



SAC FACILITIES & SAFETY MEETING
MINUTES – MAY 21, 2024
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	Mark Ou	
Jim Kennedy	Shannon Kaveney	Monica Zarske	Claire Coyne		
Vaniethia Hubbard	Krystle Taylor	Crystal Jenkins	Darren Hostetter	District Liaison	
Jeffrey Lamb	Nicole Gallegos	Alejandro Moreno	Amberly Chamberlain	Joe Melendez	Carri Matsumoto
Don Maus	Bill Reardon				
			Bold = present		
Guests				Campus Safety & Security	
Brigitte Scott	Kristi Blackburn	Luis Pedroza		Chief David Waters	Sgt. Don Voght
Patrick Dibb	Ivette Fisher			ASG Representative	
Suzanne Freeman	Tae Kim			Emmanuel "Manny" Rodriguez	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:32pm Adjourned at 2:42pm.	
2. PUBLIC COMMENTS					
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/FOLLOW UPS	
	Approval of April 16, 2024, Minutes			Motion moved to approve the minutes by Monica Zarske, 2nd by Don Maus.	
4. ACTION ITEMS		DISCUSSION/COMMENTS			
	None				
5. PROJECT UPDATES		DISCUSSION/COMMENTS		ACTIONS/FOLLOW UPS	
	Facility Planning, Construction and District Support Services Reports - Carri Matsumoto				

Facilities Master Plan Addendum (2024):

- The addendum is an extension of the 2022 update, integrating recent changes and new studies.
- Emphasizes the impact of the COVID-19 pandemic on space utilization, particularly due to increased online instruction.
- Incorporates new studies on student housing, sustainability, and total cost of ownership guidelines to ensure comprehensive planning.
- New sections cover diversity, equity, and inclusion (DEI), property consolidation strategies, and updated state standards for utilization and efficiency.
- Focuses on aligning facilities with the evolving needs of students and faculty while considering long-term sustainability.

Project-Specific Updates:

- Digital Media Center: Potential relocation of programs to the main campus, leveraging existing infrastructure, and exploring joint use with the Orange County Department of Education to maximize resource utilization.
- Orange County Sheriff's Regional Training Academy: Feasibility studies are ongoing to evaluate co-location of programs like Fire Tech, Criminal Justice, and other related disciplines to enhance training efficiency and resource sharing.
- Centennial Education Center: After completing the feasibility study, the project has moved into the early design stages with an architect selected to lead the development.
- Bristol and 17th Street: Initial considerations for housing were found to be non-viable. The focus has shifted to developing a smaller, specialized culinary arts facility with reduced square footage to better fit the site and program needs.

Changes in Projects List:

- Applied Technology Center: Adjustments include reducing the overall square footage and concentrating on specialized labs rather than general classrooms to better serve specific educational programs.
- Arts and Workforce Building: Identified as a high priority to replace three existing buildings on the campus, consolidating arts and workforce training programs into a state-of-the-art facility.
- Bristol and 17th Street Development: Elevated in priority, with a focus on specialized culinary labs, reflecting a strategic shift to accommodate emerging educational needs.

5-Year Capital Construction Plan:

- The plan is an annual report submitted to the state, detailing current and planned construction projects and their alignment with long-term

	<p>strategic goals.</p> <ul style="list-style-type: none"> • Includes key elements such as enrollment trends, capacity load ratios, and comprehensive space inventory. • Current and planned projects include: Russell Hall Replacement: A significant project aiming to modernize and expand educational facilities. Campus Entrance Improvements: Enhancements to improve accessibility and aesthetics. Synthetic Football Field Replacement: Upgrading sports facilities to meet current standards and improve student experience. • The plan reflects the priorities outlined in the Facilities Master Plan Addendum, ensuring projects are aligned with evolving educational and operational needs. <p>Planning and Budget Considerations:</p> <ul style="list-style-type: none"> • Project cost estimates are based on 2024 costs with assumptions for cost escalation through February 2027, ensuring financial planning is realistic and future-proof. • Emphasis on managing costs effectively while meeting the future educational demands and maintaining compliance with state standards. • Budgeting strategies include leveraging state funds, optimizing resource allocation, and ensuring projects deliver maximum value for the investment. <p>Carri Matsumoto highlighted the importance of adaptive and flexible planning to meet the dynamic educational landscape and ongoing feasibility studies. The Facilities Master Plan Addendum and the 5-Year Capital Construction Plan are essential tools for guiding future developments, ensuring the district's infrastructure aligns with current and future needs, and maintaining a commitment to sustainability and inclusivity.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>1. Student Report – Emmanuel Rodriguez was ill.</p> <p>2. Facilities Report – Shannon Kaveney was not present (resolving D Bldg. elevator issues)</p> <p>3. Safety and Security Report – Sgt. Don Voght Emergency Operations Center (EOC) tabletop exercise:</p> <ul style="list-style-type: none"> • The exercise is scheduled for June 25th at 9:00 AM. • The event will take place at Santiago Canyon College (SCC), in room E- 	

203.

- The exercise will simulate an active shooter scenario occurring at the Johnson Student Center. Representatives from the county's Emergency Operations Center will lead the exercise. They have offered their services for this event, leveraging a connection with Sgt. Bob Witteman.
- Don mentioned that a county representative would visit the campus to walk through the Johnson Student Center and get familiar with the venue, ensuring the exercise is realistic and effective.

Participation and Organizational Chart:

- The exercise will involve personnel listed on the Incident Command System (ICS) organizational chart, which includes staff from the district office and the main campuses.
- Claire Coyne asked about faculty participation, emphasizing the importance of their inclusion. Bart Hoffman confirmed faculty members are included in the org chart but noted the challenge of involving them as the exercise is scheduled during their off-contract period.
- Bart and Don explained that the timing of the exercise was influenced by multiple factors, such as the availability of county personnel and existing schedules. Despite faculty being off-contract, the decision was made to proceed with the exercise to take advantage of the county's availability.
- The exercise is a critical component of the college's preparedness strategy, and despite the less-than-ideal timing, it was deemed necessary to move forward.
- Claire suggested that participating faculty should be compensated for their time, indicating she would request such arrangements to facilitate their involvement.

Emergency Operations Plan (EOP):

- Don informed the committee that the new Emergency Operations Plan is accessible on the district's website under the Campus District Safety and Security section. This plan is essential for guiding emergency responses and ensuring all personnel understand their roles and responsibilities.
- The plan's availability and the importance of familiarizing all involved personnel with its contents were emphasized, as it forms the basis for effective emergency management during the exercise and real events.

Don Voght assured copies of the ICS organizational chart would be distributed to committee members to ensure clarity on roles and responsibilities. Claire

Coyne sought clarification on who made the decision to hold the exercise during off-contract times. Don mentioned it was not Chief David Waters' decision and noted the complexity of scheduling such events. Claire stated she would follow up with Chief Waters to identify who made the scheduling decision and discuss potential compensation for faculty involvement. Don expressed the importance of continuing to hold such exercises regularly to maintain a high level of preparedness across the campus community. He highlighted that Chief Waters is highly committed to emergency operations and ensuring that the college community is well-prepared for various emergency scenarios.

4. Risk Management Report – Don Maus

State Mandate for Workplace Violence Prevention Plan:

- The California Legislature passed a new law mandating every business in the state to implement a workplace violence prevention plan. This follows a similar mandate that was previously applied only to hospitals.
- Hospitals were required to have a violence prevention plan due to incidents of violence from emotionally charged situations involving patients and their families.
- The institution already has several components in place, such as policies and procedures on workplace violence, emergency response plans, and training programs.
- Past threat assessments have led to improvements in facilities, including better lighting, door locks, fencing, security cameras, blue light emergency phones, and 24-hour security.
- Employees must now report any incidents or threats of workplace violence to HR or campus safety, using systems like Maxient reports.
- Continuous threat assessments and hazard analyses are mandated to improve campus safety further.
- Active employee participation and buy-in are required, utilizing feedback from facilities committees at both campuses.
- The draft of the workplace violence prevention plan is almost complete and will be reviewed by the committee.
- Training on the new plan needs to be completed by July 1st. Plans are in place to train classified staff before summer and faculty during the fall, possibly integrating the training into Flex Week.
- The delay in guidelines from Cal/OSHA has impacted the timeline. Despite this, the plan must be implemented and training completed by July 1st.
- The draft plan will be distributed to committee members for review as soon as it is ready.

	<ul style="list-style-type: none"> • Don Maus reassured that the plan would be distributed promptly, and efforts would be made to gather input from whoever is available. 	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Monica Zarske had no updates.	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Goal Setting Template</p> <ul style="list-style-type: none"> • The committee discussed progress on the goal-setting template being developed by a work group. It was noted that significant headway had been made, and the template is nearing completion. There was an expectation to finalize and present the template to the committee in the near future to ensure it aligns with their goals effectively. 	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>2024-2025 Academy Year Meeting Schedule:</p> <ul style="list-style-type: none"> • The committee emphasized the importance of having a clear and organized schedule to facilitate planning and attendance. • There was a suggestion to remove the Capital Improvements Report from future agendas. It was noted that this report is regularly provided at each meeting and is a standard item. The committee discussed this and seemed inclined to streamline the agenda by omitting redundant items. • Discussion centered around the timeline for presenting committee goals. It was mentioned that the goal-setting process should ideally be completed by September 17. However, there was acknowledgment that delays might occur due to the summer break affecting committee members, many of whom are faculty. • A proposal was put forward to potentially cancel the December 17 meeting. The committee decided to defer the decision pending further discussion and input from members closer to the date. • Carrie Matsumoto provided an overview of the Total Cost of Ownership, an appendix to the Facilities Management Plan Addendum. This was identified as a topic for future discussion and education within the committee, particularly during the April 15, 2025, meeting. • Don Maus motioned to approve the calendar, which was seconded by Luis Pedroza. • Don Voght confirmed readiness to share the Safety and Security Training Calendar with the committee. This calendar includes district-wide safety training events and campus-specific security protocols. There was a consensus that timely communication of these events is 	

crucial for faculty syllabus planning.

- Committee members expressed support for the initiative to provide early notifications about safety drills and other events impacting campus operations. This proactive approach was seen as beneficial for faculty members in planning their course syllabi and schedules accordingly.

Introduction of George Murillo:

- Don Voght informed the committee that George Murillo was hired as the new locksmith for the S. Building, replacing the previous locksmith. Bart acknowledges George's long tenure with Santa Ana Colleges' Maintenance and Operations Department.

Disaster Service Worker:

- Don Voght explains that all employees, including those at public schools and community colleges, are mandated by law to be disaster service workers. This requirement (Government Code 3100) means that in the event of a natural disaster or emergency, employees may be called upon to assist in various capacities.
- Don outlines that while certain disaster service worker roles (like law enforcement and medical personnel) are professional and specialized, others such as finance, administration, human services, labor, and logistics may involve tasks like answering phones, handling food, or staffing hotlines.
- Employees are required to undergo specific training courses: NIMS ICS-100 and IS-700, both of which are available online. These courses help prepare workers for their roles in emergency situations.
- Don emphasized the importance of employees being prepared for emergencies, including having personal emergency kits and plans with family members. He provides a link (72hours.org) for guidance on emergency preparedness kits.
- Don discussed the availability of backup generators and accessibility for students with medical needs during emergencies.
- The campus has two backup generators. One is located near the A building, primarily powering the emergency operation center and related areas. The other generator is connected to the Science Center, ensuring electricity for critical areas within that building.
- Additionally, there are three portable generators available on campus. These are gas-operated and can be deployed as needed across different locations.
- Don Voght mentioned that certain buildings like the Johnson Center, library, and Delta building are wheelchair accessible. During previous incidents, campus safety personnel successfully assisted wheelchair

	<p>users during elevator outages, demonstrating their capability and readiness to support such needs.</p> <ul style="list-style-type: none"> • Krystle Taylor expressed concern about planning for students who require electricity for medical devices or wheelchairs during emergencies. Don reassures her that while not all buildings have backup generators, they have portable options available and are willing to assist with planning and access to these resources. • They agreed to collaborate further on planning to ensure students with specific medical needs are accounted for in emergency situations, including identifying where portable generators are located and how they can be accessed promptly if needed. • Don offered to share links and documents discussed in the meeting with participants. There were additional links he mentioned having, which weren't originally included in the shared agenda document. • Jason Huskey provided information regarding the evacuation procedures for disabled students, referring specifically to page 227 of the EOC plan available online. 	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • Key Access Issues • New Accreditation Standards 	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: September 17, 2024	

SUBMITTED BY: Norma Castillo