



**SAC FACILITIES & SAFETY MEETING**  
**MINUTES – APRIL 16, 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	Liliana Oropeza
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	
Ivonne Pittman	Kristi Blackburn	Jennie Beltran	Luis Pedroza	Chief David Waters	Sgt. Don Voght
Annina Brown	Ivette Fisher	Patrick Dibb		ASG Representative	
Dawn McKenna-Sallade	Tae Kim	Jordan Clark		Emmanuel "Manny" Rodriguez	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:34pm Adjourned at 3:07pm.	
<b>2. PUBLIC COMMENTS</b>					
	<ul style="list-style-type: none"> <li>Amberly Chamberlain voiced concerns regarding several issues within the institution. She highlighted the delay in removing a file cabinet, despite a request made three weeks prior, which is crucial for accommodating upcoming dual enrollment courses. Additionally, she raised an issue concerning a leak in the music building since December, with no communication on its resolution, impacting various departments.</li> <li>Darren Hostetter followed up with questions regarding the influence</li> </ul>				

	<p>of the new District Educational Master Plan on the Facilities 10 Year Master Plan, and proposed forming a task force within the facilities committee to address campus-wide infrastructure issues.</p> <ul style="list-style-type: none"> <li>• Bart Hoffman acknowledged the concerns raised during the public comments section and assured the speakers that their remarks will be duly noted, with follow-up actions to be taken.</li> </ul>	
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	<p><b>Approval of March 19, 2024, Minutes</b></p> <p><b>Point of Order Raised by Claire Coyne:</b></p> <ul style="list-style-type: none"> <li>• Claire notes non-receipt of the agenda with minutes for review.</li> <li>• Questions adequacy of addressing certain old business items.</li> </ul> <p><b>Clarification by Claire:</b></p> <ul style="list-style-type: none"> <li>• Specifies concerns about specific old business items not discussed previously.</li> </ul> <p><b>Proposal by Bart Hoffman:</b></p> <ul style="list-style-type: none"> <li>• Proposes amending agenda to include consideration of the two items for first read.</li> </ul> <p><b>Motion to Amend Agenda:</b></p> <ul style="list-style-type: none"> <li>• Claire moves to amend the agenda.</li> <li>• Motion seconded by Amberly Chamberlain.</li> </ul> <p><b>Discussion on Amendment:</b></p> <ul style="list-style-type: none"> <li>• Bart calls for discussion on proposed amendment, receives none.</li> </ul> <p><b>Approval of Amendment:</b></p> <ul style="list-style-type: none"> <li>• Motion to amend agenda passes.</li> </ul> <p><b>Approval of Minutes:</b></p> <ul style="list-style-type: none"> <li>• Bart proceeds to call for approval of minutes, emphasizing relevance to the agenda.</li> <li>• Asks for objections or abstentions, receives none.</li> <li>• Declares motion to approve minutes passed.</li> </ul>	<p>Motion moved to approve the minutes by Luis Pedroza, 2nd by Bill Reardon.</p>
<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>Joe Melendez offers to present updates on the construction activities at the campus, while Tae Kim will cover planning and design projects.</p> <p><b>Current Capital Projects Overview:</b></p> <ul style="list-style-type: none"> <li>• Joe discusses ongoing capital projects, highlighting the front entrance</li> </ul>	

building demolition.

**Building R Demolition Update:**

- Updates on the demolition project tied to the Health Sciences building, covering hazardous material removal and interior demolition.

**Gratitude and Parking Accessibility:**

- Expresses gratitude for patience during construction and mentions upcoming improvements to parking accessibility.

**Campus Entrance Development Plans:**

- Shares plans for the campus entrance development project, including 3D renderings and timelines extending into late 2025 or early 2026.

**Construction and Feasibility Study Updates:**

- Tae Kim provides updates on various construction and feasibility study projects, including proposals from architecture and engineering firms.

**Progress on Synthetic Fields and Canopy Projects:**

- Discusses progress on synthetic football fields and building canopy projects.

**Impact of Allocations on ADA Corrections:**

- Bart Hoffman inquires about the impact of large allocations on reducing corrections in the college's transition plan.

**Addressing ADA Deficiencies:**

- Joe explains how projects are scoped to address ADA deficiencies.

**ADA Signage Upgrade Project:**

- Mentions a specific ADA-related project involving signage upgrades across the campus, with a \$200,000 allocation for hiring an architect.

**CEC Projects:**

- Roof repairs and improvements at CEC campus, including portables.
- Bid documents for roof repairs ready, aiming for bids by end of month.
- Also planning improvements like carpet replacement, paint, and HVAC repairs.
- Pool building renovation underway, hiring a consultant for equipment assessment.
- Pool resurfacing planned, further decisions pending consultant's assessment.

**Building Projects (G, H, and W):**

- Combining HVAC roof replacements for Building G and W, separate submission for G.
- Planning to bid late April/early May, aiming for construction in fall.
- GH will require DSA submission due to complexity.

**Scheduled Maintenance Projects:**

- Roof replacements at Little College phase 2, including adjacent

	<p>portables.</p> <ul style="list-style-type: none"> <li>• Also addressing roof replacement for B10 and B11 portables for fire tech program.</li> <li>• Budget allocated for roof replacement project.</li> </ul> <p><b>Access Control:</b></p> <ul style="list-style-type: none"> <li>• Developing key schedules for individual buildings.</li> <li>• Historical key schedules may need updating due to changes in building use.</li> <li>• Plan to rekey and implement new key hierarchy system.</li> </ul> <p><b>Sustainability:</b></p> <ul style="list-style-type: none"> <li>• Updating master plan for 2025, aligning with State Chancellor's goals.</li> <li>• Meeting regularly with sustainability committee.</li> <li>• Earth Day event planned, updates on master plan and bond polling.</li> <li>• Bill Reardon expresses gratitude for the update, inquiring about the project's timeline for planning purposes.</li> </ul> <p><b>Project Timeline Inquiry:</b></p> <ul style="list-style-type: none"> <li>• Bill seeks information on the summer or fall timeframe for the project.</li> <li>• Joe Melendez responds, mentioning recent state approval and plans to consult with the project manager for a detailed schedule.</li> <li>• Bill Reardon highlights the need to protect computers from rain and appreciates the effort to accommodate the project.</li> </ul> <p><b>Committee Awareness:</b></p> <ul style="list-style-type: none"> <li>• Mark Ou raises a concern about warehouse workers' access to buildings for deliveries, prompting Bart to acknowledge the issue and discuss ongoing efforts to address it.</li> </ul>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>1. Student Report</b> – Manny Rodriguez</p> <ul style="list-style-type: none"> <li>• Manny announces upcoming events organized by the Associated Student Government, including a beach cleanup to support sustainability efforts and a "Donuts for Denim Day" event to raise awareness about sexual assault.</li> </ul> <p><b>Town Hall Workshop:</b></p> <ul style="list-style-type: none"> <li>• A workshop on sexual assault awareness is scheduled for March 25th, along with a Town Hall in JSC 101 from 12:30 to 1:30 PM.</li> </ul> <p><b>Earth Day Activities:</b></p> <ul style="list-style-type: none"> <li>• Bart Hoffman confirms the Earth Day beach cleanup happening over the weekend and mentions student-led efforts to clean the sac campus on the upcoming Monday, replacing the previous Sustain-A-Palooza event.</li> </ul>	

## 2. Facilities Report - Shannon Kaveney reported on the following:

### **Stormwater Prevention Plan:**

- Addressed a violation cited by the city of Tustin.
- Repaired irrigation and planted vegetation to comply with stormwater regulations.
- Planted 160 plants with plans to purchase an additional 200 plants for completion.
- Perimeter maintenance is the next challenge.

### **Elevator Security Enhancement:**

- Installed override locks and timers for D building elevators.
- Improves security, particularly at night, addressing concerns for custodial staff safety.
- Timers allow access to all floors via key insertion but prevent calling elevators from the first floor.

### **Electrical Installations:**

- Completed electrical work for e-lockers outside the library entrance.
- Enhances accessibility and functionality for students.
- Extra outlets installed for additional electrical needs.

### **Staffing Updates:**

- Hired a maintenance supervisor, Paul Vernola, scheduled to start on 4/22.
- Grounds interviews completed, offering positions to candidates.
- Ongoing hiring processes for central plant operators and locksmiths.

### **Interviews and Hiring:**

- Scheduled central plant operator interviews for 4/23.
- Locksmith interviews scheduled for 4/18.
- Custodial positions recruitment ongoing, aiming to hire three new staff members.

### **Emergency Lighting Resolution:**

- Resolved issues with emergency lighting in the DMC.
- Ensured a safe environment in critical areas of the campus.

### **Locker Security and Access:**

- Smart lockers installation ongoing in front of the library.
- Access likely restricted to students and faculty via ID codes.
- Further policy development anticipated for locker usage and access.

## 3. Safety and Security Report

- Chief David Waters and Sgt. Don Voght were unable to attend.

	<p><b>4. Risk Management Report</b></p> <ul style="list-style-type: none"> <li>• Don Maus reported on only two reported employee injuries in the last two months:</li> </ul> <p><b>First Incident:</b></p> <ul style="list-style-type: none"> <li>• Employee walking into restroom collided with another exiting employee, resulting in a hand injury.</li> </ul> <p><b>Second Incident:</b></p> <ul style="list-style-type: none"> <li>• Occurred at the Child Development Center.</li> <li>• Teacher was working with a smaller student who became upset and punched and kicked the teacher.</li> </ul>	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Monica Zarske provides an update on accreditation standards and changes:</p> <p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• New standards were developed by a work group over a year, involving colleges, faculty, staff, and administration.</li> <li>• Emphasis on aligning standards with eligibility, policies, and values.</li> <li>• Increased focus on outcomes and improvement rather than processes.</li> </ul> <p><b>Key Changes in Standards:</b></p> <ul style="list-style-type: none"> <li>• Titles of standards have changed, reflecting a shift in emphasis.</li> <li>• Increased focus on student success, infrastructure and resources, governance and decision making.</li> <li>• Aim for alignment with college missions, equitable outcomes, and innovation.</li> </ul> <p><b>Improvements:</b></p> <ul style="list-style-type: none"> <li>• Clarity in language and reduced redundancy in standards.</li> <li>• Shift from primarily narrative documentation to some checklist-based documentation.</li> <li>• Reduction in the number of standards from 127 to 30, streamlining the process.</li> </ul> <p><b>New Resources:</b></p> <ul style="list-style-type: none"> <li>• Updated accreditation handbook, report templates, online certification for peer reviewers.</li> </ul> <p><b>Focus on Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Shift towards focusing on outcomes, including technology and modality, library and learning support, and professional development.</li> </ul> <p><b>Holistic View:</b></p> <ul style="list-style-type: none"> <li>• More emphasis on the holistic view of colleges' missions, goals, and outcomes.</li> <li>• Shift from fear of non-compliance to emphasis on showcasing</li> </ul>	

	<p>institutional work and outcomes.</p> <p><b>Writing Report:</b></p> <ul style="list-style-type: none"> <li>• Reduction in the number of pages required for reports, making the process more manageable.</li> <li>• Shift from five standards to one with four areas of focus related to physical resources and safety.</li> </ul> <p><b>Committee's Role:</b></p> <ul style="list-style-type: none"> <li>• Importance of embedding accreditation understanding and processes within committees.</li> <li>• Need for ongoing organization of evidence to avoid backtracking in the future.</li> </ul> <p><b>Conclusion:</b></p> <ul style="list-style-type: none"> <li>• Monica concludes her update, emphasizing the importance of ongoing focus on accreditation goals.</li> </ul>	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Goal Setting Template</b></p> <ul style="list-style-type: none"> <li>• Bart Hoffman clarifies ongoing efforts of the work group and the need for further review.</li> <li>• <b>Review of ARs 7331 and 7349:</b> <ul style="list-style-type: none"> <li>• Jason Huskey recalls discussing these ARs in the February 20th meeting and receiving feedback.</li> <li>• Bart acknowledges the receipt of comments, particularly from Don Maus.</li> </ul> </li> <li>• <b>Compiling Feedback:</b> <ul style="list-style-type: none"> <li>• Bart clarifies the process of compiling feedback and updating the documents.</li> <li>• Assures that all comments received, including those sent directly to Chief Waters, will be considered.</li> </ul> </li> <li>• <b>Integration of Comments:</b> <ul style="list-style-type: none"> <li>• Bill Reardon raises a concern about identifying contributors of comments once integrated into the documents.</li> <li>• Bart suggests adding a comment to indicate the author of each change for clarity and transparency.</li> </ul> </li> <li>• <b>Efficiency and Transparency:</b> <ul style="list-style-type: none"> <li>• Bill emphasizes the importance of efficiency in tracking comments for contributors' reference and expresses appreciation for the effort in maintaining transparency in the review process.</li> </ul> </li> <li>• <b>Conclusion:</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• Agreement to integrate previous comments and ensure transparency in identifying contributors.</li> <li>• Commitment to continue the review process for further refinement of ARs.</li> </ul>	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> <li>• <b>AR 3502 First Read:</b> <ul style="list-style-type: none"> <li>• Bart Hoffman mentioned the AR 3502 and the dissolution of the campus maintenance subcommittee, which he suggested reserving for a future meeting.</li> <li>• Urges focusing on the Senate resolution, previously mentioned in the last meeting.</li> </ul> </li> <li>• <b>Senate Resolution Discussion:</b> <ul style="list-style-type: none"> <li>• Claire Coyne provided context about discussions from the previous Senate meeting where concerns were addressed by Shannon Kaveney and Keisha Marts regarding the resolution.</li> <li>• Bart Hoffman opened the floor for further discussion or comments on the resolution, emphasizing the seriousness with which the Academic Senate's concerns are taken.</li> </ul> </li> <li>• <b>Relocation of H Building Classes and Faculty Offices:</b> <ul style="list-style-type: none"> <li>• Bart Hoffman addressed plans for relocating classes and faculty offices from the problematic H building due to various issues, particularly focusing on ADA deficiencies and elevator problems.</li> <li>• Monica Zarske expressed concerns about the suddenness of the relocation, indicating a need for more discussion and planning, especially regarding classroom arrangements and restroom accessibility.</li> <li>• Krystle Taylor emphasized the importance of proactive planning to accommodate faculty and students' needs during the relocation process.</li> </ul> </li> <li>• <b>C Building Demolition:</b> <ul style="list-style-type: none"> <li>• The discussion shifted to the potential demolition of the C building due to significant structural and operational issues.</li> <li>• Claire Coyne expressed her concern and shared information that might have led to heightened awareness of the building's condition.</li> <li>• Darren Hostetter expressed gratitude for the attention given to the building's condition and looked forward to collaborative efforts to address the issue.</li> </ul> </li> </ul>	



<b>10. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	<ul style="list-style-type: none"> <li>• Key Access Issues</li> <li>• Total Cost of Ownership of Facilities</li> <li>• Scheduled/Deferred Maintenance for Centennial Education Center – DO Facilities Planning Presentation</li> <li>• Campus Maintenance Subcommittee</li> </ul>	
<b>11. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	
	Next Meeting: May 21, 2024	

SUBMITTED BY: Norma Castillo