



**SAC FACILITIES & SAFETY MEETING**  
**MINUTES – MAY 20, 2025**  
**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	ASG	Campus Safety & Security	District Facilities Liaison
<b>Bart Hoffman, Co-Chair</b>		<b>Suzanne Freeman, Co-Chair</b>		Mark Ou	Sarah Cainelli	Lt. Mike Jensen	Joe Melendez
Jim Kennedy	Shannon Kaveney	Darren Hostetter	Nicole Patch	Liliana Oropeza	Litzy Chevez	Sgt. Don Voght	Carri Matsumoto
<b>Vaniethia Hubbard</b>	Krystle Taylor	<b>Alejandro Moreno</b>	James “Marty” Rudd			<b>Sgt. Bob Simmons</b>	<b>Tae Kim</b>
Jeffrey Lamb	<b>Nicole Gallegos</b>	Rashida Mosley	<b>Monica Zarske</b>				
Don Maus (Annina Brown)	<b>Bill Reardon</b>						
Jennie Adams	<b>Kristi Blackburn</b>						
<b>Bold = Present</b>							
<b>1. WELCOME &amp; INTRODUCTIONS</b>							
		Welcome and self-introductions were made.				Meeting called to order at 1:33pm Meeting adjourned at 2:46pm.	
<b>2. PUBLIC COMMENTS</b>							
		No public comments.					
<b>3. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>				<b>ACTIONS/FOLLOW UPS</b>	
		Approval of April 15, 2025 Minutes				Moved to approve by: Kristi Blackburn 2 <sup>nd</sup> by: Suzanne Freeman	
<b>4. ACTION ITEMS</b>		<b>DISCUSSION/COMMENTS</b>					
		No action items.					
<b>5. PROJECT UPDATES</b>		<b>DISCUSSION/COMMENTS</b>				<b>ACTIONS/FOLLOW UPS</b>	
		Facility Planning, Construction and District Support Services Reports (Carri Matsumoto) Total Cost of Ownership (TCO) Presentation – Tae Kim <ul style="list-style-type: none"> <li>Presentation provided a comprehensive overview (shortened version was</li> </ul>					

shared previously at Santiago Canyon College).

- Topics Covered:
  - What is TCO?
  - Why TCO matters for financial and accreditation planning.
  - Variables involved in TCO.
  - Introduction to MOPS + B (Maintenance Operations Planning Staffing and Budgeting Tool).
  - Q&A.

#### What is TCO?

- A financial analysis tool applied during early planning of new construction.
- Looks beyond upfront building costs to measure *full lifecycle ownership* (construction, operations, staffing, utilities, repairs, end-of-life).
- Aligned with APPA guidelines and ACCJC accreditation expectations.

#### Why is TCO Important?

- Provides realistic long-term cost estimates and ROI.
- Supports better investment decisions by comparing options.
- Required in 2014 accreditation standards; newer language does not explicitly require it, but expectation still implied.

#### Key Components of TCO:

- **Initial Asset Costs:** Acquisition, planning/design, surveys/environmental, site prep, leasing, Title 24 commissioning.
- **Operations & Maintenance:** Custodians, maintenance, grounds staff, vendor contracts, supplies.
- **Utilities:** Energy, water, gas.
- **Renewals:** Major scheduled upgrades (e.g., roof every 20–30 years).
- **End of Life:** Sale, adaptive reuse, salvage value, demolition.
- **Administrative & Staffing:** Salaries, with instructional staff representing 70–75% of costs.
- **Escalation:** Adjusts for inflation and future increases.
- **Revenue:** Tuition or rental income attributed to the building.
- **ROI:** Identifies when the building begins to “pay for itself.”

#### MOPS + B Tool:

- Internal system to align staffing and budget planning with facility needs.
- Assists in ongoing maintenance and preventative planning.
- Provides data to inform campus master plan and modernization/replacement decisions.
- Acknowledged limitations – must continue to evolve to remain effective.

	<p><b>Financial Challenges &amp; Observations:</b></p> <ul style="list-style-type: none"> <li>• Preventative maintenance plans exist but are often underfunded due to limited resources.</li> <li>• Example: Fire life safety system analysis identified ~\$14M in unfunded district-wide needs (“sticker shock”).</li> <li>• No dedicated reserve funds currently exist for long-term building upkeep.</li> <li>• Committee raised question: Do we have structured savings set aside per building lifecycle (e.g., 30 years)? <ul style="list-style-type: none"> <li>○ Answer: No consistent funding model exists; a full building-by-building analysis would reveal massive financial needs beyond current capacity.</li> </ul> </li> </ul> <p><b>Conclusion / Recommendations:</b></p> <ul style="list-style-type: none"> <li>• For accreditation, TCO should be used primarily on new capital projects.</li> <li>• Continue refining MOPS tool to inform planning and budgeting.</li> <li>• Explore long-term strategies for dedicated maintenance reserves.</li> <li>• Recognize preventative maintenance as critical but underfunded.</li> </ul>	
<b>6. STANDING REPORTS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	<p><b>Student Report – Litzy Chevez</b></p> <ul style="list-style-type: none"> <li>• Elections: Successful; new student leadership in place for next year.</li> <li>• Events: Hosted civic engagement session with SAC Foundation President and Councilmember Jonathan Hernandez.</li> <li>• Upcoming Student Support Activities: <ul style="list-style-type: none"> <li>○ Fuel for Finals – May 27.</li> <li>○ Paws for Stress – May 28. Therapy dogs and resources provided to reduce exam stress.</li> </ul> </li> </ul> <p><b>Facilities Report – Shannon Kaveney</b></p> <ul style="list-style-type: none"> <li>• Recent Work Completed: <ul style="list-style-type: none"> <li>○ Lighting installed in elevators (S, I, H, L buildings).</li> <li>○ VRC moved back into M Building; carpet cleaning and furniture reset.</li> <li>○ Installed lighting on C Building’s second floor.</li> <li>○ Repaired shower valves in F Building locker rooms and Phillips Hall.</li> </ul> </li> <li>• Ongoing Work (DMC): <ul style="list-style-type: none"> <li>○ Addressing HVAC problems</li> <li>○ Repairing broken windows</li> <li>○ Graffiti removal</li> </ul> </li> <li>• Staffing Updates: <ul style="list-style-type: none"> <li>○ Facility Coordinators: Joanne Mejia &amp; Vanessa Pedroza hired and</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>onboarding. <ul style="list-style-type: none"> <li>○ Lead Custodian interviews scheduled May 22.</li> <li>○ HVAC: 1 hire (Dan Doe), interviews for 2nd position on June 24.</li> <li>○ Grounds Utility Worker recruitment in progress.</li> </ul> </li> <li>● Custodial Coverage Plan: <ul style="list-style-type: none"> <li>○ Early shift: 2 AM–10:30 AM.</li> <li>○ Day shift: 6 AM–2:30 PM.</li> <li>○ Evening shift: 2 PM–10:30 PM (new; includes lead custodian + 4 staff).</li> <li>○ Purpose: Better evening coverage for restrooms, spills/incidents, and event support.</li> <li>○ Working with Keisha to finalize implementation.</li> <li>○ Shannon emphasized team building and strengthening campus service delivery.</li> </ul> </li> </ul> <p><b>Safety and Security Report – Lt. Mike Jensen</b></p> <ul style="list-style-type: none"> <li>● <b>Commencement Planning:</b> Staffing complete; equipment secured (e-bike, golf cart, electric scooter). Thanks were extended to Shannon for transport support.</li> <li>● <b>Campus Entrance Construction:</b> <ul style="list-style-type: none"> <li>○ Safety concern: carts forced into student pathways near JSC.</li> <li>○ Fence to be moved 3–4 feet back for safer cart travel. Awaiting inspection.</li> </ul> </li> <li>● <b>Homeless Committee Efforts (Sgt. Don Voght):</b> <ul style="list-style-type: none"> <li>○ Small group of transients causing safety issues, particularly at night.</li> <li>○ Santa Ana PD now engaged and aligned on campus penal code enforcement.</li> <li>○ Legal tools in use: 626.4 letters (14-day campus bans) and restraining orders for repeat offenders.</li> </ul> </li> </ul> <p><b>Risk Management Report – Annina Brown on behalf of Don Maus</b></p> <ul style="list-style-type: none"> <li>● <b>Workers’ Comp Claims (last month = 5):</b> <ul style="list-style-type: none"> <li>○ SAC (4): eye strain (lighting), knee abrasion (vehicle accident), 2 lumbar sprains (vehicle and chair)</li> <li>○ CEC (1): shoulder strain (lifting trash)</li> </ul> </li> <li>● <b>Environmental Health &amp; Safety:</b> <ul style="list-style-type: none"> <li>○ Chemical storage inspection passed (next in ~3 years).</li> </ul> </li> </ul>	
<b>7. ACCREDITATION</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	No report at this time.	

8. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Campus Maintenance Workgroup Composition – Dr. Bart Hoffman</b></p> <ul style="list-style-type: none"> <li>• Issue: CSEA has concerns about subcommittee role in job performance/priorities.</li> <li>• History: Same concerns previously stalled subcommittee.</li> <li>• Suggestion: Consider rolling oversight into Facilities &amp; Safety Committee instead.</li> <li>• Leadership will continue dialogue with CSEA.</li> </ul> <p><b>Goal Setting Template Update – Dr. Bart Hoffman</b></p> <ul style="list-style-type: none"> <li>• Status: Complete, pending one last meeting.</li> <li>• Delay: Competing priorities delayed scheduling.</li> <li>• Expected: Final report by September 16.</li> </ul>	
9. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<p><b>Agenda Structure Change</b></p> <ul style="list-style-type: none"> <li>• Proposal: Move action items up to Item 4 (similar to Planning &amp; Budget Committee).</li> <li>• Rationale: Prevent quorum loss before action items.</li> <li>• Committee Response: No objections.</li> </ul> <p><b>Approval of Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>• Motion: Suzanne Freeman. Second: Shannon Kaveney.</li> <li>• Vote: No opposition or abstentions. Motion carried unanimously.</li> </ul> <p><b>Unfinished Safety &amp; Security Topics</b></p> <ul style="list-style-type: none"> <li>• Safety &amp; Security Training Calendar: Not ready; Sgt. Simmons developing.</li> <li>• Active Shooter &amp; Silent Alarm Systems: <ul style="list-style-type: none"> <li>○ Issue: Panic systems inconsistent across buildings.</li> <li>○ Two systems: Genetec (unreliable without dispatcher), Service Request Button (preferred; alerts officers).</li> <li>○ Concern: “SAC Panic Button” label on phones could create panic if visible to aggressor.</li> <li>○ Recommendation: Standardize Service Request Button campus-wide with consistent naming.</li> <li>○ IT to follow up on phone system labeling options.</li> <li>○ To remain under Unfinished Business.</li> </ul> </li> <li>• T Building Re-Occupancy: <ul style="list-style-type: none"> <li>○ Anticipated reopening mid-August (before fall).</li> <li>○ Goal: allow faculty access earlier if possible to retrieve belongings and prep spaces.</li> </ul> </li> </ul>	

	○ Updates will be provided as information solidifies.	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
NEXT MEETING	September 16, 2025	

SUBMITTED BY: Norma Castillo