



SAC FACILITIES & SAFETY MEETING
 MINUTES – MAR. 19, 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	Jennifer Hoeger	Alejandro Moreno	Amberly Chamberlain	Joe Melendez	Carri Matsumoto
Don Maus	Bill Reardon				
			Bold = present		
Guests				Campus Safety & Security	
Ivonne Pittman	Suniya Malhotra	Jennie Beltran		Chief David Waters	Sgt. Don Voght
Annina Brown	Ivette Fisher	Patrick Dibb		ASG Representative	
Dawn McKenna-Sallade	Tae Kim			Emmanuel "Manny" Rodriguez	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:33pm Adjourned at 3:01pm.	
2. PUBLIC COMMENTS					
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/FOLLOW UPS	
	Approval of March 19, 2024, Minutes				
4. ACTION ITEMS		DISCUSSION/COMMENTS			
	None				

5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction and District Support Services Reports Carri Matsumoto and Suniya Maholtra presented findings from a space utilization and efficiency study conducted for two college campuses. They discussed the history of the study, its purpose, and the methodology involved. The presentation covered various aspects, including space utilization standards, capacity to load ratio, and the analysis of classroom and lab usage data.</p> <p>Key Points:</p> <ol style="list-style-type: none"> 1. Background: The study stemmed from a facility master plan update conducted in 2022, aiming to assess space utilization across the district. 2. Space Utilization Standards: The presentation explained state standards for lecture classrooms and class labs, emphasizing metrics like weekly student contact hours and capacity to load ratio. 3. Data Analysis: Detailed data analysis was presented, highlighting trends in classroom and lab usage from pre-COVID (2019) to post-COVID (2022) periods. 4. Findings: The findings indicated underutilization of classrooms and labs, with shifts in usage patterns due to the pandemic's impact. 5. Recommendations: Based on the findings, recommendations were made to improve space utilization and efficiency, aiming for better alignment with state standards. <p>Suniya Malhotra addressed various points in:</p> <ol style="list-style-type: none"> 1. Building Productivity: She discussed productivity per building seat, noting that while some buildings performed well, they fell short of state targets. Auto Diesel was highlighted as exceeding its target. 2. Facilities Condition: Suniya emphasized the importance of considering the condition of facilities alongside utilization data, suggesting it as a data point for potential recommendations. 3. Recommendations: The presentation proposed repurposing underutilized classrooms to meet unmet programmatic needs and increase efficiency. Suggestions included repurposing classrooms to accommodate concurrent classes and considering the condition of facilities. 4. Discussion on Specific Buildings: The focus shifted to Hammond Hall, an older building with issues. The recommendation was to vacate it, relocate classes to other buildings, and repurpose classrooms to 	

	<p>create a math hub and offices.</p> <ol style="list-style-type: none"> 5. Implementation Challenges: Various challenges were discussed, such as relocating faculty offices and the effort required for building modifications and moves. 6. Frequency of Reports: Questions were raised about the frequency of such reports. It's noted that this is the first comprehensive study, and future reports may align with planning cycles and updates to the educational plan. 7. Future Considerations: The conversation underscored the importance of ongoing planning and dynamic thinking, especially regarding the potential demolition of Hammond Hall and updating space inventory accordingly. 8. Previous Studies: Reference was made to a previous space utilization study in 2018-2019, indicating that underutilization existed before the pandemic. 9. Data Utilization: The discussion emphasized the significance of utilizing data for planning, especially concerning large lecture rooms and computer labs. <p>Suniya concluded by assuring distribution of the report and its appendix for further review and consideration in future planning efforts.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Student Report – Manny Rodriguez was absent.</p> <p>Facilities Report – Shannon Kaveney covered various issues, including concerns about elevator access, ongoing repairs, pool maintenance, gym floor refinishing, and staffing updates. Monica Zarske raised questions about demolition timelines and air quality, to which Shannon assured controlled asbestos abatement and ongoing demolition progress until September 2024. Carri Matsumoto offered regular construction alerts for updates on demolition activities to address faculty concerns, which Dr. Hoffman confirmed would be disseminated through the usual process. Monica appreciated the proactive approach to addressing concerns and stressed the importance of communication regarding demolition activities and air quality.</p> <p>Safety and Security Report – The discussion lead by Chief David Waters and Sgt. Don Voght revolved around several key points:</p> <ol style="list-style-type: none"> 1. Emergency Operations Plan (EOP) Update: Chief Waters discussed the completion of the Emergency Operations Plan (EOP) with the help of a 	

specialized contractor, highlighting its recent update after being stagnant since 2016. He encouraged everyone involved in emergency response to review the plan, emphasizing its accessibility on the security website. Chief Waters assured that the EOP is a living document subject to changes based on feedback and evolving needs.

2. **Tabletop Exercise:** Sgt. Don Voght provided additional details about the EOP's accessibility on the employee intranet and mentioned an upcoming tabletop exercise on June 25th at SCC in the E building. He described the exercise's interactive nature, involving multiple stations and participants to simulate an active shooter scenario.
3. **Roster and Participation:** The roster for the exercise is partially complete, with efforts to fill in remaining slots. The goal is to have a save-the-date notice for June 25th, with plans to make the exercise a couple of hours long.
4. **Lockdown Drill Feedback:** Mark Ou raised concerns from a recent lockdown drill highlighting issues with handicap-accessible doors at SC Bldg. remaining active during the drill, allowing entry despite the lockdown. Plans were discussed to address this issue.
5. **Key and Lock System:** Amberly Chamberlain shared specific concerns from her building, including key accessibility, door locking mechanisms, and the lack of communication tools like phones in certain areas. She advocated for addressing these issues and suggested conducting surveys to gather feedback from faculty regarding safety concerns. Dr. Hoffman discussed plans to address key accessibility issues by implementing a new key distribution system and purchasing additional keys as needed. Chief Waters emphasized the importance of ensuring door locks are functional and consistently utilized. He advocated for keeping doors locked during class time as a best practice for safety and not prop doors open.
6. **PA System and Communication:** Monica Zarske highlighted the need to address deficiencies in the campus PA system to ensure effective communication during emergencies. She emphasized the importance of improving communication channels and suggested exploring solutions to enhance alert systems like the RAVE system.
7. **Trauma Kits:** Chief Waters discussed plans to install trauma kits in locations with AEDs. 17 locations were identified and a cabinet with 6 trauma kits each will need to be purchased. The estimated cost for each cabinet with 6 kits is approximately \$800, for a total estimated cost of \$13,600. Dr. Hoffman emphasized having the best equipment relative to life safety.

	Risk Management Report – Don Maus was absent.	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Monica Zarske did not have a report but was happy to see future conversation about reviewing the current new standards and how they can be implemented into the committee’s monthly work. Monica will bring forward on the next meeting a 3-minute introduction to review them.	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Goal Setting Template – a meeting will be scheduled to continue working on completing the template.	
9. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • First Read of ARs 7331 and 7349 – will be sent out to the committee members for first read. • Emergency Operations Plan – will be sent out to the committee for review. • Campus Wide Notifications – Sgt. Voght reported that there are two types of notifications: Rave Alert – sent out to faculty, staff, and students for important alerts. Mass emails – is also used with items that are not of an urgent alert message. • Safety and Security Townhall – Sgt. Voght reported that a townhall will be forthcoming. 	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • Key Access Issues • Total Cost of Ownership of Facilities • Scheduled/Deferred Maintenance for Centennial Education Center – DO Facilities Planning Presentation • Campus Maintenance Subcommittee 	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: April 16, 2024	

SUBMITTED BY: Norma Castillo