized urgency: <ul style="list-style-type: none"> ○ Current fees not board-approved. ○ District currently non-compliant. ● Committee encouraged to submit additional questions at next Facilities & Safety meeting. 	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Student Report – Vinh Nguyen</p> <p>Welcome Back Week:</p> <ul style="list-style-type: none"> ● Hosted by ASG during the first week of the semester. ● 34 campus programs participated. ● 206+ students signed in and engaged with campus resources. <p>ASG Open House:</p> <ul style="list-style-type: none"> ● Held Wednesday, February 11. ● 17+ students attended. ● Provided students the opportunity to connect with ASG and learn about 	

involvement opportunities.

“Step Into Leadership” Event:

- Featured a student leadership panel.
- Three ASG members participated.
- Focused on student engagement and leadership development.

“Leave a Legacy” Initiative:

- Application deadline: Friday, February 27, 2026 at 11:59 p.m.

Facilities Report – Shannon Kaveney

Elevator Annual Testing

- Annual inspections nearly complete.
- Awaiting state-issued permits (typically takes ~3 months).
- Notices posted in elevators confirming safety while permits are pending.

Elevator Modernization Projects

- T Building elevator undergoing modernization through the Facility Modification Request (FMR) process.
- Library interior elevator also included.
- Plans currently under Division of State Architect (DSA) review.
- Once approved: bid process → construction.
- No firm timeline yet due to DSA backlog.

Campus Lighting

- Repairs completed in Parking Lot 13 and along Campus Drive.
- Ongoing early morning lighting surveys conducted to assess safety.
- Issue identified between GM and E buildings (likely EMS programming).
- Research underway to install photocells in Parking Lots 6–9 to:
 - Reduce daytime energy usage.
 - Extend lifespan of LED pole lights.
 - Improve efficiency and cost savings.

Centennial Microwave Installation

- Meeting scheduled to assess electrical capacity for safer microwave installation.
- Goal: Replace temporary extension cord setup with permanent, OSHA-compliant solution.
- Coordination with campus representatives for implementation.

Maintenance & Operations Staffing

- Two custodial positions (2:00 a.m.–10:30 a.m.) under review for interviews.
- One additional custodial position pending NeoEd approval.
- One Lead Custodian (2:00 p.m.–10:30 p.m.) closing March 3, 2026.
- Department nearing full staffing after multi-year hiring efforts.
- The campus-wide tree trimming project is ongoing but has experienced some

	<p>delays due to recent rain.</p> <ul style="list-style-type: none"> • The hiring process for open HVAC technician and custodial positions is nearly complete. • Following the completion of a structural assessment of the canopy walkway near Phillips Hall, the team is now developing a plan for its repair or demolition. <p>Safety and Security Report – Lt. Mike Jensen</p> <ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> ○ All officer positions filled for the first time in seven years. ○ One officer currently onboarding. ○ Two dispatcher vacancies remain; recruitment ongoing. ○ Reduced overtime anticipated due to full staffing. • Parking Permit Fee Proposal <ul style="list-style-type: none"> ○ Proposal to increase student parking fees (unchanged since 2009) was not advanced by the Board Safety Committee. ○ Result: Parking maintenance deficit will impact campus budgets. ○ Facilities team prioritizing critical maintenance while deferring lower-priority projects. • Student Outreach <ul style="list-style-type: none"> ○ Increased engagement with new students regarding parking permit processes. <p>Risk Management Report – Don Maus</p> <ul style="list-style-type: none"> • Insurance Safety Inspections <ul style="list-style-type: none"> ○ District-wide site safety inspections scheduled for week of April 20. ○ Occurs every two years. ○ Includes: <ul style="list-style-type: none"> ➢ Shop areas ➢ Theaters and gyms ➢ Large venues ➢ Random classroom checks (approx. 1 in 10) ○ Departments encouraged to conduct self-inspections in advance. 	
7. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>AR 3900 Free Expression – Bart Hoffman</p> <ul style="list-style-type: none"> • Recent incident raised questions about signage containing profanity. • Determined by administration and Risk Management to fall under protected free expression. • Clarified: 	

- No designated “free speech zone” — expression allowed campus-wide.
- Restrictions apply only to:
 - Blocking entrances
 - Disrupting classes (e.g., bullhorn use)
- Informational sandwich board signage created to:
 - Clarify free speech rights.
 - Reinforce institutional neutrality.
- Item informational only; no action required.

Campus Maintenance Subcommittee – Shannon Kaveney

- Subcommittee previously voted to dissolve due to:
 - Conflict with CSEA Collective Bargaining Agreement.
- Final step: Presentation to College Council.
- Maintenance concerns to be addressed through:
 - Facilities & Safety Committee.
 - Onuma Work Order System.
 - Primary method for reporting maintenance issues.
 - Covers custodial, plumbing, electrical, HVAC, mechanical, and grounds.
 - Leadership reviews and assigns daily.
 - Monitored throughout the day.
 - 400 work orders submitted in early 2026.
 - 3,640 work orders completed in 2025.

Toilet Seat Repairs/ADA-Accessible Restrooms – Shannon Kaveney

- Custodial team conducts inspections during routine cleaning.
- Leadership directed full restroom inspections following concerns.
- Encouraged use of Onuma for immediate reporting.
- Follow-up needed on specific ADA concerns (e.g., auto-door functionality).
- Commitment to review and address compliance issues.

Improved Reporting Metrics – Shannon Kaveney

- Plan to refine work order tracking by trade category:
 - Plumbing
 - Electrical
 - HVAC
- Goal: Improve program review data and reporting accuracy.

8. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<p>Toilet Seat Repairs & ADA Restrooms – Shannon Kaveney</p> <ul style="list-style-type: none"> • Combined discussion under maintenance reporting. • Emphasis on: <ul style="list-style-type: none"> ○ Proper reporting channels. ○ Continuous monitoring. ○ Commitment to campus safety and functionality. <p>Status of Building H – Bart Hoffman</p> <ul style="list-style-type: none"> • Original Plan <ul style="list-style-type: none"> ○ President initially intended to shutter and demolish Building H. • Revised Plan <ul style="list-style-type: none"> ○ President has requested a cost assessment for renovating the building instead of demolishing it. • Future Use <ul style="list-style-type: none"> ○ Renovated Building H is intended to become the Student Welcome Center. <ul style="list-style-type: none"> ➤ Will serve as a centralized location for student services. ➤ Goal: Help students navigate campus resources, understand available services, and support academic and career success. • Renovation Requirements <ul style="list-style-type: none"> ○ Address significant ADA compliance issues. ○ Construct a new women’s restroom on the second floor. <ul style="list-style-type: none"> ➤ Current men’s restroom is ADA compliant; women’s restroom is not. • Next Steps <ul style="list-style-type: none"> ○ Conduct a thorough assessment to determine renovation costs and feasibility. • Additional Discussion – Building H <ul style="list-style-type: none"> ○ Questions were raised about including a gender-neutral bathroom in addition to the planned women’s restroom. ○ Bart Hoffman confirmed: <ul style="list-style-type: none"> ➤ It can be assessed as part of the Facilities Modification Request (FMR) process. ➤ Feasibility will be reviewed by the district office facility planning. <p>Prioritization of Program Review Facilities Request – Bart Hoffman</p> <ul style="list-style-type: none"> • Dr. Nery asked the Facilities and Safety Committee to review facilities requests 	

	<p>submitted through program reviews and prioritize them.</p> <ul style="list-style-type: none"> • Requests should be categorized as high priority, medium priority, or low priority. • Discussion Points <ul style="list-style-type: none"> ○ Committee members noted potential challenges: <ul style="list-style-type: none"> ➤ Bias in prioritization: Mark Ou questioned whether anyone would label their own request as low priority. ➤ Campus-wide needs: Dr. Kristi Blackburn highlighted that aging facilities mean almost every building has high-cost, urgent needs. ➤ Program review timing: Concerns about whether faculty were aware of the need to submit facility requests and if there is time to revise program reviews. • Bart Hoffman emphasized: <ul style="list-style-type: none"> ○ This is an ongoing project; not all needs must be captured in the current round. ○ The goal is to create a working committee process, not just a reporting function. ○ Future opportunities will allow more comprehensive prioritization. • Next Steps <ul style="list-style-type: none"> ○ Committee to review and assess requests for prioritization. ○ Incorporate timelines, goals, and responsibilities for requests. ○ Item will be brought back for further discussion at a later date. 	
9. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	No future agenda items.	
NEXT MEETING	March 17, 2026	

SUBMITTED BY: Norma Castillo