



**SAC FACILITIES & SAFETY MEETING**  
**MINUTES – NOVEMBER 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		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	
Clover Linne (MRY Architects)	Brigitte Scott	Tae Kim		Lt. Mike Jensen	Sgt. Don Voght
Jany Kim (MRY Architects)	Luis Pedroza	Christine Cecil		ASG Representative	
Mark Violich (MRY Architects)	Hugo Curiel	Amberly Chamberlain		Emmanuel "Manny" Rodriguez	
				Lucila (Lucy) Medina	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:35pm Adjourned at 3:00pm.	
<b>2. PUBLIC COMMENTS</b>					
	<ul style="list-style-type: none"> <li>No public comments.</li> </ul>				
<b>3. MINUTES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>	
	Approval of October 15, 2024, Minutes			Moved to approve: Monica Zarske 2 <sup>nd</sup> : Bill Reardon Abstention: Luis Pedroza	
<b>4. ACTION ITEMS</b>					
	<b>DISCUSSION/COMMENTS</b>				
	<ul style="list-style-type: none"> <li>No action items.</li> </ul>				
<b>5. PROJECT UPDATES</b>					
	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>	
	Facility Planning, Construction and District Support Services Reports (Carri				

## Matsumoto)

### Accessibility Transition Plan:

- The district recently completed a comprehensive Americans with Disabilities Act (ADA) transition plan identifying over 10,000 deficiencies in accessibility across campus facilities.
- The plan does not have a specific deadline for completion, but there is an ongoing effort to address these deficiencies over time to avoid legal repercussions.
- A key regulatory requirement: when capital improvement projects exceed \$50,000, the district must allocate 20% of the budget to accessibility upgrades in compliance with ADA.
- The district is currently making significant progress on correcting these deficiencies and has implemented a tracking database to monitor progress and ensure all issues are being addressed in a timely manner.
- Santiago Canyon College resolved some ADA deficiencies as part of a legal settlement after an accessibility lawsuit.

### Unfunded Projects

- The total unfunded capital projects currently identified by the district amount to \$481 million, which included various facility improvements and upgrades:
  - **\$300 million** is allocated for addressing the ongoing ADA deficiencies.
  - **\$124 million** is dedicated to upgrading technology, safety, and security infrastructure on campus, including improvements in surveillance, lighting, and emergency systems.
  - **\$13.7 million** is earmarked for addressing fire life safety corrections, which include critical upgrades to prevent hazards and meet legal requirements.
  - **\$50 million** has been proposed for sustainability efforts, including improving stormwater management systems and addressing environmental concerns.

### Annual District-wide Reporting Deadlines

- The district is required to submit several plans and reports annually, with deadlines throughout the year:
  - **5-year capital outlay plan** is due July 1st. This outlines long-term plans for capital expenditures.
  - **5-year scheduled maintenance plan** is due in October, detailing maintenance and repair projects.
  - **Space inventory** (detailing classroom and facility usage) is due October 4th.
  - **Energy use data** report must be submitted by December 2nd

to track sustainability and energy efficiency measures.

- **Instructional equipment 5-year plan** is due before Thanksgiving, which lists anticipated technology and equipment needs for academic programs.

#### Sustainability Plan Updates

- The district is in the process of updating its Sustainability Plan for 2025. The updated draft of the plan has been made available for internal review.
- A town hall is scheduled for Thursday to discuss the proposed updates to the Sustainability Plan with campus stakeholders.
- Additionally, a brief survey has been opened to gather feedback from the community on the updated plan, ensuring all voices are considered in the final version.

#### CEC Redevelopment Project:

- The Centennial Education Center (CEC) Redevelopment project, which focuses on the renovation and expansion of the CEC building, was introduced.
- **Mario Violich, FAIA | MRY – Principal in Charge** introduced the update by emphasizing the conclusion of the programming phase and the importance of stakeholder engagement. They've been working with various groups, including user departments, to ensure the project meets their needs in terms of cost and design.
- The design is focused on creating a "true campus environment" within the Santa Ana Park, taking advantage of the site's natural beauty and location.

#### Key Design Elements and Stakeholder Input:

- The project aims to create a campus with multiple educational and communal spaces, including a welcome center, multi-use spaces, and instructional wings.
- The design features gardens and outdoor instructional spaces that are designed to enhance interaction between students and faculty, with an emphasis on wayfinding, safety, and accessibility.

#### Program Refinement:

- The initial building program was based on a one-to-one relationship with the existing CEC building size, with an addition of a shared multi-use space with the city. After multiple workgroup sessions, the program was increased by approximately 20,000 square feet to better accommodate current needs.
- **Clover Linne** shared that the new program plan now involves around 77,000 square feet, with key space needs including right-sized classrooms, a larger student services area, and faculty spaces.

	<ul style="list-style-type: none"> <li>• Additionally, there were updates to the Child Development Center based on safety requirements, and spaces like a commercial kitchen were added to support the growing culinary arts program.</li> </ul> <p>Cost and Budget Adjustments:</p> <ul style="list-style-type: none"> <li>• The initial project cost was estimated at \$113.3 million but has been updated to about \$150 million, reflecting both the expanded program and costs related to interim housing during construction.</li> </ul> <p>Future Steps and Uncertainties:</p> <ul style="list-style-type: none"> <li>• The next step involves moving into the schematic design phase, which will depend on the passage of a bond. The timeline for construction depends heavily on funding decisions, with the possibility that work may not progress if the bond fails.</li> </ul> <p>Questions and Concerns:</p> <ul style="list-style-type: none"> <li>• Luis Pedroza asked about the project’s timeline and when construction is expected to start. The responses included acknowledgment that the project timeline will depend on funding approval, but further details on specific timeframes were still in development.</li> </ul>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>1. Student Report –</b> Lucila (Lucy) Medina</p> <p>Outlet Issue:</p> <ul style="list-style-type: none"> <li>• Lucy mentioned the outlets in the Johnson Student Center were malfunctioning, specifically because they were not plugged in where needed.</li> <li>• Confirmed that the outlets are now fully functional, thanking the team for resolving the issue.</li> </ul> <p><b>2. Facilities Report –</b> Shannon Kaveney</p> <p>Emergency Phones in Elevators:</p> <ul style="list-style-type: none"> <li>• Shannon reported the emergency phones in all elevators are now fully functional.</li> <li>• He worked with the California State Inspector, and they are aligned on the corrective actions taken.</li> <li>• A quarterly inspection process for elevator phones has been developed in collaboration with campus safety staff (Sgt. Don Voght and Sgt. Bob Witteman).</li> <li>• Shannon sent out a spreadsheet for feedback on the inspection process and aims to test all elevator phones quarterly to stay ahead of future state inspections.</li> </ul> <p>Outlet Issue in the Johnson Student Center (JSC):</p> <ul style="list-style-type: none"> <li>• Shannon addressed the previously reported malfunctioning outlets on the first and second floors of the JSC.</li> </ul>	

- His maintenance supervisor, Paul Vernola, and Shannon personally investigated the issue, finding that only one outlet had a tripped breaker, while other outlets were not plugged in at all.
- All outlets and USB ports in the JSC are now fully functional, and Shannon has communicated with students to report any remaining issues.

Staffing and Hiring Update:

- Shannon is in the process of hiring for multiple positions, including:
  - 2 HVAC mechanics
  - 2 maintenance mechanics
  - 2 facility coordinator positions
  - 2 custodial positions
  - A lead custodian for swing shifts, additional custodians, and a grounds position.
- He acknowledged that filling these roles is a lengthy process but is working diligently to ensure staffing needs are met across various campuses.

Vehicle Incident and Landscape Repair:

- Shannon shared that a car recently crashed into bushes at the intersection of 17th and Bristol, destroying nearly 80 plants.
- Over the weekend, his team replanted 75 bushes and repaired the irrigation system in that area.
- He praised ground staff for their hard work and minimal resources, especially for handling multiple campuses and district sites.

Acknowledgement of Landscaping Work:

- Positive reviews have been received about the improvements around the front of the campus, which are being noticed by people passing by.

**3. Safety and Security Report – Lt. Mike Jensen**

Joint Exercise with Orange County Fire Authority:

- Lt. Mike Jensen and Sgt. Bob Witteman met with a team from the Orange County Fire Authority (OCFA) to plan a joint exercise.
- The exercise will take place on Monday, December 9, in Building A, focusing on response protocols for an active threat.
- OCFA will run three different scenarios throughout the day, with training teams rotating in and out.
- The exercise will involve significant activity within Building A but is intended as a training opportunity to coordinate campus safety responses with the fire authority's protocols in case of an active threat situation.

	<p><b>4. Risk Management Report – Don Maus</b> Injuries Reported:</p> <ul style="list-style-type: none"> <li>• 1 maintenance worker injury: The worker was moving furniture, and the furniture slipped, causing hand injury.</li> <li>• 1 administrative clerk injury: The clerk reported a repetitive motion injury, prompting an ergonomic study to address the issue and improve workspace setup.</li> <li>• Don Maus confirms that both situations have been addressed appropriately.</li> </ul>	
<p><b>7. ACCREDITATION</b></p>	<p><b>DISCUSSION/COMMENTS</b></p>	<p><b>ACTIONS/FOLLOW UPS</b></p>
	<ul style="list-style-type: none"> <li>• Monica Zarske confirmed there is no new update regarding accreditation for the meeting.</li> <li>• Bart shared that he visited the ACCJC website and was surprised to see how different the accreditation standards are now.</li> <li>• Monica acknowledged the changes, noting that the standards are now more condensed with less overlap, and the approach has been simplified.</li> <li>• She mentioned that she has pulled together a summary and has broken down the new standards, particularly relevant for planning and budget, but also applicable to facilities.</li> <li>• She is open to providing a presentation or further details on how the new standards affect planning and budget or facilities.</li> </ul>	
<p><b>8. UNFINISHED BUSINESS</b></p>	<p><b>DISCUSSION/COMMENTS</b></p>	<p><b>ACTIONS/FOLLOW UPS</b></p>
	<p><b>Campus Maintenance Subcommittee</b> Background and Purpose of the Committee:</p> <ul style="list-style-type: none"> <li>• Bart Hoffman explained that the campus maintenance subcommittee was created in response to concerns about campus maintenance.</li> <li>• The committee's purpose was to: <ul style="list-style-type: none"> <li>○ Develop and implement a 5-year maintenance and operations plan.</li> <li>○ The plan would include annual measurable outcomes aligned with evidence-based best practices.</li> </ul> </li> </ul> <p>Challenges with the Committee:</p> <ul style="list-style-type: none"> <li>• Lack of participation: Despite efforts to involve various representatives, there were issues with getting broad participation, resulting in difficulties achieving quorum for meetings.</li> <li>• Resistance from other groups: <ul style="list-style-type: none"> <li>○ The Facilities and Safety Committee questioned the need for a separate maintenance subcommittee, suggesting that</li> </ul> </li> </ul>	

maintenance issues could be addressed within the Facilities Committee.

- CSEA's concerns: The union representing classified professionals felt the committee would just become a forum for complaints.

- Pandemic disruptions: The committee faced challenges due to the pandemic, and after it ended, the committee remained inactive, contributing to its continued failure to meet.

Impact and Lack of Results:

- Despite the intention to create a 5-year maintenance plan, the subcommittee never achieved this goal.
- They were unable to hold productive meetings due to lack of quorum.

Current Discussion:

- Bart raised the question to the Facilities and Safety Committee:
  - Should they continue attempting to restart the campus maintenance subcommittee, or should they disband it and allow maintenance concerns to be addressed within the broader Facilities Committee?

Feedback from Committee Members:

- Suzanne Freeman asked about the committee's role, specifically whether it was meant to create a 5-year plan with specific deadlines.
  - Bart clarified that it was meant to develop the 5-year maintenance plan, but it was not tied to strict deadlines like other plans.
- Shannon Kaveney asked about the timing of the committee's establishment and noted that leadership had changed significantly since then.
  - He suggested that with the current leadership team, the subcommittee may no longer be necessary.

Dissolution of Campus Maintenance Subcommittee:

- Multiple members, including Luis Pedroza, Monica Zarske, and Bart, expressed that the committee structure might no longer be necessary.
- It was suggested that rather than maintaining a formal subcommittee, facilities concerns should be addressed within the broader Facilities Committee.
- The idea of forming work groups as needed to tackle emerging issues was favored over having a standing subcommittee.

Challenges with Reporting Facilities Issues:

- Concerns were raised about how faculty, staff, and students bring up facilities-related problems.
- Darren Hostetter emphasized that many facility issues, such as broken

elevators or plumbing problems, remain unresolved over time.

- He suggested a regular workgroup or agenda item to ensure continuous tracking and accountability.

#### Encouraging Use of Work Order System:

- Mark Ou highlighted that everyone on campus has access to the work order system.
- Many individuals, however, may not be aware of it or understand how to use it.
- A periodic reminder (email or announcement) could help reinforce the process and encourage reporting.

#### Addressing Urgent and Emergency Maintenance Issues:

- Monica Zarske and Darren Hostetter raised concerns about emergency maintenance requests that cannot be handled through regular work orders.
- A need for clear communication on emergency response procedures was identified.
- Bart suggested that campus safety and security could serve as the first point of contact for emergencies, relaying urgent issues directly to Maintenance and Operations (M&O).

#### Ensuring Accountability and Communication:

- Darren stressed that while the work order system is useful, persistent facility problems need a platform for follow-up.
- He recommended dedicating a standing agenda item in Facilities Committee meetings to discuss unresolved facilities issues.
- Monica suggested ensuring that the 5-Year M&O Plan is regularly reviewed and goals are assessed.

#### Concerns Regarding Work Order Tracking & Response Time

- Bill Reardon raised concerns about tracking work orders after submission.
  - Users receive a confirmation upon submission and completion, but no updates in between.
  - Suggested a way to track work order progress, e.g., status updates like "Parts on order."
- Bart acknowledged the concern and stated that if updates can be added within the system, they should be explored.
  - Highlighted that managing updates for 42 buildings across four sites would be challenging.
  - Staffing and resource constraints make implementing frequent status updates difficult.

#### Challenges in Maintenance & Staffing

- Shannon provided an update on maintenance staffing shortages:



- Current team situation:
  - Only one maintenance mechanic is fully available.
  - Two positions are vacant but under recruitment.
  - Two employees are on medical restrictions.
- Impact on work orders:
  - Some work requests are delayed due to lack of personnel.
  - High workload across multiple sites creates operational strain.
- Future plans:
  - Hiring two new maintenance workers soon, which will help address delays.
  - Encouraged individuals to report delays directly to him for resolution.

#### Proposal for Maintenance Staff Allocation by Site

- Mark Ou suggested assigning at least one maintenance worker per satellite site to:
  - Reduce travel time between locations.
  - Improve response times for work orders.
- Bart acknowledged the idea but pointed out that some sites require more than one worker at times.
- Stressed the need to allocate staff based on demand.

#### Need for a Standing Maintenance Agenda Item

- Luis Pedroza emphasized the importance of keeping a record of unresolved maintenance issues.
  - Suggested creating a placeholder on meeting agendas to track ongoing concerns.
  - Ensures accountability and prevents issues from being forgotten.
- Bart agreed to keep the maintenance subcommittee active until a formal tracking system is established.

#### Advocating for Additional Resources

- Darren Hostetter supported increasing staffing for maintenance.
  - Many buildings are 50-60 years old, requiring frequent repairs.
  - Encouraged creating a space where faculty and staff feel comfortable reporting maintenance issues.

#### Exploring Technology Solutions

- Suzanne Freeman inquired about potential technology tools to assist with reporting and tracking maintenance.
- Shannon responded that the Onuma work order system is robust but is unsure if additional tools exist that could improve tracking.

	<p>Next Steps &amp; Considerations</p> <ul style="list-style-type: none"> <li>✔ Maintain the Campus Maintenance Subcommittee until a better reporting/tracking system is in place.</li> <li>✔ Proceed with hiring two new maintenance workers to improve response times.</li> <li>✔ Investigate if the Onuma system can support intermediate status updates on work orders.</li> <li>✔ Consider adding a standing agenda item for ongoing maintenance issues in meetings.</li> <li>✔ Explore the feasibility of assigning maintenance staff per site to reduce delays.</li> </ul> <p><b>Discussion on December 17th Facilities &amp; Safety Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• Bart raised concerns about holding the scheduled December 17th meeting, as many committee members would be off contract and unavailable.</li> <li>• Proposed entertaining a motion to cancel the meeting unless quorum could be confirmed.</li> <li>• Suzanne Freeman moved to cancel the meeting.</li> <li>• Shannon Kaveney seconded the motion.</li> <li>• No opposition was raised.</li> <li>• Motion passed – the December 17th meeting is officially canceled.</li> </ul> <p><b>Unfinished Business</b></p> <ul style="list-style-type: none"> <li>• Will be carried forward to the next meeting.</li> </ul>	
<b>9. NEW BUSINESS</b>		<b>ACTIONS/FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>• Will be carried forward to the next meeting.</li> </ul>	
<b>10. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>11. OTHER</b>	<b>DISCUSSION/COMMENTS</b>	
	Next Meeting: February 18, 2025	

SUBMITTED BY: Norma Castillo