



SAC Facilities and Safety Committee Meeting
 February 18, 2025
 1:30pm – 3:00pm
 Zoom: <https://rscdd-edu.zoom.us/j/81874834880>

THE FACILITIES and SAFETY COMMITTEE is the participatory governance committee responsible for identifying scheduled and other maintenance projects to ensure an aesthetic and safe environment for faculty, staff, students, and community. It serves as an information and exchange body on facilities projects that are in construction or that are being planned.

Santa Ana College Participatory Governance Structure Handbook (March 2022)

Agenda

1. Welcome and Introductions	
2. Public Comments	
3. Approval of Minutes November 19, 2024	ACTION
4. Action Items <ul style="list-style-type: none"> • Campus Maintenance Subcommittee <ul style="list-style-type: none"> ○ Maintain the subcommittee until a better reporting/tracking system is in place. ○ Proceed with hiring two new maintenance workers to improve response times. ○ Investigate if the Onuma system can support intermediate status updates on work orders. ○ Consider adding a standing agenda item for ongoing maintenance issues in meetings. ○ Explore the feasibility of assigning maintenance staff per site to reduce delays. ○ Participatory Governance Handbook 	
5. Facility Planning, Construction and District Support Services Reports – Carri Matsumoto <ul style="list-style-type: none"> • SAC Project Updates Presentation 	INFORMATION
6. Standing Reports (5 mins) <ul style="list-style-type: none"> • Student Report – Sarah Cainelli & Litzzy Chevez • Facilities Report – Shannon Kaveney • Safety & Security – Lt. Mike Jensen • Risk Management – Don Maus 	INFORMATION
7. Accreditation – Monica Zarske (5 mins)	INFORMATION
8. Unfinished Business <ul style="list-style-type: none"> • Goal Setting Template Update – Dr. Bart Hoffman <ul style="list-style-type: none"> ○ Meeting held Wednesday, February 12, 2025 • DMC Relocation • Blanket Purchase Orders for Emergency Purposes: <ul style="list-style-type: none"> ○ Plumbing – \$30k ○ Electrical – \$40k ○ HVAC – \$25k ○ Vehicle/Equipment Rental – \$15K 	ACTION
9. New Business <ul style="list-style-type: none"> • Workgroup on the Unhoused/Homelessness – Dr. Annebelle Nery 	ACTION
10. Future Agenda Items <ul style="list-style-type: none"> • Key Access Issues • Review Accreditation Standards • Total Cost of Ownership of Facilities 	INFORMATION

Next Meeting: March 18, 2025

INFORMATION

Santa Ana College Mission Statement: *Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

**Facilities & Safety Committee
AY 24-25**

Membership

- VP, Admin Services Co-Chair or voting alternate – **Bart Hoffman**
- Faculty Co-Chair – **Suzanne Freeman**
- VP, Academic Affairs or voting alternate – **Jeff Lamb**
- VP, Student Services or voting alternate – **Vaniethia Hubbard**
- VP, Continuing Education or voting alternate – **Nicole Gallegos**
- Assoc. Dean, DSPS – **Krystle Taylor**
- Director, Physical Plant & Facilities – **Shannon Kaveney**
- Director, Auxiliary Services – **Jennie Adams**
- **2 Additional Administrators** – **Bill Reardon and Kristi Blackburn**
- **6 Academic Senate Reps** (3 appointed in even years and 3 in odd years) –
Rashida Mosley
Darren Hostetter
Alejandro Moreno
Nicole Patch
Marty Rudd
Monica Zarske
- **Up to 2 Faculty Representatives from the Campus Maintenance Subcommittee** – item to be addressed in upcoming meeting and added to agenda
- Up to 3 Classified Reps – **Liliana Oropeza**
- District Safety & Security Rep – **Lt. Michael Jensen**
- Risk Management Rep – **Don Maus**
- Health and Wellness Rep – **TBD**
- CSEA Representative – **Mark Ou**
- Student Representative – **Sarah Cainelli and Litzzy Chevez**

**Facilities & Safety Committee
Meeting Schedule**

AY 24-25
(1:30pm – 3:00pm)

Sept. 17, 2024

- Review Committee Goals
- Membership for Current Academic Year

Oct. 15, 2024

Nov. 19, 2024

Dec. 17, 2024 – recommend cancelling

Feb. 18, 2025

Mar. 18, 2025

Apr. 15, 2025

- Total Cost of Ownership
- Present Next AY Meeting Schedule

May 20, 2025

- Approval of Meeting Schedule
- Safety and Security Training Calendar