



SAC FACILITIES & SAFETY MEETING  
 MINUTES – SEPT 19, 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	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			Tae Kim	
Bill Reardon					
			Bold = present		
Guests				Campus Safety & Security	
Ivette Fisher	Annina Brown	Dawn McKenna-Sallade	Patrick Dibb		
Ivonne Pittman	Sara Butler	Michael Taylor	Denise Hatakeyama	ASG Representative	
				Emmanuel "Manny" Rodriguez	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:30pm Adjourned at 3:00pm.	
<b>2. PUBLIC COMMENTS</b>					
	Denise Hatakeyama commented on the current evacuation map. She stated that the evacuation map funnels most of the students, staff, and faculty into the central part of campus. The evacuation map shows Russell Hall also evacuating to the center of campus, but previously, they have evacuated to the parking lot. The Science Center building has been evacuated at least 10 times and they go to the adjacent parking lot. You get to the parking lot faster than to the center of campus (in front of the library) and you must navigate your way in between buildings. This may cause a bottleneck and can be			Dr. Hoffman reported that the evacuation maps are provided by our Risk Management office. This will be communicated to the Risk Management office.	

	<p>dangerous. She added that there was an actual fire in Russell Hall and everyone was evacuated to the parking lot which worked out fine. She wants to know why the map has been changed. Evacuation from the Science Center is straight to the parking lot because it's the closest open and safest area. In the past, when the fire engines pulled up, the students were never in the way. This could be one of the reasons why everyone is directed to go to the center of campus, to be out of the way of any emergency vehicles. It was never a problem in the past. Funneling everyone to the middle of campus does not make sense and the evacuation map should be looked at again and redrawn.</p> <p>Monica Zarske stated that on a report that she received from a meeting she attended, it stated that Safety and Security receive about 10,000 calls, and about 6,000 of those calls pertain to unlocking doors for individuals to get into facilities due to lack of keys. This was disconcerting to have Safety and Security spend so much time on a facilities issue.</p> <p>Claire Coyne invited all to the Digital Media Center's Open House scheduled for Tuesday, September 26<sup>th</sup>, 10:00am – 12:00pm.</p> <p>Claire Coyne reported that from the Campus Safety presentation at an Academic Senate meeting, certain instances such as fire drills or fire alarms would not trigger a Rave Alert. There is no process for getting information out to the community campus on items that do not meet the requirements of a Rave Alert. This information should be disseminated through the PIO office.</p>	<p>Monica Zarske would like to have an additional conversation on what can be done to fix the key problem. This will be added to New Business for the next committee meeting.</p> <p>Discuss definitions on what does not fall under Rave Alert requirements and how to disseminate the information. This will be added as a discussion item on the agenda for the next committee meeting.</p>
3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Approval of May 16, 2023 Minutes	Motion moved to approve the May 16, 2023 minutes by Monica Zarske, 2 <sup>nd</sup> by Bill Reardon.
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	None	
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Facility Planning, Construction and District Support Services Reports</b> Their <a href="#">report</a> was provided for review.</p> <p><b>Joe Melendez</b> reported that the Health Sciences building is substantially completed. The last finishing touches are being worked on. It is still on target to open Spring 2024. The team is working with Deans, Directors and Managers of the departments that will be moving into the building to schedule the move</p>	

from Russell Hall. The move will be scheduled between December 2023 through January 2024. The Russell Hall demolition is scheduled for March 2024 and should be completed by August 2024. Then it will transition to the campus entrance development project where a roundabout with drop-off points will be constructed.

**Tae Kim** reported that an addendum was created to the Facilities Master Plan that was approved by the Board in Summer of 2022. The addendum was added due to the many studies that have been completed or nearly completed to get a better assessment of what the current and future facilities needs are, and to assist in the planning and preparation for any future general obligation bonds. In the future, a more comprehensive and district-wide Facilities Master Plan effort will be undertaken once the individual colleges complete their educational master plans.

First, part of the addendum will include sustainability activities. The RSCCD Sustainability Committee and Workgroup is in the process of updating the 2015 Sustainability Plan due to changes at state and local levels. The Chancellor's Office issued Climate Action and Sustainability Goals. The Board of Governors for Community Colleges has a Climate Action and Sustainability framework that has been issued. We are trying to streamline the goals to only include six categories (Academics, Engagement, Facilities Operations, Planning Design and Construction, Transportation and Procurement and Waste).

Secondly, we have incorporated items into our 5-Year Capital Outlay Plan. The governing board of each community college district is required to annually prepare and submit a 5-Year Capital Plan to the Chancellor's Office. One new item that was added to our list was the Culinary Arts and Hospitality Management Facility study that was done on Bristol and 17<sup>th</sup> Street and a proposal for the Learning Commons Project (Library Replacement) was submitted. If funds become available and if we rank high enough, we could get up to 50% of funding from the state for this project.

Phase I of the Bristol and 17<sup>th</sup> study was to place student housing at that location. However, it was determined not viable because the Bristol Corridor Specific Plan restricts development to about a two-story building at that location. That would not produce adequate beds for students.

Phase II was to look at a Culinary Arts and Hospitality Management Facility. A feasibility study was conducted for this location. The study analyzed the

demand and the cost of the Culinary Arts and Hospitality Management program as well as scans of other public agencies and colleges and nearby private offerings. Some of the programs that were studied included a classroom, kitchen lab, baking lab, pastry/confectionary lab, multipurpose demonstration lab, dining room, café, and some offices. It was determined that from a total cost ownership standpoint, it would be difficult to get a return on investment at 50 years. An alternative study was conducted where the program was reduced slightly, and the total cost of ownership only yielded an improvement of only a couple of years to break even on the return on investment. The recommendation of this study was to look for ways to offset the initial cost through state funding or to try to offset the ongoing cost through other revenue-generating programs once the building was built.

Another part of the addendum to the Facilities Master Plan was student housing study. A grant was received from the state to conduct a feasibility study. Consultants were hired to conduct a survey of students. A request was sent out to over 40,000 students and received over 2,300 responses. From the responses, it was determined that there is a demand and a need for affordable student housing. A district-wide advisory committee and an Ad Hoc Board of Trustees Committee were created for the study. The study concluded that there is a demand for student housing, but there are a lot of risks and challenges associated with it. After much consideration it was recommended that the district not proceed with the SB169 grant application at this time. However, the district is still interested in pursuing student housing just not through the current grant process.

Other updates related to the addendum include CEC efforts. There has been a working group that meets on a regular basis. It paused its meetings due to the City's personnel changes. Meetings were resumed January 2023. Concepts and schemes were developed. They included a larger flexible meeting and classroom function for a multipurpose room. Several schemes were developed and one of the options was selected. The consultants are preparing a total cost of ownership analysis that will be presented to the college.

As funds become available, some of the ongoing safety and infrastructure improvements such as ADA and accessibility projects will be completed. A pilot program is being conducted for electronic access control, depending on funding availability. The budget from the state was \$18M but has been reduced to \$7M. The highest priority needs for scheduled maintenance projects were those for the CEC.

	<p>Other projects are related to fire protection services. California Fire Code required that the district maintain an inventory of all the fire-resistant rated construction in the buildings, to resist the passage of smoke during a fire. A complete survey was conducted of SAC and bid documents are in progress so that the corrective work can take place.</p> <p>A Maintenance, Operations, Planning, Staffing and Budget tool was created. Prior data can be inputted, and it will make assumptions on how many staff will be needed to meet a certain level of cleanliness. This tool will be rolled to both SAC and SCC soon.</p> <p>All these items have been completed to date. The next step is to meet with the college to get an idea of what other items need to be included in this addendum.</p>	
<b>6. STANDING REPORTS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	<p><b>Student Report</b> – no report.</p> <p><b>Facilities Report</b> – Shannon Kaveney reported:</p> <ul style="list-style-type: none"> <li>• Roof leaks on Building A 209 have been resolved.</li> <li>• Compressor replacement in the library.</li> <li>• Cubicle restructuring that did not require an FMR in the E building.</li> <li>• Replacing ceiling tiles and roof leaks SAC, CEC, DMC and Sheriff’s Department.</li> </ul> <p><b>Safety and Security Report</b> – No report</p> <p><b>Risk Management Report</b> – Annina Brown reported that last month a representative from Keenan came to SAC to complete safety inspections. There were some items noted and a report from Keenan is expected. Overall, the inspections did go well. Risk Management will report back with Keenan’s report results. As for Worker’s Compensation claims, there have been three claims submitted, one trip and fall, ankle injury and an injury during mopping. An email to all managers was sent out on how to report a work injury.</p>	
<b>7. ACCREDITATION</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	<p>Monica Zarske reported there will be an accreditation institute on September 29<sup>th</sup>. The accreditation standards were vetted and changed. The new standards will be reviewed at the upcoming accreditation institute.</p>	

8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Protocols for Use of Instructional Space for Events</b> – Dr. Hoffman reported that the protocol is in place to make a room/lab “Do Not Schedule” so that it cannot be used for internal use by other programs or external agencies.</p> <p>Dawn McKenna-Sallade commented that an internal program used their classroom and used their materials without their consent. Dr. Hoffman stated that the use of the materials should not have happened, and he will bring this up to Norma Castillo, Facilities Coordinator.</p> <p><b>ARs Related to Safety (AR3500, AR3515, AR3516 and AR3505)</b> – Dr. Hoffman reported that this item will remain in old business and be brought up at the next meeting due to the absence of a campus safety representative.</p>	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Review Committee Goals/Goal Setting Template</b> – To be sent to committee members as first read.</p> <p><b>Membership for Current Academic Year</b> – Dr. Doussett will replace Dr. Lamb. Jennifer Hoeger will replace Dr. Kennedy. We will work with Dr. Hubbard to replace the Health and Wellness representative and with Tyler Johnson for Classified representatives. Dr. Hoffman will work on removing Campus Maintenance Subcommittee from the Participatory Governance Handbook.</p> <p><b>Digital Media Center (DMC)</b> – Dr. Hoffman reported that there are faculty that are housed in the DMC with concerns of the sale of the DMC. He added that the DMC will not be sold until a suitable location is found. Finding a suitable location is in the works. Dr. Hoffman gave background on the history of the DMC. Michael Taylor addressed his concerns about the DMC and would like to have adequate facilities at the main campus (SAC). He added that the DMC has great facility with media labs, Mac labs, studio space and edit base, however, the location is its biggest challenge to access to and from the main campus. He expressed his want to be involved in updates on the move/sale timeline of the DMC. Dr. Hoffman added that the DMC is currently occupied and there is a need to continue the deferred maintenance. Space will be identified at SAC that is suitable for the DMC. Faculty will in involved with this process. Michael</p>	<p>Dr. Hoffman recommended that the current committee goals, goal setting template and Participatory Governance Handbook be distributed to the committee members as a first read.</p> <p>Membership will be brought back for final approval.</p> <p>A workgroup will be formed to identify an appropriate space for the DMC.</p>

	Taylor would like to be part of a subcommittee/workgroup for locating adequate space. Monica Zarske asked how the DMC became the responsibility of SAC. Dr. Hoffman stated that the DMC is now occupied by academic programs and a couple of offices on the second floor by the District Small Business Development Center. However, if you look at the facility use perspective, SAC is the main occupants of that facility. Therefore, the District determined that it is SAC's responsibility. President Nery decided to sell the DMC.	
<b>10. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	<ul style="list-style-type: none"> <li>• Total Cost of Ownership of Facilities</li> <li>• Scheduled/Deferred Maintenance for Centennial Education Center – Joe Melendez stated that he can report on the completed FY22.23 scheduled maintenance program as well as FY23-24 projects. He will report on the projects, timelines, and scopes.</li> </ul>	Monica Zarske would like to have key access issues as a future agenda item.
<b>11. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	
	Next Meeting: October 17, 2023	

SUBMITTED BY Maria Cardona