



SAC FACILITIES & SAFETY MEETING  
 MINUTES – SEPT. 20, 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			Tae Kim	
			Bold = present		
Guests				Campus Safety & Security	
Amberly Chamberlain	Rudy Delgadillo	Mike Delaby		Dave Waters	
Dawn McKenna	Bill Reardon			ASG Representative	
				Ruben Hernandez	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:32pm Adjourned at 2:47pm.	
<b>2. PUBLIC COMMENTS</b>					
	<p>Amberly Chamberlain reported that there are a few productions coming up. She also added that the lobby door had been bashed in and boarded up. She was hoping to hear the update on this incident. She also brought up the water filtration systems in the dressing rooms. She would like to see them placed in the dressing rooms as soon as possible.</p> <p>Shannon Kaveney reported that on Sunday, someone ran through the glass door of the theater and then someone drove their car through a barrier on campus. He added that he will look into the filtration system request.</p>				

3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Approval of May 17, 2022	Motion moved to approve the May 17, 2022 minutes by Monica Zarske, 2 <sup>nd</sup> by John Zarske. Motioned carried unanimously.
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	<p><b>2<sup>nd</sup> Read Committee Membership</b> – The committee reviewed and discussed the membership list. Discussion was presented that CEFA faculty are represented by the Academic Senate. Therefore, the need for a CEFA Rep is not necessary to be on the membership list.</p> <p><b>2<sup>nd</sup> Read Draft Safety and Security Training Calendar</b> – Lt. Waters reported that the evacuation drill listed in September will be combined with the Great Shake out in October.</p> <p>Monica Zarske asked if dates can be added to this Training Calendar Dr. Barnard asked to also include times to the calendar. Lt. Waters will work on this request.</p>	<p>Dr. Hoffman will work on recruiting two Administrators.</p> <p>Motion moved to approve the Committee Membership list as determined by the Committee and to reflect the revised Membership list in the Participatory Governance Handbook by Monica Zarske, 2<sup>nd</sup> by John Zarske. Motioned carried unanimously.</p> <p>Motion moved to approve the amended Safety and Security Training Calendar by Monica Zarske, 2<sup>nd</sup> by Shannon Kaveney. Motioned carried unanimously.</p> <p>Lt. Waters will send out an email regarding the Great Shake Out as soon as possible.</p>
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Project Update Report</b> – Carri Matsumoto reported the following highlights:</p> <p><b>Science Center</b> – still working on some warranty issues; 1) trying to determine the cracking in the plaster of the exterior part of the building, 2) still working on a fix for the fume hoods.</p> <p><b>Greenhouse</b> – still working on the corrective issues on the greenhouse.</p> <p><b>Russell Hall Replacement Project (Health Sciences Building)</b> – is currently in construction. Roughly \$9M has been used from the Measure Q funds for this project. Going through some Furniture, Furnishings and Equipment (FF&amp;E) procurement. Currently experiencing a lot of material supply chain disruptions. Has impacted the construction industry. We might experience escalation and</p>	

delays. Working with contractors on mitigating delays and working scheduling proper procurement. If we fall into a recession, the struggles will continue significantly for this project.

Rudy Delgadillo reported that they are about 70% complete in this project. Concentrating on the interior overhead, miscellaneous metal framing, drywall activities, painting, working on the acoustic ceiling and ceramic tile installation. On the exterior they are finishing up the plaster activity, building the electrical mechanical rooms and the roofing activities are just about complete. The exterior site utilities are being worked on, hardscape and the elevator activity. In the next couple of months permanent power will be in the building, the start up of the systems and interior finishes. Windows will be tested for water intrusion.

Carri added that if we stay on target, the decommissioning of Russell Hall will take place Fall 2023. Everyone should be moved by the summer of 2023 and start in the new building for the Fall semester.

Monica Zarske asked if movement of classes taking place in surrounding buildings such as Hammond Hall may need to be moved due to the noise level when Russell Hall comes down. Carri reported that that is not known at this time. However, if classes can be relocated, it would be a good idea. Another discussion regarding the logistics can take place later.

Jesse Melendez added that discussion with Dean Eidgahy have taken place to discuss relocation of programs. A meeting is to be scheduled to discuss any moves. A meeting will also take place with the Chairs of Hammond to discuss the demolition process and details.

**Campus Entrance Improvement Project** – to take place after the demolition of Russell Hall. This is still in the design/construction phase.

**Current Capital Projects:** CEC Redevelopment Project – continuing to work with the city to discuss the redevelopment of Centennial Education Center. Bristol & 17th Project – kicking off a study to assess the feasibility of hospitality/culinary and tourism program.

**Scheduled Maintenance** – an allocation of \$18.8M for scheduled maintenance from State. The scheduled maintenance list is underway and expected to be completed by September. The District is required to submit the list to the State

	<p>by October. A decision needs to be made as to how much of the \$18.8M will be used for deferred maintenance or instructional equipment. All the project requests from both SAC and SCC are being analyzed and assessed and a recommendation will be made on how the allocation will be spent. There is an over \$400M need districtwide on scheduled and deferred maintenance projects. She added that they are working to close out previous projects by the end of the year and start planning for new projects for the coming year.</p> <p>The campus-wide drinking fountains project is almost ready to go out to bid. Joe Melendez reported that there is a list of areas that will receive installation of replacement/new drinking fountains/bottle fillers. They will check to see if Phillips Hall's dressing room location is on that list to address Amberly Chamberlains earlier concern.</p> <p>Carri reported that they are still working on the Library Restroom project due to a construction defect. They are working through a warranty claim. There are problems with the contractor working on this project and work will stop immediately. This will be reassessed and brought back later.</p> <p>Carri stated that they are still assessing the access control and key projects. The workgroup is reconvening to discuss operational and project issues regarding on-going pilots and review of the AR 3501. They are also going to test pilot an electronic key request form.</p> <p>Carri thanked the committee for all their work on the Facility Master Plan. She reported that the Board is going to consider a Bond Measure for 2024. The District was awarded a grant under SB 169 to do a districtwide Student Housing Feasibility Study. An RFP will go out to get this study started.</p> <p>Carri added that a bond in 2024 is needed to complete the projects under the Facilities Master Plan.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Student Report</b> – none</p> <p><b>Facilities Report</b> – Shannon Kaveney reported that they are working with campus safety regarding radio usage and upcoming evacuation drill. He added that random drills can be valuable as opposed to a scheduled one. John Zarske reported that evacuation drills should be scheduled or there will be major pushback from faculty. Dr. Hoffman added that Shannon has been involved in</p>	

	<p>hiring committees to hire necessary M &amp; O personnel.</p> <p><b>Safety and Security Report</b> – Lt. Waters reported that they are still working to finalize the virtual parking system. An email will go out with an update. He reported that the license plate reader has been installed at both campuses. He added that there have not been many parking issues as SAC. SCC has had a bit of an issue with students parking in the faculty spots. He explained that there should not be an issue when a few guests come to campus. Their license plates will be added to the system. However, for larger events, parking lots may need to be assigned so that no citations are issued. They are still working on minor glitches to the system.</p> <p><b>Risk Management Report</b> – Don Maus had to leave early but will assign an alternate for this committee.</p>	
<b>7. ACCREDITATION</b>		<b>ACTIONS/ FOLLOW UPS</b>
	Monica Zarske reported that there is nothing to report on at this time.	
<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>
	<p><b>Committee Goals</b> – The goals were presented as a first read.</p> <p><b>Facilities Use Calendar</b> – Dr. Hoffman reported that the purpose of the Facilities Use Calendar was created to be populated with all the events taking place on campus based on the internal and external Facilities Use Applications submitted. Norma Castillo will send out an email to all SAC and CEC email users with step-by-step instructions on downloading the calendar to your desktop.</p>	<p>Any editions or comments to the Committee Goals are to be sent to Maria Cardona. They will be discussed and approved at the next meeting.</p> <p>Motion moved to approve the rolling out of the Facilities Use Calendar by Monica Zarske, 2<sup>nd</sup> by John Zarske. Motioned carried unanimously.</p>
<b>10. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
<b>11. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	
	Next Meeting: October 18, 2022	

SUBMITTED BY Maria Cardona