



SAC FACILITIES & SAFETY MEETING
 MINUTES – Nov. 21, 2023
 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	Courtney Doussett	Alejandro Moreno	Amberly Chamberlain	Carri Matsumoto	Joe Melendez
Don Maus	Jennifer Hoeger				
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
Ivette Fisher	Jordan Clark			Lt. Waters	Sgt. Voght
Patrick Dibb				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 2:40pm.	
2. PUBLIC COMMENTS					
	Amberly Chamberlain asked if training could take place regarding Facility Modification Requests (FMRs).				
	Alejandro Moreno is thankful for the extra attention to The Village area, specifically the non-credit area and classrooms. The students have noticed and are appreciative as well. He added that they would also appreciate it if the restrooms were kept up.				

3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Approval of October 17, 2023 Minutes	Motion moved to approve the October 17, 2023 minutes by Alejandro Moreno, 2 nd by Amberly Chamberlain.
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	None	
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction and District Support Services Reports Facilities Report Update – Carri Matsumoto shared an update report. Some highlights from the report:</p> <ul style="list-style-type: none"> ○ Health Sciences Building completion date is November 30, 2023. ○ Moves into the Health Sciences Building are scheduled for December 2023 through January 2024. ○ Classes will start by Spring 2024. The building hosts student seating areas, lecture rooms, classrooms, and labs. ○ Russell Hall Demolition project will start March 2024. The front entrance will be closed during the demolition. There will be rerouting of vehicles and pedestrian traffic during this time. The project will last through August 2024. ○ Phase I of the Campus Entrance Improvement Project to begin upon completion of the Russell Hall Demolition project. ○ Construction Alerts will be distributed early 2024. ○ Completed projects: Wayfinding, Johnson Student Center mailroom dutch door and mail slots and The Science Center Greenhouse gates. ○ The District rejected all bids and is undertaking new bids for the Temporary Village Phase 5A Fashion & others projects. ○ Continuing to work on the Centennial Education Center (CEC) Redevelopment Plan. ○ The Bristol & 17th Street Feasibility Study was completed and submitted to SAC on August 28, 2023. Next steps to follow. ○ CEC roofing repairs – structural assessment site visit completed and development of roofing scope of work in process as well as other CEC improvements. ○ Hydration stations have all been installed. ○ Middle College High School Phase 2 roof replacement is planned for Summer 2024. ○ Access Control and Key Test Pilots are still ongoing. ○ District-Wide Planning Sustainable Master Plan Workgroup is continuing to meet to review the Master Plan goals and objectives. 	<p>The process for fulfilling office space needs will be a future discussion item.</p> <p>Coordination of meeting to include DO Facilities and Planning, Dalilah Davaloz, Krystle Taylor, and Dr. Hoffman.</p>

	<p>Dr. Hoffman added that there are significant repairs needed to the exterior of CEC. Dedicated power is needed in the enclosure of the vending machines to add a microwave. Exterior siding need repairs as well as fixing the broken monument in the front of the building. Dr. Hoffman will submit a Facility Modifications Requests (FMR) for these items. Carri added that these items may be part of the assessment depending on what can be done within the budget. Joe Melendez stated that the siding is part of the assessment but cannot determine if it will be part of the scope of work until the extent is evaluated.</p> <p>Darren Hostetter asked for an update on the upcoming Bond Measure. Carri reported that the District and a team of consultants have conducted a first polling survey. A PowerPoint presentation was conducted at the last Board meeting. The District is leaning towards a District-Wide consideration for a bond. A second poll will be conducted in the Spring. The consultant team is working on educational materials and videos to share with different constituency groups. The Board will consider the results again after the second poll in the Spring. A decision will need to be made by Summer. If the Board wants to proceed with the bond, a campaign will be the next step. The message needs to be pushed because the need for SAC facilities is very strong. There is high consideration for a bond measure by the Board for November 2024.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Student Report – Manny reported that Associated Student Government (ASG) is working on a resolution to address the microwave concerns from students. The ASG has created a committee to work with Dr. Hoffman, Dr. Taylor, and Dr. Hubbard to address the ADA facility concerns. The ASG asked what the official process is for students, clubs, and departments to reserve facilities.</p> <p>Dr. Hoffman reported that an ADA facility concern meeting is scheduled for November 28th. He also added that he can assist Manny in the process of reserving rooms and the microwave concerns outside of this meeting.</p> <p>Facilities Report – no report</p> <p>Safety and Security Report – Interim Chief Waters reported he and three campus safety sergeants attended a training where they received EOC training provided by the Emergency Preparedness Interagency Collaborative (EPIC) Group. The training was held at UCI for all school districts, K-12, Community Colleges and 4-year Colleges. They participated in tabletop exercise that</p>	<p>Place on the next agenda – the voting of this committee to proceed with the plans to secure the second floor of the S Building.</p>

simulated an active shooter at a football game. SAC Campus Safety will try to copy the format to provide meaningful training for the managers in the district. One item that came to light was how to handle a reunification plan, specifically with the Children's Development Center and Middle College on our campus. Something else that came out of the training was when you experience a very traumatic event, you will need some mental health professionals. The point of contact to get mental health professionals to come to our campus would be the Orange County Fire Authority. As well as the Employee Assistance Program (EAP) supported by our Risk Management department which provides mental health assistance.

Dr. Hoffman asked if it is still the plan to send out a lockdown video in the coming semester. Interim Chief Waters stated that the plan is to have a drill on November 30th for everyone to secure in place. A Rave Alert will go out for all to secure in place, no immediate action will be required. It is a reminder of what should be done to secure in place. A video will also be provided on what to do to secure in place. There is a plan, at the beginning of next semester, to conduct a drill to secure in place and confirm that everyone has the ability to secure in the classrooms and/or offices. Once a date is confirmed, emails will go out to prepare everyone and know what is expected during the drill.

Dr. Hoffman reported that the Safety Workgroup met last week. The topic of discussion was an incident that happened on the 2nd floor of the Administration Building (S Bldg.). A student was adamant that he was going to storm into the President's office so that she could address his issues. This was very alarming. Safety and Security deployed three officers to surround the student. Lt. Waters informed the Workgroup that this was not the first incident of this kind. It was discussed to secure the second floor, in particular, the east side of the second floor, which is open and welcomes these types of incidents. The Safety Workgroup unanimously voted in favor of recommending to this committee that we proceed with plans to secure the second floor of the S Building.

Carri added that a Facility Modification Request (FMR) has been created to assess the placement of doors on the east side of the second floor of the S Building. Interim Chief Waters added that last week there was a protest on campus. The protest was against the war in the middle east and seize fire for Palestine. They were on campus because the Congressman's office representatives were on campus. There were about 45 people chanting during the protest and it was peaceable. Representatives from the Congressman's

	<p>office gave out forms for the protesters to fill out to voice their concerns. The protest concluded without incident. There is an Administrative Regulation (AR 3900) in place that describes the time, manner, and place and what is legal for individuals to do during a protest when on campuses, which are open to the public. It would be a good idea to be familiar with the AR to know what can and cannot be done on campus. If the AR is followed, campus safety will make sure everything is peaceful and that everyone is safe.</p> <p>Risk Management Report – no report</p>	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	No report	Review accreditation standards as a future agenda item.
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Goal Setting Template – The Facilities and Safety Goals Workgroup has met to review/edit and complete the Goal Setting Template. The Workgroup has not yet completed the reviewing of the goals and will take a couple more meetings to complete the template.	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
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 	<p>Remove Scheduled/Deferred Maintenance for Centennial Education Center – DO Facilities Planning Presentation as Carri Matsumoto will provide updates during the committee meetings.</p> <p>Move Campus Maintenance Subcommittee to New Business in the near future.</p>
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: February 20, 2024	It was agreed that the December 19 th meeting be cancelled due to the holidays and low participation, as well as lack of quorum.

SUBMITTED BY Maria Cardona