



SAC FACILITIES & SAFETY MEETING
MINUTES – OCTOBER 21, 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 1:33pm Meeting adjourned at 2:20pm	
2. PUBLIC COMMENTS							
		Suggested Use for Building H: <ul style="list-style-type: none">Suzanne Freeman shared an email from Dr. Andy Gonis:<ul style="list-style-type: none">H Building demolition may lack funding.Suggested using it for CJ program base station, with ADA-compliant restrooms and office space.Requested to identify possible remodeling funds.					
3. MINUTES		DISCUSSION/COMMENTS				ACTIONS/FOLLOW UPS	
		Approval of September 16, 2025 Minutes				Moved to approve by: Suzanne Freeman 2 nd by: Alejandro Moreno	
4. ACTION ITEMS		DISCUSSION/COMMENTS					
		No action items to report.					

5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction and District Support Services Reports (Carri Matsumoto)</p> <p>Real Estate Work Group (District-Wide)</p> <ul style="list-style-type: none"> • New work group formed by Vice Chancellor Ingram. • Participants from SAC, SCC, PRC, District Support Services. • Focus: legal/administrative processes around real estate management, including: <ul style="list-style-type: none"> ◦ Leasing, surplus, short- and long-term lease procedures. • Sites under review: Digital Media Center, Bristol & 17th St. properties, and others. • First meeting: November 14. • Suzanne Freeman and Bart to participate and help share information with their campuses. <p>Sustainability Master Plan</p> <ul style="list-style-type: none"> • District-wide plan updated for 2024–2025. • Reviewed once by the Board Facilities Committee; additional info being provided. • Final board recommendation expected in November. • Upcoming sustainability tour: <ul style="list-style-type: none"> ◦ OC Sanitation Wastewater Treatment Facility ◦ Friday, October 24 for those who RSVP'd <p>Construction Updates – Joe Melendez</p> <ul style="list-style-type: none"> • Campus Entry Project: <ul style="list-style-type: none"> ◦ Appears finished but still undergoing final punch list work. ◦ Fencing expected to come down around Thanksgiving week. • Lot 11 (Utility/Storm Drain Work): <ul style="list-style-type: none"> ◦ Work completed. ◦ Reopening delayed for 30-day asphalt curing and final striping. ◦ Anticipated reopening: within a month. • Football Field Renovation: <ul style="list-style-type: none"> ◦ On track, despite prior weather delays. ◦ Rough grading and utility work completed. ◦ Turf installation to begin soon. ◦ Heavy construction activity expected for next 3 months. ◦ Construction alerts will continue to be issued. <p>Planning and Design Updates – Tae Kim</p> <ul style="list-style-type: none"> • Working with consultants on 5-Year Capital Outlay Plan. • Identifying Initial Project Proposals (IPPs) that qualify for state matching funds. • Two potential projects identified: 	

	<ol style="list-style-type: none"> 1. New Criminal Justice Academies 2. CEC project <ul style="list-style-type: none"> • Meetings with user groups to follow for planning and space assessment. 	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Student Report – Sarah Martinez Morales</p> <p>Upcoming Events</p> <ul style="list-style-type: none"> • ICC Halloween Bash – Thursday, Oct. 26, from 11:30 AM–2:00 PM. • Día de los Muertos (Day of the Dead) Altar: <ul style="list-style-type: none"> ○ Set up next Tuesday. ○ Hot chocolate and pan dulce (conchas) will be served. ○ Students and staff are invited to bring photos of loved ones to be honored at the altar. <p>Past Event</p> <ul style="list-style-type: none"> • Outtober – Awareness event promoting SAC Pride and health/safety: <ul style="list-style-type: none"> ○ Included collaboration with SAC Pride group. ○ Activities: Wall of Encouragement, Bingo, and more. • Student Government Recruitment: <ul style="list-style-type: none"> ○ Ongoing search for new ASG officers: <ul style="list-style-type: none"> ▪ Executive, Legislative, and Judicial branches. <p>Facilities Update – Shannon Kaveney</p> <ul style="list-style-type: none"> • Phillips Hall Walkway Canopy: <ul style="list-style-type: none"> ○ Structural engineer inspection completed. ○ Canopy shored up, but caution tape remains in place for safety. ○ Further review of engineer report pending. • T Building Elevator: <ul style="list-style-type: none"> ○ Paperwork underway for second opinion inspection by GMS Elevator. ○ Goal: Assess potential short-term fixes to keep elevator operational until modernization occurs. • Tree Trimming: <ul style="list-style-type: none"> ○ Completed: DMC and Sheriff’s Academy. ○ Upcoming: Centennial (coordinated for a Saturday to avoid disrupting Child Development Center). ○ SAC trimming will follow. • Campus Lighting Survey: <ul style="list-style-type: none"> ○ Survey completed ahead of time change. ○ Most parking lots and inner campus areas well-lit. ○ A few lights out, but overall lighting improved significantly. ○ Shoutout to Miguel and facilities team for their work. 	

- Hiring Updates:
 - HVAC Mechanic Interviews scheduled for Nov. 14 (last open position).
 - Custodial (2 AM) Positions:
 - Two open positions.
 - Screening committee reviewing 94 applications.
 - Custodial (2 PM) Position:
 - One open position.
 - Screening committee being formed.

Safety and Security – Lt. Mike Jensen

- Hiring Update:
 - Screening in progress for two officer vacancies.
 - Recruitment closed; committee meets Friday.
 - Goal: Have two new officers by early 2024.
- SB 98 (State Bill 98) – ICE Protocol:
 - New law signed regarding procedures if ICE visits campus.
 - Current protocol shared via campus email.
 - Subject to change as implementation evolves.

Risk Management – Don Maus

- Open Enrollment:
 - Began Monday, Oct. 20; ends Friday, Oct. 31.
 - Options:
 - Submit changes online or via American Fidelity appointment.
 - No action needed if no changes (except for FSA, which must be renewed).
- Benefits Fairs:
 - Held this week at SAC, District Office, SCC, and CEC.
- Lifeline Screenings:
 - Appointments opened for SAC.
 - Morning slots filled quickly due to fasting requirements.
 - Afternoon slots still available.
- Kaiser Wellness Series:
 - Ongoing biweekly events.
 - Today's topic: Stress Management.
 - Open to all employees.
- Injury Reports (3 Incidents):
 - Child Development Center (2 incidents):
 - Master teacher tripped and injured knee.
 - Kitchen worker cut finger while chopping carrots.
 - Grounds staff:

	<ul style="list-style-type: none"> ▪ Finger injury while trimming a tree. 	
7. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Campus Maintenance Subcommittee Status - Tyler Johnson, CSEA President</p> <ul style="list-style-type: none"> • Tyler Johnson was absent due to illness (he had emailed in advance). <p>Goals Setting Template Update - Dr. Bart Hoffman</p> <ul style="list-style-type: none"> • Dr. Hoffman was also unavailable to report (at a conference). • Goal-setting Template was scheduled for a second read. • It had already been shared with the committee during the last meeting. • Suzanne Freeman, a committee member, was asked to speak on it, but she wasn't prepped. • Consensus: The committee agreed to table the goal-setting template review until the next meeting on November 18, so it could be reviewed thoroughly. <p>Unhoused and Homelessness Update – Sgt. Don Voght</p> <ul style="list-style-type: none"> • The campus remains open, and safety officers manage interactions with homeless individuals. • Officers are trained to engage respectfully but assertively when needed. • A significant safety concern involved Salvador Duarte, who: <ul style="list-style-type: none"> ○ Had been carrying knives, threatening staff, and damaging property. ○ Resulted in a restraining order after an 8-month legal process involving multiple officers testifying. ○ Duarte is now banned from campus and within 100 yards of the involved officers for 18 months. ○ Santa Ana PD can now arrest him if he returns, under the restraining order. • Other incidents: <ul style="list-style-type: none"> ○ A person who assaulted a staff member last year has not returned in months. ○ A few others remain, but are being managed by campus safety. • Student Shower Access: <ul style="list-style-type: none"> ○ Don authored an Administrative Regulation (AR) draft to allow unhoused students to shower at F Building between 6–8 a.m. ○ Hours selected to avoid overlap with middle college and athletic use. ○ AR is under review and pending approval. • Dr. Blackburn confirmed this was in response to state legislation (though specific bill not cited). • Dr. Hubbard clarified that: <ul style="list-style-type: none"> ○ A prior AR was already written in 2019, under Student Services. 	

	<ul style="list-style-type: none"> ○ It had been vetted and sent to Chancellor's Cabinet, and any new draft should be coordinated with Student Services and follow the original process. ○ Collaboration needed with Dr. Nery and Christopher Sweeten's office moving forward. <p>Panic Button System Update – Sgt. Don Voght</p> <ul style="list-style-type: none"> • Current System Issues: <ul style="list-style-type: none"> ○ Panic buttons installed at only 11 desks on campus. ○ Also includes service request buttons, 333 (internal emergency line), and 911. ○ Each method has flaws or reliability issues. • Next Steps: <ul style="list-style-type: none"> ○ Sgt. Voght and team (including IT, Facilities Planning, Lieutenants Jensen & Prado) are working to identify the most reliable and effective emergency alert method. ○ No timeline yet, but goal is ensuring users have clarity and confidence in what happens when a panic button is pressed. • Carri Matsumoto provided helpful historical context: <ul style="list-style-type: none"> ○ Panic and service request buttons were designed for specific buildings (e.g., Science Center, Johnson Student Center, Health Sciences) around 2017, shaped by concerns like campus shootings. ○ Originally initiated by prior leadership and Chief Toni Bland. ○ Emphasized the need to now re-evaluate expectations and functionality, especially with future expansions (e.g., Dunlap Hall electronic access systems). <p>Safety & Security Training Calendar Update / Great Shakeout /A Building Fire Watch – Sgt. Robert Simmons</p> <ul style="list-style-type: none"> • Great Shakeout Drill (Oct): <ul style="list-style-type: none"> ○ Generally successful. ○ One building delayed in issuing an “all clear” due to communication gaps. ○ Issue identified: Some personnel responsible for multiple buildings caused delays. ○ Radio interference between sites (e.g., Centennial switched to Channel 5 to avoid stepping on Channel 2). • Next Evacuation Drill: Tentatively March–April 2026. • Upcoming Training: <ul style="list-style-type: none"> ○ Tabletop exercise in Irvine (Nov 13). ○ Planning for an EOC (Emergency Operations Center) open house to 	
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	<p>familiarize personnel with their roles.</p> <ul style="list-style-type: none"> • Fire Watch – A Building: <ul style="list-style-type: none"> ○ Fire systems are functioning, but temporary fire watch remains active due to pending part replacements. ○ Campus awaiting delivery and installation to lift the fire watch status. • Adi Gardea (CEC) asked about evening fire drills. <ul style="list-style-type: none"> ○ Sgt. Simmons confirmed he’s planning one for the evening/weekend crew at Centennial, and will coordinate with Dr. Kennedy for scheduling. 	
8. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<p>EV Charging Stations Update - Sgt. Robert Simmons</p> <ul style="list-style-type: none"> • Status Update: <ul style="list-style-type: none"> ○ Lot 6 EV charging stations have been updated to match Lot 11. ○ All relevant signage now reads “EV charging station parking only, 4-hour max.” ○ Consistency has been achieved across Lot 6 and Lot 11. • Notable Exception: <ul style="list-style-type: none"> ○ One van-accessible EV charging space remains labeled specifically for “van charging only.” ○ It is presumed this space is reserved for vans to accommodate disabled passengers, allowing extra room for loading/unloading near accessible parking. • Conclusion: <ul style="list-style-type: none"> ○ The signage and regulations for EV charging stations are now standardized campus-wide, with the exception of the designated van-accessible space. <p>Free Expression AR3900 – Shannon Kaveney</p> <ul style="list-style-type: none"> • Dr. Hoffman had previously addressed this item at the College Council meeting. • In Dr. Hoffman’s absence, Shannon recommended tabling the item to allow for a more in-depth discussion upon his return. • Action Taken: <ul style="list-style-type: none"> ○ Motion to Table: Made by Dr. Vaniethia Hubbard ○ Seconded by: Suzanne Freeman ○ The motion was carried with no objections noted. • Next Steps: <ul style="list-style-type: none"> ○ Item to be revisited at a future meeting when Dr. Hoffman is present. 	
9. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	

	<p>Key Access Issues:</p> <ul style="list-style-type: none"> Follow-up on prior discussion regarding campus-wide re-keying and card reader installation for Building D. <p>New Agenda Items Proposed:</p> <ol style="list-style-type: none"> Toilet Seat Repairs: <ul style="list-style-type: none"> Requested by: Dr. Kristi Blackburn Concern: Widespread issue of broken and unstable toilet seats across campus. Impact: Accessibility and safety, especially for disabled students and faculty. Goal: Discussion of potential long-term solutions. Criminal Justice Program – H Building: <ul style="list-style-type: none"> Requested by: Suzanne Freeman Concern: Status of the H Building and its impact on the CJ (Criminal Justice) program. Goal: Clarify future plans or usage of the H Building. ADA Accessible Restrooms: <ul style="list-style-type: none"> Requested by: Dr. Krystle Taylor Concern: General ADA accessibility across campus restrooms, not limited to broken seats. Goal: Campus-wide review and improvements to ADA compliance in all restrooms. 	
NEXT MEETING	November 18, 2025	

SUBMITTED BY: Norma Castillo