



SAC FACILITIES & SAFETY MEETING
 MINUTES – NOV 14, 2022
 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	Stephanie Paramore-Jones	Jason Huskey, Co-Chair	Nicole Patch		
Jim Kennedy	Veronica Oforlea	Marty Rudd	Jim Isbell		
Vaniethia Hubbard	Jennie Adams	Monica Zarske	Darren Hostetter	District Liaison	
Jeffrey Lamb	Shannon Kaveney	John Zarske		Carri Matsumoto	Joe Melendez
Don Maus	Rebecca Barnard	Amberly Chamberlain		Tae Kim	
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
Rudy Delgadillo	Mark Reynoso	Ivette Fisher		Dave Waters	
Dawn McKenna-Sallade	Tommy Strong			ASG Representative	
				Ruben Hernandez	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:30pm Adjourned at 2:13pm.	
2. PUBLIC COMMENTS					
	None				
3. MINUTES					
	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of October 18, 2022 minutes			Motion moved to approve the October 18, 2022 minutes by Monica Zarske, 2 nd by Shannon Kaveney. Motioned carried unanimously.	
4. ACTION ITEMS					
	DISCUSSION/COMMENTS				
	Recommended Cancellation of December 20 th Meeting			Motion moved to cancel the December	

		20 th committee meeting by Monica Zarske, 2 nd by Don Maus. Motioned carried unanimously.
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Project Update Report – Carri Matsumoto shared the Project Update Report. Carri reported that there are still some items under investigation, such as the fume hoods, exterior plaster, and greenhouse issues. She added that the schedule is being reviewed for the Russell Hall Replacement project as well as potential delays. This may delay the opening of the new Health Sciences Building.</p> <p>Rudy Delgadillo reported that the Health Sciences Building is considered watertight. The roofing and window activities are all complete. The activities that need to be completed are mechanical, electrical, and plumbing. Interior painting, installation of the acoustical ceiling and ceramic tile in the restrooms are being completed. Exterior plaster and sheet metal work is being conducted. There is permanent power to the transformer on site. The elevator is being installed and an inspection will be conducted in the next couple months. The window testing process has been started. There will be exporting of soil on the site. The next milestone will be the system start-up and the interior finishes. These activities will continue through the Winter Break.</p> <p>Carri responded to a question brought up at the last meeting regarding signage for The Black Box Theater. She reported that she is not sure if signage for the Black Box Theater was part of the Barrier Removal Signage/Wayfinding project. She will confirm and report back to this committee.</p> <p>Carri reported that some of the 2021.2022 Scheduled Maintenance Projects have been completed. The District found a defect in the Library Restroom Upgrade project. Therefore, they are working with the bonding company and legal counsel. Therefore, the repair work is delayed. She also reported on the test-pilot access control and key project for the following areas:</p> <ul style="list-style-type: none"> SAC – Building D CEC – (mechanical re-key only) SCC – Buildings D & H <p>The Work Group met in September to discuss several operational and project issues regarding on-going test pilots and the review of the AR 3501. Revisions to AR 3501 are under review. Carri added that key controlled lock boxes are also being test piloted. These boxes will be placed around the campuses. This will allow someone that carries many keys to check out keys during their shift</p>	

	<p>and then return them.</p> <p>Carri reported that the Student Housing Feasibility Study was approved by the Board on October 24, 2022. The Study must be feasible in order to make an application to the State. A student survey regarding housing will be sent out before the Winter Break. She added that they are looking at a Sustainable Master Plan Update. The Work Group will meet to review the goals and objectives to prepare for an update to the plan and that will align with the State’s goals and objectives.</p> <p>Carri reported that there will be no signage added to the Black Box Theater, only to the main Theater. Also, there will be 28 water filling stations/water fountains at SAC.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Student Report – no report.</p> <p>Facilities Report – Shannon Kaveney reported that laser leveling is occurring in the baseball and softball fields. The Tree Trimming Solicitation of Quotes (SOQ) has been sent out and we are now waiting for responses. He added that some of the dim lighting in the parking lots is caused by the trees covering the lights. Once the trees are trimmed there will be more light in the parking lots. Shannon reported that he is working with several vendors and the District Office on the repair of the H Building elevator. Parts were ordered and waiting on them to repair the elevator. Shannon also reported that the solar coating on the roof will be completed by the following weekend.</p> <p>Dr. Hoffman reported that the District Office is handling the water fountain/hydration station project. Carri confirmed that there are new water fountains/hydration stations that will replace the old water fountains to meet ADA guidelines. Dr. Hoffman also reported that the theatre has many needs. Dr. Lamb and Shannon Kaveney will tour the theatre and assess the needs. There may be some needs that will require an FMR. CEC renovations was a topic at the last President’s Cabinet meeting and President Nery committed to identifying fiscal resources to make the renovations happen.</p> <p>Safety and Security Report – Lt. Waters reported that the Shake Out drill last month went well. After a debriefing of the Shake Out, it was brought up the need to identify the persons that will be staffing the Emergency Operations Center (EOC). He added that the second phase of EOC training should be</p>	<p>A meeting will be scheduled to discuss the second phase of EOC training. Results will be brought back to this committee.</p>

	<p>scheduled as well as a tour of the Orange County Sheriff's EOC.</p> <p>Risk Management Report – Don Maus reported that there were three Worker's Comp claims last month. The claims were all repetitive work injuries due to ergonomics. His area will send out additional information on how to set up your work area property. Don stated that you can email him directly if you need an ergonomics assessment. Covid cases are relatively low at this time.</p>	
7. ACCREDITATION		ACTIONS/ FOLLOW UPS
	No report.	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: February 21, 2023	

SUBMITTED BY Maria Cardona