



SAC FACILITIES & SAFETY MEETING  
 MINUTES – APRIL 18, 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		
Jim Kennedy	Shannon Kaveney	Marty Rudd	Jim Isbell		
Vaniethia Hubbard	Rebecca Barnard	Monica Zarske	Darren Hostetter	District Liaison	
Jeffrey Lamb	Steve Holman	John Zarske		Carri Matsumoto	Joe Melendez
Don Maus		Amberly Chamberlain		Tae Kim	
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
Ivette Fisher				Sgt. Don Voght	
Ivonne Pittman				ASG Representative	
				Joseph Jimenez	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:35pm Adjourned at 2:37pm.	
<b>2. PUBLIC COMMENTS</b>					
	None				
<b>3. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>	
	Approval of March 21, 2023 Minutes			Motion moved to approve the March 21, 2023 minutes by Steve Holman 2 <sup>nd</sup> by John Zarske.	
<b>4. ACTION ITEMS</b>		<b>DISCUSSION/COMMENTS</b>			
	None				

5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Facility Planning, Construction and District Support Services Reports</b></p> <p><b>Project Update Report</b> – Carri Matsumoto shared her report (<a href="#">here</a>). The report highlighted:</p> <ul style="list-style-type: none"> <li>○ Centennial Education Center Redevelopment Options (Pg. 10)</li> <li>○ Bristol &amp; 17<sup>th</sup> Street Property, Site Master Planning Study (Pg. 11)</li> <li>○ District-Wide Planning-Student Housing Feasibility Study (Pg. 20)</li> <li>○ SB 169 Program Requirements (Pg. 23)</li> <li>○ SB 169 Rubric (Pg. 24)</li> <li>○ SB 169 Grant Update (Pg. 25-26)</li> <li>○ SB 169 Grant Scores from Round 2 (Pg. 27)</li> <li>○ Summary of On-Going Planning Activities (Pg. 30)</li> <li>○ Draft Five Year Capital Construction Plan Project List (Pg. 31)</li> </ul> <p>Dr. Hoffman asked for confirmation of Russell Hall Replacement being on the Draft Five Year Capital Construction Plan Project List because the Health Sciences building is not completed. Carri confirmed that is correct. Carri reported that projects over \$600,000 must be listed on the Plan because they are considered capital projects as well as anything that is in construction or recently completed.</p> <p>Dr. Hoffman added that the college identified \$1.6M of its scheduled maintenance dollars to go into renovating the Centennial Education Center (CEC), while we wait to get bond. Also, the State decided to take back 25% of the allocation that the District received. Carri reported that that amount is part of the State Allocation 2023 (Pg. 12). Carri added that if the 25% cut is implemented, everyone’s Project Lists will need to be reviewed. Dr. Hoffman suggested that once a cut is determined he would like a presentation from Carri’s team. Carri added, once the budget gets settled, they will share a 2023 Scheduled Maintenance Project List. Carri reported that as soon as the budget is settled, all the scopes of work and projects associated with this year will be reviewed.</p> <p><b>Russell Hall Demolition Logistics Plan</b> – Joe Melendez shared a Russell Hall Demolition presentation (<a href="#">here</a>). He reported that as soon as the Health Sciences building is completed, all health programs housed in the Russell Hall building will be relocated to the Health Sciences building.</p> <p>The proposed timeline for the demolition is as follows:</p>	

	<p>March 2024 Interior Hazardous Material Removal  April – May 2024 Interior Demolition  June 2024 Exterior Demolition  July 2024 Final Completion  August 2024 (Contingency Completion should we encounter ACM transite)</p> <p>The start date is right after the census. Joe explained that fencing will be erected around the perimeter including the front entrance, Lot #1, and Russell Hall. Sound blankets will be tied to the fencing to reduce the noise level. His presentation showed available walkways and points of entrance to the college. Joe added that no construction will be done during Finals Week. There will be new parking stalls opening up in Lots 6, 9 and 11. There are discussions on relocating the Veteran’s Resource Center at this time. A vendor is being sought to protect the equipment in the Planetarium. Fashion Design, which is housed in the T building, will be relocated before the onset of the demolition, Occupational Therapy will be relocated to the new Health Sciences building and Culinary Arts will remain in the T building. Dr. Hoffman will be working on whether the Math Department is relocated from the H building. There will be signage around the college pointing to the points of entrance.</p> <p>Joe reported on the importance of back filling the massive hole that will be left after the demolition for safety purposes. He also added that Phase I of the Campus Entrance Project is scheduled to start upon the completion of the Russell Hall Demolition project. Therefore, the front entrance will be blocked off until that Campus Entrance Project is completed.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Student Report</b> – no report.</p> <p><b>Facilities Report</b> – Shannon Kaveney reported:</p> <ul style="list-style-type: none"> <li>• Marquee replacement – April 27<sup>th</sup> at 6pm. This will take one day to complete.</li> <li>• Tree trimming has started up again. It was delayed due to rain. They should be done this week at SAC and continue at our other sites.</li> <li>• Orange County Health is going to inspect the pool at SAC tomorrow at 9:00am.</li> <li>• M &amp; O hired one Grounds Person. The Hiring Committee will be reviewing resumes and setting up interviews for the replacement of two Grounds Persons.</li> </ul>	

- Four Custodial positions have been posted. These will also help with setup for events held on campus.
- Central Plant Operator and Maintenance Supervisor positions have been posted.
- Future positions for M & O include one additional Facilities Coordinator, HVAC Tech, Lead Custodian for Swing Shift and two Custodians for Swing Shift.

**Safety and Security Report** – Sgt. Voght reported that the Emergency Operations Center (EOC) events that will take place:

EOC Tour at Loma Ridge – April 25, 2023

EOC Training – Logistics Team only at SAC – April 27, 2023

EOC Functional Exercise at SAC – April 28, 2023

Sgt. Voght reported on types of warnings and alerts that are used by campus safety which abide by the Clery Act.

Timely warnings – are issued for certain crimes that represent a threat to the safety of students or employees. A timely warning aids in the prevention of someone becoming a victim of a crime. Generally, the warning is to be done within 48 hours.

Emergency notifications – are issued upon the confirmation of a significant emergency or dangerous situation on the campus that involves an immediate threat to the health or safety of students and employees (i.e., earthquake, active shooter, or toxic spill).

Confidentiality – individuals’ names and any identifiers are kept confidential when an incident is reported.

The decision to issue these warnings are made on a case-by-case basis. Regarding a timely warning, Campus Safety will consult with Dr. Hoffman and/or the President’s Cabinet before putting out a timely warning.

He reported that our campus uses the Rave Alert System. They are working with Dalilah Davaloz, Public Information Officer, to send out a universal message to all students, staff and faculty regarding the Rave Alert app to be used.

**Risk Management Report** – No report

<b>7. ACCREDITATION</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	No report	
<b>8. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	None	
<b>9. NEW BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	None	
<b>10. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	<ul style="list-style-type: none"> <li>• Scheduled/Deferred Maintenance for Centennial Education Center – DO Facilities Planning Presentation</li> <li>• Total Cost of Ownership of Facilities</li> </ul>	
<b>11. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	
	Next Meeting: May 16, 2023	

SUBMITTED BY Maria Cardona