



SAC FACILITIES & SAFETY MEETING  
MINUTES – SEPTEMBER 16, 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 |
|----------------------------|------------------|--|------------------|---------|------------------------|---|-----------------------------|
| Bart Hoffman, Co-Chair     |                  | Suzanne Freeman, Co-Chair  |                  | Mark Ou | Sarah Martinez Morales | Lt. Mike Jensen   | Joe Melendez                |
| Jim Kennedy                | Shannon Kaveney  | Darren Hostetter   | Nicole Patch     |         | Vinh Nguyen            | Sgt. Don Voght  | Carri Matsumoto             |
| Vaniethia Hubbard          | Krystle Taylor   | Alejandro Moreno   | Heather Gillette |         |                        | Sgt. Bob Simmons  | Tae Kim                     |
| Jeffrey Lamb               | Nicole Gallegos  | Zachary Diamond  | Dawn McKenna     |         |                        |   | Hugo Curiel                 |
| Don Maus                   | Matt Valerius    |  |                  |         |                        |   |                             |
| Jennie Adams               | Kristi Blackburn |  |                  |         |                        |   |                             |
|                            |                  |  |                  |         |                        |   |                             |
| Bold = Present             |                  |  |                  |         |                        |   |                             |
|                            |                  |  |                  |         |                        |   |                             |
| 1. WELCOME & INTRODUCTIONS |                  |  |                  |         |                        |   |                             |
|                            |                  | Welcome and self-introductions were made.  |                  |         |                        | Meeting called to order at 1:32pm<br>Meeting adjourned at 3:02pm            |                             |
| 2. PUBLIC COMMENTS         |                  |  |                  |         |                        |   |                             |
|                            |                  | <b>AI Note-Taker Concern:</b> <ul style="list-style-type: none"><li>• Kelvin Leeds raised issue that Fireflies AI was recording the meeting.</li><li>• District policy prefers Zoom AI, Fireflies is not vetted by ITS.</li><li>• Norma Castillo removed Fireflies from the meeting.</li></ul> <b>Crosswalk Safety:</b> <ul style="list-style-type: none"><li>• Mark Ou suggested adding signage or a crosswalk between parking lots 6 and 7 due to heavy pedestrian traffic.</li><li>• Bart Hoffman acknowledged the concern and said M&amp;O could address it.</li></ul> |                  |         |                        |   |                             |
| 3. MINUTES                 |                  | DISCUSSION/COMMENTS  |                  |         |                        | ACTIONS/FOLLOW UPS  |                             |
|                            |                  | Approval of May 20, 2025 Minutes   |                  |         |                        | Moved to approve by: Suzanne Freeman<br>2 <sup>nd</sup> by: Zachary Diamond |                             |

| 4. ACTION ITEMS    | DISCUSSION/COMMENTS  |                    |
|--------------------|--|--------------------|
|                    | <p><b>Membership for Current Academic Year – Bart Hoffman</b></p> <ul style="list-style-type: none"> <li>• Change in Administrator Representation <ul style="list-style-type: none"> <li>◦ Matt Valerius will serve as one of the two administrators in place of Bill Reardon.</li> <li>◦ Bill Reardon will serve in Matt’s absence.</li> </ul> </li> <li>• Discussion on Alternates <ul style="list-style-type: none"> <li>◦ Only VPs are currently allowed to have alternates; Bart Hoffman questioned why and will seek clarification.</li> </ul> </li> <li>• Vacancies <ul style="list-style-type: none"> <li>◦ Committee is short two faculty members from the Campus Maintenance Subcommittee.</li> </ul> </li> <li>• Approval Motion <ul style="list-style-type: none"> <li>◦ Suzanne Freeman moved to approve current membership with caveat that vacancies will be filled later.</li> <li>◦ Donald Maus seconded the motion.</li> <li>◦ No opposition or abstentions.</li> <li>◦ Membership approved with caveat.</li> </ul> </li> </ul>  |                    |
| 5. PROJECT UPDATES | DISCUSSION/COMMENTS  | ACTIONS/FOLLOW UPS |
|                    | <p><b>Facility Planning, Construction and District Support Services Reports (Carri Matsumoto)</b></p> <p><b>Introduction of Team</b></p> <ul style="list-style-type: none"> <li>• Carri Matsumoto – Assistant Vice Chancellor, Facilities Planning</li> <li>• Tae Kim – Director, Facilities Planning</li> <li>• Joe Melendez – Director, Facilities Construction</li> <li>• Hugo Curiel – Project Manager</li> <li>• Peter Lee – Consultant Project Manager</li> </ul> <p><b>Report Structure &amp; Key Categories</b></p> <p>Carri emphasized that the report had been reorganized for clarity, covering both district-wide and campus-specific projects:</p> <ul style="list-style-type: none"> <li>• Capital Construction Projects – Large-scale, state-funded construction initiatives. <ul style="list-style-type: none"> <li>◦ At the end of the last fiscal year: 60 projects active (any phase from programming to construction closeout), 12 completed and closed.</li> <li>◦ Projects change weekly as contracts, bids, and financials are updated.</li> </ul> </li> <li>• Scheduled Maintenance Projects – State-funded maintenance projects to maintain compliance and safety.</li> <li>• Facility Modification Requests (Campus-Requested Projects) <ul style="list-style-type: none"> <li>◦ 45 active projects at year-end, 38 completed during the fiscal year.</li> <li>◦ Includes smaller-scale campus-specific improvements, renovations, or</li> </ul> </li> </ul> |                    |

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|  | <p>modifications requested directly by campus departments.</p> <ul style="list-style-type: none"> <li>• ADA Transition Planning <ul style="list-style-type: none"> <li>◦ District-wide and campus-specific accessibility improvements.</li> </ul> </li> <li>• District-wide Initiatives <ul style="list-style-type: none"> <li>◦ Access control and key test pilot projects.</li> <li>◦ Energy and sustainability planning (newly highlighted: Alejandro Akala, Energy and Sustainability Manager, leading sustainability initiatives).</li> <li>◦ Fire maintenance, repair planning, and training (planned for future updates).</li> </ul> </li> <li>• Unfunded Capital Project Needs – Ongoing tracking of projects that require funding for future planning.</li> <li>• Real Estate &amp; Capital Planning <ul style="list-style-type: none"> <li>◦ District asked to review property matters: leases (short- and long-term), surplus properties, and other district-wide real estate considerations.</li> <li>◦ Proposal for a district-wide workgroup to educate representatives from facilities, safety, and physical resources committees on real estate and property disposition processes.</li> </ul> </li> <li>• State Chancellor’s Office Deadlines &amp; Planning Requirements <ul style="list-style-type: none"> <li>◦ Space inventory reporting (due early October).</li> <li>◦ Other planning activities that affect campus operations.</li> </ul> </li> </ul> <p><b>Project Management Process</b></p> <p>Carri detailed how projects are managed through structured phases:</p> <ul style="list-style-type: none"> <li>• Programming / Scoping – Identify project needs and develop initial scope.</li> <li>• Design Phase – Usually 3 steps: <ul style="list-style-type: none"> <li>◦ Schematic Design</li> <li>◦ Design Development</li> <li>◦ Construction Documents</li> <li>◦ Agency submittal to the Division of State Architect (DSA) if required for state oversight.</li> </ul> </li> <li>• Bid / Construction Phase – Contracts are awarded, construction executed.</li> <li>• Closeout Phase – Financial and contractual closure, completion documentation.</li> </ul> <p><b>District &amp; Campus Staffing Support</b></p> <ul style="list-style-type: none"> <li>• Heather Collins – Executive assistant managing Public Records Act requests.</li> <li>• Simone Wolf – Facility specialist handling bids, contracts, and RFPs.</li> <li>• Noemi Guzman – Senior accountant managing all invoices.</li> </ul> <p><b>Campus-Specific Updates (Including DMC)</b></p> <ul style="list-style-type: none"> <li>• DMC Campus Improvement Project – A major project at DMC is back on track after coordinating with the contractor.</li> </ul> |  |
|--|--|--|

- The project had previously fallen behind but gained schedule recovery, allowing work to proceed efficiently.
- Joe Melendez is expected to provide detailed updates on construction status and timelines.

#### **Additional Notes**

- Carri emphasized the volume of Public Records Act requests handled by her office, highlighting the workload associated with transparency and compliance.
- The report also mentioned a dashboard tool being updated to better communicate the status of all projects district-wide.
- Sustainability initiatives were highlighted, particularly with the new Energy and Sustainability Manager, who is driving efficiency and energy-saving projects across the district.

#### **SAC Front Entry – Joe Melendez**

- Major milestone: Last section of concrete poured (week prior).
- Next steps: Complete striping, finishes, and prep.
- Timeline: Target to reopen by the end of the year.
- Notes: Coordination with contractor helped recover lost time.

#### **Building K Canopy – Tae Kim**

- Update: Back in Division of State Architects (DSA) for back check review after facing some requirements challenges.
- Significance: Important milestone for regulatory approval.

#### **CEC Replacement / Culinary Remodel – Tae Kim**

- Kickoff meeting: Scheduled for Friday.
- Scope: Reduced scope project replacing part of Building B and remodeling a portion of Building E (Culinary).
- City of Santa Ana coordination: Meetings ongoing to renegotiate lease language and save the college money on escalation.
- Additional improvements: \$1M contribution that was part of lease agreement includes concrete pathway, lighting, and landscape enhancements.

#### **Facility Modification Requests (FMRs) – Hugo Curiel**

- Canceled: CEC E-111 TV.
- DSA approvals / in progress:
  - Building S security doors
  - Pride Center reconfiguration and VL-107 reconfiguration
- Pending / near completion:
  - Sheriff's Training Academy AV upgrades
  - Campus safety furniture and lockers installation (September)
- Upcoming / in development:
  - Fine Arts dust collector: finalizing RFP.

- Projector screen relocation: SOQ in development.
- Building C lockers: RFP going out soon.
- S-213 reconfiguration: awaiting sign-off on design development.
- Sheriff's Training Academy storage containers: inspecting upon delivery.
- Library book drop box: delivery has been delayed from September to October, once delivered will check for those clearances.
- Building T elevator: RFP in development; may pair with Building L elevator.
- Sheriff's Training Academy ground swales: was Board approved Sept. 15th; will be moving forward with architectural services.
- Other highlights:
  - Middle College High School new E-Sports lab: mostly complete; final fine-tuning underway of improvements.
  - E-108 computer lab: pending Form 3 approval from SAC.
  - Kinesiology branding: handled by college, district support available if needed.

#### **FMR Prioritization – Bart Hoffman & Carri Matsumoto**

- Committee guidance: President Nery requested prioritization of FMRs during program reviews.
- Reasoning: Projects often start small but evolve in scope of work and cost.
  - Example: DMC relocation had domino effects across multiple buildings.

#### **DMC Relocation – Carri Matsumoto, Tae Kim, & Hugo Curiel**

- Completion target: Summer/Fall 2028.
- Impact: No Santa Ana College classes will remain at DMC after relocation; Vista Meridian/Vista Charter can continue under short-term lease for next ~5 years.
- Project sequencing:
  - DMC moves to Library / Building L
  - ITS reconfiguration (Project 3772) accommodates displaced programs
  - Math Department relocates to Building I
  - Domino effect requires careful scheduling across Buildings H, I, L

#### **Space Utilization – Bart Hoffman**

- Issue: Some class scheduling challenges expected during relocations.
- Plan: Future campus-wide space utilization review to optimize classroom and program assignments.

#### **Timeline Notes – Hugo Curiel / Carri Matsumoto**

- DMC and Math relocation schedules are concurrent.
- Some building renovations (H/I buildings) do not yet have finalized timelines. Scope and design development must be finalized before definitive schedules can

|                            |   |                           |
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|                            | be set.   |                           |
| <b>6. STANDING REPORTS</b> | <b>DISCUSSION/COMMENTS</b>  | <b>ACTIONS/FOLLOW UPS</b> |
|                            | <p><b>Student Report – Sarah Martinez Morales &amp; Vinh Nguyen</b></p> <p><b>ASG Activities – Sarah Martinez Morales</b></p> <ul style="list-style-type: none"> <li>• ASG voter registration events <ul style="list-style-type: none"> <li>◦ Sept. 9, 11, 16, 18, 25 at The Spot from 12–2 p.m.</li> <li>◦ Sept. 30 at SAC Central Plaza</li> </ul> </li> <li>• ICC Halloween Bash <ul style="list-style-type: none"> <li>◦ Planned for Thurs., Oct. 30, 12–2 p.m., with plans to involve the CDC children for trick-or-treating</li> </ul> </li> </ul> <p><b>Expired Elevator Permits – Vinh Nguyen</b></p> <ul style="list-style-type: none"> <li>• Raised concern about expired elevator permits (specifically in Dunlap building / D1 elevator).</li> <li>• Dr. Hoffman explained we have not received the updated state inspection/permits from the State. <ul style="list-style-type: none"> <li>◦ We put notices on expired permits to notify permits are active, but we have not received updated permits from State.</li> <li>◦ If an expired permit does not have this notice, please bring this to the attention of Administrative Services or the F&amp;S committee.</li> <li>◦ Expired permit in D building elevator with no notice will be addressed.</li> </ul> </li> </ul> <p><b>Facilities Report – Bart Hoffman</b></p> <p><b>Elevator Maintenance</b></p> <ul style="list-style-type: none"> <li>• Working with new contractor, SmartRise Elevator Company.</li> <li>• Addressing 10 preliminary notices from state inspection.</li> <li>• Deficiencies expected to be corrected within ~3 months; updated permits will be posted afterward.</li> </ul> <p><b>Parking Lot Lighting Repairs</b></p> <ul style="list-style-type: none"> <li>• Repairs underway in lots 6, 7, and 8.</li> <li>• Goal: ensure safety as daylight hours shorten approaching winter.</li> </ul> <p><b>Tree Trimming</b></p> <ul style="list-style-type: none"> <li>• Scheduled for Sac Centennial Education Center, DMC, and Sheriff’s Academy.</li> </ul> <p><b>New Hires</b></p> <ul style="list-style-type: none"> <li>• HVAC mechanic: Dan Doe</li> <li>• Grounds utility worker: Alonzo Favella</li> <li>• Custodian: Maria Lima Rivera</li> <li>• Lead custodian: Andy Guerron Ojiron</li> <li>• Facility coordinator: Vanessa Pedroza</li> </ul> |                           |

- Skilled maintenance worker (name not specified)

#### **Positions Still Vacant / Recruitment**

- HVAC mechanic
- Four custodial positions:
  - Two for 2 a.m.–10:30 a.m. shift
  - One for 2 p.m.–10:30 p.m. shift
- Round two interviews in progress

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

##### **Leadership & Coverage**

- Mike Jensen and Lieutenant Prado will split Chief’s duties between the district office and campus.
- In Mike’s absence, Sgt. Don Voght will handle most SAC duties.
- Sgt. Bobby Simmons assisting Don due to Don’s heavy involvement with the rekey project.

##### **Safety & Site Updates**

- Campus entry construction at SAC is a minor inconvenience; looking forward to moving construction fence.
- Goal is safer pathways for M&O and safety carts near Johnson Student Center.

##### **Staffing Updates**

- Three officer vacancies district-wide.
- One dispatcher promoted to administrative secretary; dispatcher position now vacant.
- Temporary workaround: calls roll over to officers’ cell phones until position filled.

##### **Rekey Project Overview – Sgt. Don Voght**

- Complex 500-day project; started with A building, will take ~1.5 years.
- Don is coordinating with and assisting Ellen Alanis, District Facilities.
- Challenges: floor plans not matching actual buildings, door numbers needing correction.
- Project involves:
  - Determining number of keys, distribution hierarchy (site master, building master, other masters).
  - Training staff on key requests and usage.
- Previous experience from district office used as reference.

##### **Key Management System – Joe Melendez**

- Using SimpleKay software for inventory and tracking.
- Process already applied in new buildings (Johnson Student Center, Science Center, Health Sciences Center).

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|-------------------------------|---|---------------------------|
|                               | <ul style="list-style-type: none"> <li>Existing buildings being converted to new master key system.</li> <li>Old keys returned to District Safety once new keys are distributed.</li> <li>Additional keys can be made on-site via district locksmith.</li> </ul> <p><b>Benefits of New System – Bart Hoffman</b></p> <ul style="list-style-type: none"> <li>Reduces costs from ordering minimum numbers of keys.</li> <li>Improves tracking and accountability of keys.</li> <li>Expected to enhance overall campus safety.</li> </ul> <p><b>Risk Management Report – Annina Brown on behalf of Don Maus</b></p> <p><b>Injury Reports (since May)</b></p> <ul style="list-style-type: none"> <li>SAC Child Development Center: Teacher twisted knee while putting down a toy.</li> <li>Art Gallery: Employee injured shoulder while setting up a folding table.</li> <li>SAC Instructor: Eye injury from disinfectant splash while refilling a bottle.</li> <li>CEC Child Development Apprentice: Student head-butted instructor while washing hands. <ul style="list-style-type: none"> <li>Note: Most injuries occur in Child Development Centers; generally minor, unintentional, and hard to prevent due to interactions with young children.</li> </ul> </li> </ul> <p><b>Open Enrollment</b></p> <ul style="list-style-type: none"> <li>Scheduled for the last two weeks of October.</li> <li>Additional details to be provided.</li> </ul> |                           |
| <b>7. ACCREDITATION</b>       | <b>DISCUSSION/COMMENTS</b>  | <b>ACTIONS/FOLLOW UPS</b> |
|                               | <ul style="list-style-type: none"> <li>Monica Zarske is unsure of the current status.</li> <li>Recommendation: follow up with Dean Matt Morin for details.</li> <li>Monica is attending the meeting as a guest; accreditation item to be left off the agenda for now.</li> </ul>  |                           |
| <b>8. UNFINISHED BUSINESS</b> | <b>DISCUSSION/COMMENTS</b>  | <b>ACTIONS/FOLLOW UPS</b> |
|                               | <p><b>Overview of Emergency Notification Systems – Sgt. Don Voght</b></p> <ul style="list-style-type: none"> <li>Sgt. Voght explained that the campus currently has two main systems for emergency notifications: <ul style="list-style-type: none"> <li>Panic buttons (Genetech system)</li> <li>Service request buttons (Informacast system)</li> </ul> </li> <li>He noted that neither system is fully reliable on its own, but combining them could create a strong emergency notification solution.</li> </ul> <p><b>Panic Buttons (Genetech System)</b></p> <ul style="list-style-type: none"> <li>Installed in new buildings (JSC, SC, HS), but only 11 total on campus.</li> <li>Problems identified:</li> </ul>  |                           |



- Some buttons (e.g., HS building) do not work.
- Activation triggers a strobe light and short audible alarm in the Campus Safety office (audible alarm lasts only 3–4 seconds).
- Only dispatchers receive emails, not the officers in the field.
- No callback number is provided in the email.
- No notification to Campus Safety cell phones if dispatcher is not on duty.
- Officers cannot distinguish whether the strobe light is due to a panic button or lockdown.
- Panic buttons are limited because they do not reliably notify staff or give location info.

#### **Service Request Buttons (Informacast System)**

- Installed on some landlines, with plans to be on all phones eventually.
- Pros:
  - Notifies Campus Safety cell phones.
  - Notification appears on dispatcher's computer.
- Cons / Issues:
  - Does not provide the building location with the new phone system.
  - Low-volume audible alert may be missed by officers in the field.
  - No email notifications are sent to officers.
- Recommendation: Service request buttons are preferable long-term, but enhancements are needed:
  - Longer audible alerts until acknowledged.
  - Strobe light and dispatch email notifications integrated.

#### **Lockdown Buttons**

- Installed in new buildings (JSC, SC, HS).
- Function:
  - When pressed, the building locks down automatically (exterior and interior doors).
  - PA system announcements are not automatic; Campus Safety can provide live updates if necessary.
  - Strobe light and audible alarms activate in Campus Safety office.
  - Notification to staff relies on dispatcher being logged in.
- Overrides: Campus Safety personnel can bypass lockdowns with badges or keys.

#### **Key Takeaways**

- Current systems are unreliable individually.
- Service request button recommended for long-term use, but requires improvements (alerts, notifications, location info).
- Panic buttons still valuable but limited and inconsistent.

- Lockdowns function properly but lack clear communication to building occupants.
- Workgroup formed: Bart Hoffman, Suzanne Freeman, Darren Hostetter, Krystal Taylor, and Don Voght will collaborate with ITS (Ken Borboa) to improve the system.

#### **Safety Communication Concerns**

- Users currently overestimate effectiveness; pressing a panic or service request button does not guarantee immediate help.
- Staff in buildings with panic buttons have been informed of limitations.
- Clear communication and training are essential to avoid false sense of security.

#### **Panic/Lockdown Button Training & Accessibility Considerations**

- Bart Hoffman noted that the panic/lockdown button requires formal training and suggested adding it to Sgt. Simmons' Safety and Security Training Calendar. He asked to postpone the presentation for the current meeting due to time constraints.
- Training Goals: Participants need to understand:
  - What happens during a lockdown
  - How the panic button works (currently, some buttons may not function as intended)
  - Recommended procedures and best practices for using the button
- Work Group: A small group is being formed to research the recommended button system.
- Accessibility Concern: Krystle Taylor highlighted the need to address deaf students and faculty, specifically regarding visual notifications or strobe lights during emergencies.
- Committee Focus: Bart emphasized that ensuring the system works for everyone on campus, including those with accessibility needs, is a key committee responsibility.
- Integration Challenge: Don Voght noted difficulties arise when multiple systems are not integrated, causing inconsistent functionality.

#### **Goal-Setting Templates Update & Campus Maintenance Subcommittee Status – Bart Hoffman**

- Goal-Setting Templates Update:
  - Bart Hoffman reported that the update is complete.
  - Committee members are asked to review the template on their own via the link provided in the agenda.
  - The first and second readings will be discussed at the next meeting.
- Campus Maintenance Subcommittee Status:

|                                |   |                           |
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|                                | <ul style="list-style-type: none"> <li>○ The committee has requested four classified staff members from the president and vice president for CSEA to join the subcommittee.</li> <li>○ Managers and faculty members are already confirmed.</li> <li>○ The committee is awaiting responses to complete the subcommittee membership.</li> </ul>   |                           |
| <b>9. NEW BUSINESS</b>         |   | <b>ACTIONS/FOLLOW UPS</b> |
|                                | <b>Custodial Staffing &amp; Maintenance Issues (Building I) – Bart Hoffman</b> <ul style="list-style-type: none"> <li>• Bart highlighted ongoing custodial and maintenance concerns in Building I.</li> <li>• Discussion to be addressed in detail at the next meeting.</li> </ul> <b>Fire Watch Status (Building A) – Sgt. Don Voght</b> <ul style="list-style-type: none"> <li>• Sgt. Voght confirmed that the fire watch is still active in Building A.</li> </ul> <b>Great Shakeout (October 16th at 10:16 a.m.) – Sgt. Don Voght</b> <ul style="list-style-type: none"> <li>• Sgt. Voght is confirming building captains and floor wardens.</li> <li>• Some previous personnel have retired, so replacements are being identified.</li> <li>• Preparations are in progress to ensure roles and responsibilities are up to date.</li> </ul> |                           |
| <b>10. FUTURE AGENDA ITEMS</b> | <b>DISCUSSION/COMMENTS</b>  |                           |
|                                |   |                           |
| <b>NEXT MEETING</b>            | <b>October 21, 2025</b>   |                           |

SUBMITTED BY: Norma Castillo