



SAC FACILITIES & SAFETY MEETING
MINUTES – SEPTEMBER 17, 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		Suzanne Freeman, Co-Chair		Mark Ou	
Jim Kennedy	Shannon Kaveney	Darren Hostetter	Nicole Patch	Liliana Oropeza	
Vaniethia Hubbard	Krystle Taylor	Alejandro Moreno	James “Marty” Rudd		
Jeffrey Lamb	Nicole Gallegos	Rashida Mosley	Monica Zarske	District Liaison	
Don Maus	Bill Reardon			Joe Melendez	Carri Matsumoto
Jennie Adams	Kristi Blackburn				
			Bold = present		
Guests				Campus Safety & Security	
Tae Kim	Claire Coyne			Lt. Mike Jensen	
Brigitte Scott				ASG Representative	
Luis Pedroza				Emmanuel “Manny” Rodriguez	
				Lucy Medina	
1. WELCOME AND INTRODUCTIONS					
	Self-Introductions were made.			Meeting called to order at 1:32pm Adjourned at 2:33pm.	
2. PUBLIC COMMENTS					
	<ul style="list-style-type: none"> Luis Pedroza raised concerns about conflicting information regarding office movements within the library, specifically involving math classes and administrators being relocated to library office spaces. Luis also highlighted the outdated "Hall of Fame" section in the library, with photos from 2019, suggesting it reflected poorly on the institution and needs to be updated to honor more recent accomplishments. 				
3. MINUTES		DISCUSSION/COMMENTS		ACTIONS/FOLLOW UPS	
	Approval of May 21, 2024, Minutes			Motion moved to approve the minutes by Luis Pedroza, 2nd by Darren Hostetter.	

4. ACTION ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • No action items. 	
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction and District Support Services Reports - Carri Matsumoto</p> <p>Current Projects Overview:</p> <ul style="list-style-type: none"> • New Health Science Building: <ul style="list-style-type: none"> ○ The project is fully complete, ready for use by the campus community. • Russell Hall Demolition: <ul style="list-style-type: none"> ○ Joe Melendez detailed the progress. <ul style="list-style-type: none"> ➤ Nearing completion. ➤ Demolition was primarily executed during the summer, resulting in the complete removal of Russell Hall. ➤ Next steps – preparation for a new campus entrance, featuring a roundabout to enhance traffic flow and accessibility. ➤ Closure of Lot 1 required for increased construction activities, which will include dirt grading, pavement, concrete work, hardscaping, soft-scaping, planting materials, and lighting installations. ➤ Upcoming construction work to start mid-October, with a projected duration of 14 months. ➤ Features of New Entry Improvements: <ul style="list-style-type: none"> ▪ Enhanced vehicle and pedestrian traffic flow. ▪ Shaded structures and seating areas for comfort. ▪ Increased accessibility for individuals with mobility challenges. <p>Budget and Funding Updates:</p> <ul style="list-style-type: none"> • Funding Requests: <ul style="list-style-type: none"> ○ Carri is collaborating with the state to complete required reporting and seek additional funds due to unexpected hazardous material abatement. ○ Budget reviews are ongoing, reflecting the complexities of the two-phase project involving the new building and Russell Hall demolition. <p>Future Projects:</p> <ul style="list-style-type: none"> • Centennial Education Center Redevelopment Project: <ul style="list-style-type: none"> ○ Complete demolition and reconstruction to enhance facilities for adult education. ○ After completing a feasibility study, the project is now in program 	

refinement, with an allocated budget to initiate design work.

- This project is on the priority list for a proposed \$720 million general obligation bond, set for a vote in November.

Other Projects:

- Storm Drain Improvement:
 - Addressing flooding issues on the south side of the Health Science Building by adding a new storm drain as part of ongoing minor scope projects.
- Temporary Village Reconfigurations:
 - Adjustments for the fashion department and other programs will continue into the fall.

Capital Planning Process Overview:

- Carri outlined the structured capital planning process for major construction projects:
 - Program confirmation is in progress, which includes user group meetings to refine details and agree on program requirements and square footage.
 - Once designs are finalized at 100% and approved, no further changes are allowed to mitigate risks of budget overruns, agency approval delays, and construction interruptions.
 - Changes can lead to significant delays and costs, reinforcing the importance of thorough planning and stakeholder input during the design phase.
 - Carri emphasized the importance of adhering to the established capital planning process to ensure effective project execution and to mitigate complications during construction phases.

Future projects across the district. Key highlights include:

- Centennial Education Center (CEC) Project:
 - Carri mentioned that the project is in the program refinement phase, with multiple workgroup meetings underway. She also noted the complexity of moving to schematic design.
- Feasibility Study for the Bristol and 17th Street Master Plan:
 - This project is a high priority and has already completed its feasibility study.
- Other Capital Projects:
 - Carri briefly touched on multiple projects such as synthetic football fields, welding canopy construction, AV upgrades, and public safety feasibility studies.
- Scheduled Maintenance Projects:
 - Carri discussed various ongoing projects, including roofing repairs, fire system repairs, and pool work. The district is behind schedule

	<p>and has requested extensions from the state, which warned of potential rescission of funding if progress isn't made.</p> <ul style="list-style-type: none"> • Facility Modification Requests: <ul style="list-style-type: none"> ○ Ongoing projects such as the Middle College High School roof replacement and building security door projects are highlighted, along with studies on providing shade to campus amphitheaters and central malls. • District-wide Projects: <ul style="list-style-type: none"> ○ Carri detailed the pilot projects for key access control, focusing on transitioning to electronic systems. The district faces challenges due to resource limitations and the complexity of managing 3,000+ doors. The district is postponing full execution of a district-wide rekey project until operational issues are resolved. • Sustainability Master Plan Update: <ul style="list-style-type: none"> ○ A draft of the plan update will be shared with the committee for input before being approved by the board. • Master Plan Priorities: <ul style="list-style-type: none"> ○ Carri reiterated the district's overall master plan, noting that the total estimated cost is \$1.3 billion, which is expected to rise by 2027. She highlighted Santa Ana College's and other campuses' top priority projects, with CEC, Applied Technology Center, and the Bristol and 17th Street development projects being the most critical. <p>Carri's report underscores the district's extensive efforts in capital improvements, but also highlights resource constraints and funding challenges that may affect project timelines.</p>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>1. Student Report – Lucy Medina</p> <ul style="list-style-type: none"> • Recent Events: The students organized several recent events, including: <ul style="list-style-type: none"> ○ Family Night at Santa Ana College (SAC) ○ Welcome Week and Club Rush ○ Constitution Day and National Voter Registration Day, which was held on the day of the meeting. • Upcoming Events: The students are planning more activities, with the next major event being the Expand Hispanic Heritage Month Fair, scheduled for next Tuesday, running from the morning until 1:30 PM. <p>2. Facilities Report – Shannon Kaveney</p> <ul style="list-style-type: none"> • Hiring Committees: <ul style="list-style-type: none"> ○ Shannon is involved in three hiring committees for various 	

positions: HVAC Technician, custodians, and skilled maintenance workers. He emphasized the district's focus on hiring high-quality staff and the challenge of some resignations due to salary concerns.

- Elevator Repairs:
 - The D Building south elevator and H Building elevator are operational.
 - The Library south elevator needs modernization due to its age, as parts are no longer available. Shannon acknowledged the help of Joe from the district office team in preparing for the modernization process.
- HVAC Units:
 - Seven portable HVAC units were installed at the DMC, and repairs are ongoing for the building's HVAC systems.
 - Shannon is overseeing the replacement of HVAC coils, which require custom manufacturing due to sizing issues, in an effort to save costs and expedite the process.
- Water Main and Other Repairs:
 - A 4-inch water main at the baseball field was repaired.
 - Wasp nests on the S and C buildings were removed, and Shannon encouraged reports of any similar issues.
 - A stolen backflow at the DMC was replaced, and condensate lines at the CEC were also replaced.
- Old HVAC Systems at the CEC:
 - The CEC has aging HVAC systems, including heat pumps and compressors that need replacement. Shannon expressed concerns over their longevity, but his team is keeping them operational with temporary fixes until funding is available for replacement.
- Painting and Patching:
 - The team completed patching and painting in the D Building, particularly in D-104, preparing the space for new tenants.

3. Safety and Security Report – Lt. Mike Jensen

- Lt. Jensen provided details for the upcoming Great ShakeOut Earthquake Drill:
 - Scheduled for October 17th at 10:17 AM.
 - The security team is reaching out to building captains and floor wardens to ensure:
 1. All radios are functional.
 2. Everyone is aware of their duties and responsibilities during the drill.

	<ul style="list-style-type: none"> ○ The team is ready and will ensure that all protocols are followed during the drill. <p>4. Risk Management Report – Don Maus</p> <ul style="list-style-type: none"> ● Thanked the committee for their feedback on the Workplace Violence Prevention Plan presented at the last meeting. <ul style="list-style-type: none"> ○ Several people reviewed the plan and provided feedback. ○ Changes were made, and the training started before the July 1st deadline. ○ Mentioned that he personally led the training video for the workplace violence prevention, as they were short on time. ○ The original plan was to use a video from their insurance company, but it wasn't ready. ○ Next year's training will use the insurance company's video. ● New Injuries reported since May: <ul style="list-style-type: none"> ○ Instructor #1: Fractured her ankle after running through her classroom to check on knocking at the door. ○ Instructor #2: Rolled her ankle after tripping on a curb in the parking lot. ○ HVAC Technician: Injured his back while lifting filters on a rooftop but has since recovered. ○ Student Worker: Fractured her ankle after falling on playground equipment at the Child Development Center. ○ Summary: 4 total incidents—3 involving ankle injuries. 	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> ● Monica Zarske had no updates at this time but ensured the committee she would keep them posted. 	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> ● Goal Setting Template Work Group: <ul style="list-style-type: none"> ○ A work group was formed to revise the goal setting template. ○ The template is currently undergoing changes. ● The new template will allow alignment with: <ul style="list-style-type: none"> ○ District goals ○ State Chancellor's Office goals ● Participants in the work group are advised to wait until the new template is available before proceeding. 	
9. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> ● Membership for the Current Academic Year: <ul style="list-style-type: none"> ○ Norma Castillo highlighted changes in membership: 	

	<ol style="list-style-type: none"> 1. Campus Maintenance Subcommittee has been proposed for removal. 2. Health and Wellness representative, Dr. Christine Cecil, was unable to attend this meeting but is interested in attending future meetings. Dr. Cecil has yet to confirm if she will fill the vacancy. <ul style="list-style-type: none"> ○ Campus Maintenance Subcommittee: <ol style="list-style-type: none"> 1. Bart proposed discussing whether to dissolve this subcommittee, as its responsibilities are already addressed by the Facilities and Safety Committee. 2. Lack of membership and opposition were reasons for its dormancy. 3. This item will be addressed in an upcoming meeting and added to the agenda. ○ Committee Membership Balance: <ol style="list-style-type: none"> 1. Claire Coyne expressed concerns regarding the current membership balance of the committee. 2. She noted a significant disparity in representation, with 9 administrative positions compared to only 6 faculty representatives and 3 classified staff members. 3. Claire requested a thorough review of the committee's membership structure to address this imbalance, emphasizing the need for more equitable representation across all constituencies. ○ Capital Improvements Report: <ol style="list-style-type: none"> 1. This report is given at every meeting by Carrie Matsumoto; it was suggested to remove it from the agenda of the first meeting of the academic year. 2. A motion was made by Suzanne Freeman, seconded by Shannon Kaveney, and passed without opposition. 	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> ● Key Access Issues <ul style="list-style-type: none"> ○ Bart Hoffman initiated the discussion by highlighting ongoing key access issues, particularly concerning the Digital Media Center (DMC). He noted that: <ol style="list-style-type: none"> 1. The college has invested over \$3,000 in keys for the DMC to facilitate access for individuals who need it. 2. Initially, only one key was received from the director of the Small Business Development Center when the college took ownership of the building. 	

- Accreditation Standards Review
 - Bart mentioned that there will be a review of accreditation standards, which Monica is expected to address in an upcoming meeting.
- Total Cost of Ownership of Facilities
 - Bart inquired about the status of the Total Cost of Ownership of Facilities.
 - Carri Matsumoto confirmed that a presentation is scheduled for April, which will cover methodologies and tools used in capital planning related to the total cost of ownership. Some recent feasibility studies already include this analysis.
- Key Access and Emergency Management
 - Bart returned to the key access issue and sought input from committee members, particularly focusing on emergency management.
 - Suzanne Freeman raised a question regarding the existence of emergency contracts for crisis situations, citing the recent heat wave that necessitated cooling solutions for students at the DMC.
 1. She emphasized the importance of having pre-existing contracts that would allow for swift action during emergencies.
 2. Bart acknowledged Suzanne's point, agreeing that it's crucial to further develop a plan that outlines the processes for identifying emergencies and crafting responses.
 3. He expressed the need to have contracts that facilitate quick actions during emergencies and proposed forming a work group to focus on this issue.
 4. Bill Reardon supported Suzanne's recommendation, indicating that having contracts in place would enable rapid responses to facility malfunctions or emergencies.
- Emergency Work Group Formation
 - Bart proposed forming a work group that includes representatives from purchasing to establish a clear understanding of emergency definitions and procedures.
 - Carri Matsumoto indicated that her team wouldn't need to be directly involved, as the focus would be on procurement and contract types.
 - Mark Ou highlighted the challenge of pre-authorized repair contracts, specifically referencing the cap of \$14,999 for contracts and how this could impact emergency responses.
 - Carri provided insights on the necessity of having a clear scope of

	work outlined in maintenance plans, allowing for flexibility in emergency situations.	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: September 17, 2024	

SUBMITTED BY: Norma Castillo