



SAC FACILITIES & SAFETY MEETING  
 MINUTES – MAR. 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		
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	Mike De Laby	Annie Knight		Dave Waters	
Ivonne Pittman	Rosa Bernal	Tyler Edwards		ASG Representative	
				Joseph Jimenez	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:31pm Adjourned at 2:24pm.	
<b>2. PUBLIC COMMENTS</b>					
	Ivette Fisher stated that a couple of years ago a wheelchair bound patron complained about the bathroom doors not opening automatically. This complaint was taken to the Dean at the time. The complaint was taken seriously. Also, around that time, the bathrooms began to flood from a vent on the floor. This incident was worked on very quickly. Although the bathrooms are very beautiful, they break down frequently, specifically the women’s restroom. It was explained that the original construction crew was supposed to redo the restrooms by the winter session of this year. It took an email from Nicole Patch, Faculty Librarian, to appropriate parties. Facilities immediately				

responded and we are very grateful for this. Unfortunately, the restrooms have broken down six times this month of March. They have either stopped working or were flooded. At one point, Ava from District Facilities came to check on the issue and she was under the impression that the restrooms were being worked on. The goal was to have the women's restroom fixed and up and running before the spring semester started, and that fell through. That made it very difficult for our students who identify as women. I am here today on behalf of the students and students that identify as female, they have been very discouraged and annoyed with the constant closures. Some students have resorted to using the men's restroom. I believe that the facilities members at this meeting are not aware of the number of issues that we have had with this. At one point, Bart Hoffman showed me how to complete a work order. I know that our maintenance is doing the best they can, and they have a lot on their plate already. I just want to make sure that you all are aware of these issues.

Annie Knight stated that she is in solidarity with her library colleagues and emphasized the issues involving the women's restrooms. She added that this is an equity and a public safety issue. She thanked our facilities department for all that has been done to try to remedy this issue, but it is really becoming a serious problem and has been for a long time now.

Rosa Bernard, who also works in the library, stated that since the library reopened in Fall 2021, the bathroom was under construction. After it was opened, the women's restroom was flooded on a weekly basis since 2021. This has been an issue for about two and a half years now. There was also an issue with plumbing and the construction workers came to fix the problem. This has not only been an issue for students but for visitors as well, which makes our campus look bad. Students must use the nearest restrooms which are located at the end of the library building by the elevators. The bathroom by the elevators also has leaks. The staff restroom near the Media Center has a puddle of water and may turn into mold which is not safe for those with hyperimmune issues or who are sensitive to mold.

Amberly Chamberlain asked if it was possible to have supplies such as soap and toilet paper to restock the restrooms in the student dressing room in the Phillips Hall area. We have students on the weekends and sometimes supplies run out. We are willing to restock the supplies, especially on the weekends. We want to know what the process is to get supplies. We currently have hand sanitizer.

	<p>Annie Knight added in the chat that the women’s restroom is the only public restroom in the library that serves the entire SAC campus and community.</p> <p>Mike De Laby stated that there are also issues with the restrooms in the Russell Hall building. The issues are with maintenance and restocking. We are aware that the Russell Hall building will be going away, but there are still classes held in the building where students, faculty and staff use the restrooms. The other challenges are regulating the heating and air conditioning during classes for students as well as faculty and staff.</p>	
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<b>Approval of February 21, 2023 Minutes</b>	Motion moved to approve the February 21, 2023 minutes by Monica Zarske 2 <sup>nd</sup> by Shannon Kaveney. There was one abstention.
<b>4. ACTION ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	None	
<b>5. PROJECT UPDATES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><b>Facility Planning, Construction and District Support Services Reports</b></p> <p><b>Project Update Report</b> – Tyler Edwards reported that they are moving forward with the final finishes to the Health Sciences building. They are doing touch up paint on the interior, installing marker boards and display cases. Flooring touch-ups are going on throughout the building. We are getting ready to start hanging projectors. They are ensuring the mechanical and the electrical systems run smoothly and properly. On the exterior of the building, concrete flatwork is complete. The rain is holding up other aspects of this project. Once the rain stops, we will do the final planting of trees and shrubs, which have been delivered. The final asphalt in the drive area will be placed later this month and into the next month. By the end of April, the exterior should be pretty much wrapped up and then we will move into the final commissioning aspects of the project.</p> <p>Dr. Hoffman reported that Carri Matsumoto will be providing a more extensive update on the Russell Hall demolition at our April committee meeting. He reported a brief summary of the Russell Hall demolition that will begin March of 2024. Therefore, the move into the Health Sciences building will be after the Fall 2023 semester. The demolition will be roughly a five-month project.</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>○ We are experiencing some issues with the lighting in Lots #6 and #7. There seems to be a direct short underground. We are getting an electrical company out here to troubleshoot the problem.</li> <li>○ We had a pool inspection from Orange County Health Agency, and they shut the pool down until we complete a list of items. Due to the rain, this has been delayed. The items were mostly signage and security related. We will call for a re-inspection.</li> <li>○ The tree trimming is almost done at Santa Ana College (SAC). The rain has delayed it a few days. Once SAC is completed, they will go to the Sheriff’s Academy and then to Centennial Education Center CEC.</li> <li>○ There are various roof leaks at CEC in the B and T buildings. We need to let the roofs dry out after the rains so that we can try out some products to repair the leaks.</li> <li>○ The H building elevator at SAC passed inspection and is operational.</li> <li>○ There are several positions that are flown currently; one Central Plant Operator position, one Grounds Keeper position, four Custodial positions and one Maintenance Supervisor position. We have recently hired two Grounds Keepers.</li> </ul> <p>Bill Reardon asked if the B building has been scheduled for roof repairs. Shannon Kaveney responded that this project will more likely come from the District Office scheduled projects. Currently the roofs on buildings F, I and J have been repaired. Next in line is the HVAC upgrades and other buildings. Because building B is a modular, there are seams in the roof, but with proper products and application the leaks can be rectified.</p> <p>Dr. Hoffman added that it is to his understanding that there is an extensive roofing project spanning over several years for the facilities at SAC. It is being led by the District Office Facilities Planning department. He also added that they are aware of the issues that arise on campus, and we are working hard to fix these issues.</p> <p><b>Safety and Security Report</b> – Lt. Waters reported on the upcoming Emergency Operations Center (EOC) training to be held as follows:  EOC Tour at Loma Ridge – April 25, 2023  EOC Training – Logistics Team only at SAC – April 27, 2023</p>	

EOC Functional Exercise at SAC – April 28, 2023

He added that the Emergency Response Manual will be updated.

Lt. Waters reported on warnings and alerts that are used by campus safety. He stated that they abide by the Clery Act. There are two types of warnings under 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.

The decision to issue these warnings is made on a case-by-case basis. Regarding a timely warning, Lt. Waters will consult with Chief Webb to get concurrence as well as consult with Dr. Hoffman or a member of the President’s Cabinet before putting out a timely warning.

The Clery Act defines crimes as: arson, homicide, burglary, robbery, forcible and non-forcible sex offenders, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes.

Sometimes safety alerts go out to faculty and employees via email. We also use the Rave Alert System and InformaCast for sending out alerts.

Most of what is alerted is posted on Crime Log on the Campus Safety website.

Dr. Barnard asked if LiveSafe is the app that is being used. Lt. Waters reported that Rave Alert System is the app that should be used.

Jason Huskey asked what the limitations on confidentiality that are allowed to be released. Lt. Waters responded that they will not give out names and information will be very vague to protect the victim.

Amberly Chamberlain suggested that an announcement go out on the correct alert system that should be used and downloaded. Maybe an announcement can go out at the next convocation or an announcement to all employees via email. Currently a lot of students are using the Live Safe system.

	<p>Lt. Waters reported that he can work with Chief Webb and Dalilah Davaloz to send something out regarding the use of the Rave System.</p> <p><b>Risk Management Report</b> – Don Maus reported that there have been no current work injuries.</p>	
<b>7. ACCREDITATION</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Monica Zarske reported that they are currently working on the annual report. The major self-evaluation report is due every seven years. But the Commission does not leave us alone for seven years. We check in every year. This report is data heavy by collecting self-report data on topics such as headcounts, declines, and distance education. Performance numbers are also provided from our self-set standards. This is done for a three-year period. Some of the indicators they are looking at are course completion, degree certificate completion, licensing exam pass rates, job placement rates and transfers to four-year institutions. When all colleges submit their reports, the Commission looks at trends across institutions. The Research Office and Dr. Daniel Martinez are assisting with this report that is due in April. It was presented at the last Academic Senate meeting as informational and then as an action item to be reviewed again before submitting it to the Commission. The next report due will be annual reports and then a mid-term report in about two years.</p>	
<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: April 18, 2023	

SUBMITTED BY Maria Cardona