



SAC FACILITIES & SAFETY MEETING
MINUTES – OCTOBER 15, 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	Don Voght	Christine Cecil	Lt. Mike Jensen	
Brigitte Scott	Tim Winchell	Ernie Gomez		ASG Representative	
Luis Pedroza	Hugo Curiel	Austin Lindholm Alma Strategies		Emmanuel “Manny” Rodriguez	
				Lucila (Lucy) Medina	
1. WELCOME AND INTRODUCTIONS					
		Self-Introductions were made.		Meeting called to order at 1:35pm Adjourned at 3:00pm.	
2. PUBLIC COMMENTS					
		Emergency Repairs & Purchasing Policies: <ul style="list-style-type: none"> • Mark Ou acknowledged receiving emails from both district purchasing and the Assistant Vice Chancellor, Carri Matsumoto. • He expressed understanding of the district's policy against blanket purchase orders (POs) for emergencies. • However, he raised a concern about quick turnaround times for emergency repairs, especially when student services are involved, and classes need to continue without disruption. • Mark requested that emergency repair processes be examined to ensure repairs are possible within legal guidelines while meeting 			

	<p>operational needs.</p> <p>Safety & Security at the DMC:</p> <ul style="list-style-type: none"> • Darren Hostetter shared concerns from both him and his constituents in the Fine & Performing Arts (FPA) division and Academic Senate regarding insufficient security at the DMC. • He noted that at times there were zero campus safety officers present at the DMC, making staff feel unsafe. • Darren asked for a discussion or for this item to be added to a future agenda to address the security concerns. <p>Campus Maintenance Subcommittee:</p> <ul style="list-style-type: none"> • Darren Hostetter raised concerns about the recent proposal to discontinue the Campus Maintenance Subcommittee. • He requested more information, including: <ul style="list-style-type: none"> ➤ When was the subcommittee last staffed and utilized? ➤ What was its original mission? ➤ Is there a plan to replace the subcommittee with another initiative or process? <p>Student Concerns About Restroom Amenities:</p> <ul style="list-style-type: none"> • Suzanne Freeman reported that students had raised concerns about the lack of mirrors in the men's restrooms, while the women's restrooms have them. • She noted this as a concern that students wanted to be addressed. <p>Fire Response & Alarm System Concern:</p> <ul style="list-style-type: none"> • Darren Hostetter noted there was a fire on campus that prompted a response from the Orange County Fire Authority. • Despite the fire and emergency response, no alarms were triggered, raising concerns about the effectiveness of the fire alarm system. • He asked that this issue be either addressed during the current meeting or at a future meeting. 	
3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Approval of September 17, 2024, Minutes</p> <ul style="list-style-type: none"> • Lucila Medina requested to amend the agenda to share an ASG concern. • Bart Hoffman suggested she share her concern during the student rep reports section. 	<p>Motion moved to approve the minutes by Shannon Kaveney, 2nd by Alejandro Moreno.</p>
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • No action items. 	
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Fire System Code Repairs & Safety at Santa Ana College:</p> <ul style="list-style-type: none"> • Budget Allocation: Over \$12 million is dedicated to district-wide fire 	

system repairs and code upgrades.

- Maintenance vs. Capital Projects:
 - Maintenance Work: Includes routine fire system checks (annual, monthly, quarterly testing) to ensure systems function properly.
 - Capital Projects: Larger projects focus on upgrading or repairing fire-rated walls and other structural fire safety features that may have been compromised over time. This includes addressing issues in older buildings to comply with updated fire codes.

Specific Issues at Santa Ana College:

- Older buildings, such as Phillips Hall, rely on manual pull stations for fire alarms due to their age. Unlike newer buildings that have automated smoke detectors, alarms in these older structures must be activated manually by someone who observes smoke.
- Fire System Education: There's an ongoing initiative to educate staff and students about the manual fire systems in older buildings and the differences between these and modern automated systems. The goal is to improve awareness and response in case of emergencies.

Fire System Modernization Plans:

- Need for Upgrades: While the district would like to propose modernizing the fire alarm systems in older buildings (like Phillips Hall), any fire alarm upgrade would be considered a fire alarm modernization project, which requires submission and approval by the Division of the State Architect (DSA).
- Challenges: Modernization of fire systems is a complex and time-consuming process due to the need for DSA approval. However, the district is actively exploring these upgrades for enhanced fire safety.

Sustainability Plan Updates & Feedback Requests:

- 2025 Sustainability Plan Review:
 - The district is currently working on an updated sustainability plan for 2025, building on its initial 2015 plan. The focus is on aligning district sustainability goals with state objectives and reassessing past achievements.
 - The plan includes efforts to reduce energy usage, promote environmental practices, and incorporate sustainability into campus operations and policies.
- Community Survey & Engagement:
 - A sustainability survey has been shared with staff, faculty, and students to gather input on the 2025 Sustainability Plan. Feedback is encouraged to guide the development of the plan and ensure it reflects the community's priorities.
 - Town Hall Event: A virtual town hall is scheduled for November

21st, 12-1 PM, to present more details and allow for discussions about the sustainability plan. All interested parties are encouraged to participate.

- The sustainability survey takes less than 5 minutes to complete and is accessible on the district website.

Fire Technology Program Feasibility Study:

- Program Background:
 - The Fire Technology Program has been long-established at Santa Ana College, but currently, the Fire Academy facilities are leased in Huntington Beach.
 - Additionally, there are facilities at the Tustin site (Orange County Sheriff's Regional Training Academy), which is part of Santa Ana College's Public Safety programs.
- Study Purpose:
 - The feasibility study was initiated to assess the possibility of relocating the Fire Technology Program to the Tustin site, which offers 3.25 acres of entitled land for development as part of a phase 2 project.
 - The study seeks to determine if it's viable to consolidate the Fire Academy and other public safety programs (including criminal justice) at this site, providing a permanent home for these programs.
- Tustin Site Overview:
 - The Tustin site already includes training facilities, classrooms, and parking for the Sheriff's Regional Training Academy, with an entitlement for up to 20,000 square feet of additional construction for a Public Safety Institute.
 - The potential development would include space for:
 1. Additional classrooms and training grounds for fire and criminal justice programs.
 2. Parking for students and staff.
 3. A running track and other facilities to support public safety training.
- Funding & Collaboration:
 - The feasibility study was funded through Strong Workforce grants, which support workforce training and career education programs.
 - Collaboration between district leadership, Fire Technology program staff, and Alma Strategies (consultants) has been key in the study, which aims to balance current student needs and future growth potential.

Next Steps:

- The feasibility study has been presented to the President's Cabinet, and the results look promising.
- Further discussions and decisions regarding the Fire Technology Program's future will be based on the study's findings and the feedback from various stakeholders. The district will continue to explore development options at the Tustin site to ensure the long-term success and sustainability of its public safety programs.

Overview of Alma Strategies and Project Scope (Austin Lindholm):

- Alma Strategies: An integrated planning and consulting firm, working with 35 clients and 45 colleges.
- Project Scope: Focus on higher education, safety, security, and capital outlay planning.

Project Timeline and Collaboration:

- Kickoff in May 2024: Stakeholder interviews, site visits, and data collection.
- Collaborative Efforts: Involvement of Fire Technology, Criminal Justice Academy, district stakeholders, external consultants, and faculty representatives.

Project Objectives:

- Educational Program Review: Assess current program needs and plan for long-term sustainability.
- Education Center Status for Fire Technology: Similar to Criminal Justice Academy's successful application.

Key Findings and Program Importance:

- Program Significance: Fire Technology and Criminal Justice programs represent 20% of the school's FTE (Full-Time Equivalent) student production.
- Demand for Graduates: Job openings outnumber graduates in Orange County.
- High Value Programs: Both programs offer high returns for students and align with Vision 2030 goals.

Site Evaluations and Challenges:

- Orange County Sheriff Regional Training Academy (Tustin): Owned by the district, within boundaries, but limited development potential due to environmental restrictions.
- Huntington Beach (CNET): Leased site with potential but limited future viability due to lease terms and outdated infrastructure.
- Newport Beach Station 7: Fire station with a lease until 2032 but not suitable for full program operations.

Scenario Options:

Option A: Develop the Tustin site (estimated cost \$50 million).

Option B: Enhance Huntington Beach site (estimated cost \$35 million).

Option C: Develop a new, dedicated site for the programs (estimated cost \$110 million including site acquisition, or \$85 million without acquisition).

Comparison and Recommendations:

- Option A+B Combination: Addresses program needs but with limitations (no burn tower, limited space, and shared facilities).
- Option C: Provides a dedicated, modern facility with long-term growth potential, meeting all program and safety requirements.

Financial and Programmatic Considerations:

- Total Cost of Ownership Analysis: Key for financial sustainability, including student-centered funding and program accreditation.
- Health and Safety Needs: Immediate need for cancer prevention facilities like showers and lockers to meet accreditation and safety standards.

Clarification of IPP and FPP:

- Carri Matsumoto clarified the acronyms:
 - IPP: Initial Project Proposal
 - FPP: Final Project Proposal

Five-Year Capital Construction Plan

- Due every July 1.
- The office reviews local projects to identify feasible ones for state funding.
- Discussion of the project feasibility for the center status approval for the site.
- The possibility of developing an IPP for the site to qualify for state funding was directed by the President's Cabinet.

Initial Project Proposal Process

- Only one FPP can be approved per college, but multiple IPPs can be submitted.
- The college currently has one FPP for the Learning Commons.
- This project is a replacement of the library project, contingent on center status approval.
- Temporary facilities are being considered to address health and safety issues related to the Huntington site.

Feasibility Study Findings

- The study highlights immediate facility needs and opportunities for the program's growth.
- Current facilities are not compliant with DSA regulations and are on expired leases.
- Potential funding sources include state bond measures on the ballot.

	<p>Questions and Clarifications</p> <ul style="list-style-type: none"> • Mark Ou inquired about the decision-making process regarding three potential sites for development. • Austin Lindholm explained that the feasibility study explores various options and emphasized the importance of health and safety needs. • Discussion of the possibility of using the Digital Media Center (DMC) to support Fire Technology courses for educational center status. <p>Burn Tower Regulations</p> <ul style="list-style-type: none"> • Austin Lindholm clarified that there are no state laws preventing burn towers but local ordinances and CEQA requirements must be considered. • DMC is not being considered for a burn tower, and other locations are being prioritized. <p>Bond Proposal Discussion</p> <ul style="list-style-type: none"> • Carri Matsumoto addressed the potential inclusion of fire technology in the Arts and Workforce building but noted it remains under discussion. <p>Next Steps</p> <ul style="list-style-type: none"> • Further discussions will continue to refine project proposals based on new information and feasibility study findings. 	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>1. Student Report – Lucila (Lucy) Medina</p> <ul style="list-style-type: none"> • Lucila reported that many electrical outlets in the Johnson Center (first and second floors) and The Spot are malfunctioning. • This issue significantly affects students who rely on these spaces for studying and completing assignments. • Functional outlets are essential for students’ academic success, especially for those without adequate resources at home. • Lucila requested that the issue be addressed urgently and asked for an estimated timeline for repairs. • She emphasized the need for functioning outlets to support students’ academic work without interruption, as the Johnson Center is a primary study location on campus. • Budget Considerations: <ol style="list-style-type: none"> 1. Lucila suggested incorporating repairs into the college’s budget planning process, specifically through Fund 13. 2. She noted that Fund 13 has a budget of \$2.9 million available for necessary repairs. • Proposed Temporary Solution: <ol style="list-style-type: none"> 1. Lucila proposed requesting funds from Line 9 of Fund 13 to cover the repair costs for the outlets. • Plan for Student Feedback: 	

1. Lucila suggested conducting a survey to gather input from other students regarding their experiences with the outlets, aiming to represent a broader student perspective on the issue.

- Call for Collaboration:

1. Urged collaboration with Student Life and ASG (Associated Student Government) to effectively address the situation and expedite repairs.

2. Facilities Report – Shannon Kaveney

- Elevator Repairs:

1. The H Building elevator has been repaired and cleaned, making it look brand new.
2. The elevator in the B Building (Middle College High School) was also repaired last week.

- Emergency Phone Repairs:

1. Emergency phones in several buildings (D, H, I, L, O, T, and V) have been repaired.
2. The emergency phones in the Johnson Student Center and the B Building are still inoperative due to issues with phone lines, which are scheduled for repair next week.

- Proactive Maintenance Plan:

1. Plans to implement a quarterly testing schedule for elevator emergency phones to identify issues more swiftly and reduce downtime in the future.

- Campus Beautification Efforts:

1. Work is being done to clean and beautify the campus, including repairing fencing at Remington and replanting areas around the A Building.
2. Old hedges with diseases have been removed, and new plants will be added to enhance the campus aesthetic for students, staff, and community members.

- Acknowledgment of Staffing Challenges:

1. Shannon mentioned that currently, only one maintenance person is available, which may affect response times but emphasized their commitment to addressing issues as quickly as possible.

3. Safety and Security Report – Lt. Mike Jensen

- Great ShakeOut Drill:

1. Date and Time: Scheduled for Thursday, October 17, at 10:17 AM.

- Preparation Efforts:

1. Collaboration with building captains and floor wardens to ensure

all personnel are prepared for the drill.

2. Confirmed that all radios used for communication are functioning properly.

- Responsibilities and Comfort:

1. Emphasized the importance of all participants being comfortable with their specific duties and responsibilities during the drill.

- Expectations:

1. Expressed optimism that the drill will proceed smoothly, without any issues this year.

4. Risk Management Report – Don Maus

- Background of the Great ShakeOut:

1. Initiated in 2008 in California to raise awareness about earthquake preparedness.
2. Aims to create a realistic scenario to simulate the impact of a major earthquake in the area.

- Purpose and Importance:

1. Serves as an annual exercise for the state, helping to prepare for emergencies.
2. Highlights the need for individuals and families to be ready for large-scale disasters, similar to the current challenges posed by hurricanes in the eastern U.S.

- Potential Impact of a Major Earthquake:

1. Anticipates significant disruptions to essential services:
 - a. **Water Supply:** Expected to be disrupted.
 - b. **Power Supply:** Anticipated interruptions to electricity.
 - c. **Communication:** Internet and telephone lines may also be affected.
2. Emphasizes that daily life will be severely impacted.

- Family Preparedness:

1. Encourages everyone to have a family emergency plan, especially for those who commute.
 - a. **Meeting Points:** Establish locations for family members to reunite.
 - b. **Transportation Challenges:** Foresees difficulties in getting home due to blocked freeways and interrupted train services.

- Practical Steps for Preparedness:

1. Importance of knowing how to turn off utilities:
 - a. **Power:** Knowledge of how to shut off electrical supply.
 - b. **Gas:** Awareness of how to safely turn off gas lines.

	<ul style="list-style-type: none"> 2. Acknowledges that some employees may not be able to return home immediately due to their roles as disaster service workers. • Presentation for HR Staff: <ul style="list-style-type: none"> 1. Created a presentation on earthquake preparedness that has been recorded. 2. Planned distribution of the presentation to staff later that afternoon. 3. Calls it a “call to action” for all employees to engage in preparedness efforts. • Acknowledgment of Health Benefits Expo: <ul style="list-style-type: none"> 1. Dr. Hoffman appreciated Don’s mini expo on employee health benefits, which took place on campus. 2. Noted that open enrollment for health benefits is ongoing for another week and a half. 	
7. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • Monica Zarske had no updates at this time. 	
8. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Goal-Setting Template</p> <ul style="list-style-type: none"> • Bart Hoffman introduced a new goal-setting template developed by a work group. • The group is now tasked with utilizing this template, which is reportedly much easier to complete than previous versions. <ul style="list-style-type: none"> 1. Template Structure Includes: <ul style="list-style-type: none"> a. Goals and Objectives: Defined by the State and the district. b. Committee's Role: The committee is responsible for determining the activities that support these established goals. • Claire Coyne confirmed the template's origin from the Institutional Effectiveness Committee. • Bart emphasized collaboration within the work group to recommend activities related to the goals for broader committee discussion. 	
9. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<p>Campus Maintenance Subcommittee</p> <ul style="list-style-type: none"> • There was a request to include the campus maintenance subcommittee on the agenda, which has been acknowledged. • Due to time constraints, detailed discussions will be reserved for the next meeting. <p>Digital Media Center Relocation</p> <ul style="list-style-type: none"> • Bart highlighted the ongoing discussion regarding the relocation of the 	

	<p>Digital Media Center, which includes:</p> <ol style="list-style-type: none"> 1. The TV and Video Communications Program (digital media studio). 2. Two Mac Labs remaining at the center. <ul style="list-style-type: none"> • Plans to prioritize this discussion in the upcoming meetings for a thorough review. <p>District Safety Special Event Form</p> <ul style="list-style-type: none"> • The form is necessary for special events with 40 or more participants (revised from the previous threshold of 100). • It is intended to ensure safety and security measures are in place for events that may pose risks. • Darren Hostetter raised a question regarding events such as live painting or performances in the amphitheater, to which Bart responded: <ol style="list-style-type: none"> 1. If it's a special event that is not recurring, a form must be completed. 2. Safety & Security will evaluate the event's risk level based on the provided details. • The form is straightforward and intended to facilitate communication with safety and security personnel. • Bart emphasized that while low-risk events may not pose significant issues, higher-risk events require careful preparation and planning. • Bart proposed moving discussions of new business items into old business for future meetings to ensure they receive adequate attention. 	
10. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • There were more items planned for discussion, but time constraints prevented addressing them. • Plans to figure out how to address these additional topics in future meetings. • The next meeting is scheduled for November 19, 2024. • Items not covered in this meeting will likely be moved up in priority for future agendas to ensure they get addressed. 	
11. OTHER	DISCUSSION/COMMENTS	
	Next Meeting: November 19, 2024	

SUBMITTED BY: Norma Castillo