



SAC FACILITIES & SAFETY MEETING
MINUTES – MARCH 17, 2026
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	Carri Matsumoto
Jim Kennedy	Shannon Kaveney	Darren Hostetter	Nicole Patch		Vinh Nguyen	Sgt. Don Voght (alt)	Joe Melendez
Vaniethia Hubbard	Krystle Taylor	Alejandro Moreno	Heather Gillette			Sgt. Bob Simmons (alt)	
Jeffrey Lamb	Nicole Gallegos	Zachary Diamond	Dawn McKenna			Ofc. Jamie Vogel	
Don Maus	Matt Valerius/Bill Reardon						
Jennie Adams	Kristi Blackburn						
Bold = Present							
1. WELCOME & INTRODUCTIONS							
Welcome and self-introductions were made.						Meeting called to order at 1:31pm Meeting adjourned at 2:38pm	
2. PUBLIC COMMENTS							
<p>Accessibility Issue for Event Setup – Alejandro Moreno</p> <ul style="list-style-type: none"> • Reported issue during School of Continuing Education Student Success Conference: <ul style="list-style-type: none"> ○ Stage and wheelchair ramp were requested (submitted in October, confirmed in January). ○ Setup was not completed prior to event. ○ Campus does not own a ramp, which was only communicated the morning of the event. • Impact: <ul style="list-style-type: none"> ○ Event setup had to be modified last-minute. ○ Student panelist using a wheelchair was affected. ○ Visibility for audience reduced (panel moved to ground level). ○ Situation caused embarrassment and discomfort for student participant. 							

- Concern raised regarding:
 - Lack of communication.
 - Failure to accommodate accessibility needs despite prior request.

Chemical Storage Safety Concern – Suzanne Freeman

- Issue raised from Science/Chemistry department:
 - Staff instructed to store chemicals in fume hoods.
 - This practice is not safe or compliant.
- Key concerns:
 - Fire and life safety risk.
 - Need for proper chemical storage cabinets.
 - Possible lack of training on proper storage procedures.
- Request: Add to future agenda for discussion and resolution.

Facilities Modification Request (FMR) Delays – Kristi Blackburn

- Feedback from recent FMR training:
 - District is accepting but not processing FMRs due to capacity issues.
 - Estimated delay: 1 to 1.5 years before project review begins.
- Impact:
 - Delays in facility improvements affecting academic programs.
 - Example:
 - Mural program cannot be offered until space is restored.
 - Potential loss of students due to unavailable programs.
- Recommendation:
 - Committee consider advocating for additional district resources.
 - Improve processing capacity within District Planning.

Campus Safety Concern (Auto Burglary) – Darren Hostetter

- Incident reported:
 - Auto burglary in Lot 5 on February 19th.
 - Victim: Adjunct faculty member.
- Items stolen:
 - DSLR camera.
 - Two hard drives (contained teaching materials).
- Issues identified:
 - Surveillance footage quality insufficient to identify suspect or vehicle.
- Recommendation:
 - Evaluate and potentially upgrade campus camera systems.

3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Approval of February 17, 2026 Minutes	Moved to approve by: Shannon Kaveney 2 nd by: Kristi Blackburn
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	<p>AR 3501 Campus Security and Access (3rd Read) – Bart Hoffman</p> <p>The Administrative Regulation outlines campus security measures, building access procedures, and responsibilities related to securing facilities. This includes after-hours access, key/card access protocols, safety compliance, and coordination with Campus Safety.</p> <ul style="list-style-type: none"> • Presentation of AR3501 – Campus Security and Access <ul style="list-style-type: none"> ○ Bart Hoffman introduced AR3501 (Campus Security and Access) for a 3rd read: <ul style="list-style-type: none"> ▪ Motion to approve the third read made by Shannon Kaveney. ▪ Seconded by Dr. Kristi Blackburn. • Concerns with SimpleK System <ul style="list-style-type: none"> ○ Zachary Diamond raised a concern regarding the SimpleK system: <ul style="list-style-type: none"> ▪ Reported difficulty accessing key request functionality. ▪ Noted that the webpage appears blank aside from the header. ▪ Indicated lack of clear instructions or next steps for requesting keys. ○ Bart clarified that the issue may not require changes to AR3501 itself. <ul style="list-style-type: none"> ▪ Suggested improvements may be needed on the website/interface, not the administrative regulation. ▪ Noted that feedback would be relayed to appropriate personnel. ○ Christopher Sandoval provided clarification: <ul style="list-style-type: none"> ▪ Explained that access to SimpleK is permission-based. ▪ Indicated that only administrative assistants currently have access to submit key requests. ▪ Suggested faculty should coordinate requests through their division administrative assistants. ○ Recommendation that clearer instructions be: <ul style="list-style-type: none"> ▪ Included in campus communications, and/or posted directly on the webpage for user guidance. • Vote & Outcome <ul style="list-style-type: none"> ○ No opposition to the motion. ○ No abstentions. ○ Motion passed unanimously. ○ AR3501 (Campus Security and Access) approved on third read. 	

5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Facility Planning, Construction & District Support Services Reports – Carri Matsumoto</p> <p>Parking Lot #8 – Fire Lane Compliance Issue</p> <ul style="list-style-type: none"> • Identified issue during review with Division of the State Architect (DSA): <ul style="list-style-type: none"> ○ A previously approved fire lane (2008 plan) around the CDC building had been removed during a parking lot reconfiguration in approximately 2013. ○ The reconfiguration added parking spaces but was not submitted for DSA approval, which is required. • Current Requirement <ul style="list-style-type: none"> ○ DSA is requiring restoration of the original fire lane configuration. ○ This correction is necessary to proceed with other pending projects. • Impact <ul style="list-style-type: none"> ○ Loss of approximately 47 parking spaces that were added during the 2013 reconfiguration. <ul style="list-style-type: none"> • Parking lot must revert to the last DSA-approved plan (2008). • Additional Notes <ul style="list-style-type: none"> ○ Future reconfiguration to regain parking would require: <ul style="list-style-type: none"> ▪ A new project submission. ▪ Compliance with current (more stringent) code requirements, likely increasing costs. ○ No changes to ADA parking spaces were identified. • Project Delays & DSA Oversight <ul style="list-style-type: none"> ○ DSA conducts thorough reviews, including: <ul style="list-style-type: none"> ▪ Verification of previously approved plans. ▪ Use of aerial imagery comparisons. ○ Non-compliant past changes can: <ul style="list-style-type: none"> ▪ Delay current projects. ▪ Require corrective work before new approvals proceed. • FMR Workload & Capacity <ul style="list-style-type: none"> ○ District is experiencing significant workload and staffing challenges: <ul style="list-style-type: none"> ▪ Over 100 active projects districtwide. ▪ For SAC specifically: <ul style="list-style-type: none"> ➢ ~9–10 projects in planning/assessment. ➢ 12 projects actively in design. ➢ 5 projects pending DSA approval. ➢ 5 projects currently out to bid. ➢ 8 projects in construction. 	

- Projection of 28+ projects in construction over next 2 years.
- Staffing Constraints
 - Loss of key personnel, including a director position
 - Heavy reliance on limited support staff
 - Existing staff working overtime to manage workload
 - Ongoing need for:
 - Administrative support positions.
 - Additional project management resources.
- Consultant Challenges
 - Loss of consultant project managers has increased backlog.
 - Efforts underway to backfill these roles.
- FMR Processing Timeline
 - FMRs are still being accepted and assigned, but:
 - Assessment timelines are significantly delayed
 - Some projects may take:
 - 1–2 years for planning
 - Additional time if DSA approval is required
 - District will:
 - Prioritize projects based on:
 - Scope
 - Complexity
 - Feasibility
 - Provide preliminary feedback where possible
- Committee Discussion on FMR Prioritization
 - Bart Hoffman noted the committee has been tasked by Dr. Nery to prioritize FMRs.
 - A structured prioritization process will be developed and brought back to the committee.
 - Kristi Blackburn expressed concern over long delays impacting academic programs.
 - Highlighted need for additional district resources to support timely project completion.
 - Requested clarification on staffing needs and potential committee support.
 - Carri Matsumoto stated filling the vacant director position will help redistribute workload.
 - Primary need is additional support staff, not just project managers.
 - Current staffing levels have remained unchanged despite

	<p>increased workload.</p> <p>5-Year Capital Outlay Plan</p> <ul style="list-style-type: none"> • District is preparing the 5-year capital outlay plan (due July 1 to the state): <ul style="list-style-type: none"> ○ Includes projects typically over \$1 million. ○ Focuses on anticipated projects within the next 3–5 years. • Committee/college leadership: <ul style="list-style-type: none"> ○ Invited to review and suggest additions to the project list. • Upcoming actions: <ul style="list-style-type: none"> ○ Meetings scheduled in April to evaluate: <ul style="list-style-type: none"> ▪ Potential projects at CJA and CEC. ▪ Feasibility for state funding applications. 	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Student Report – Sarah Martinez Morales and Vinh Nguyen</p> <ul style="list-style-type: none"> • Student representatives were absent. <p>Facilities Report – Shannon Kaveney</p> <p>D. Bldg. and JSC Elevators Status and Repairs</p> <ul style="list-style-type: none"> • Shannon Kaveney reported that two active elevators are currently out of service: <ul style="list-style-type: none"> ○ D Bldg. (north side) elevator – Tyson Krupp (TKE) ○ JSC exterior elevator – Otis • Explained that both elevators are proprietary systems, meaning: <ul style="list-style-type: none"> ○ Only the original manufacturers (TKE and Otis) are authorized to perform repairs. ○ The district’s contracted vendor (SmartRise) cannot service them directly without subcontracting. • Issue Identified: <ul style="list-style-type: none"> ○ During the SmartRise contract setup, no subcontractors were listed. ○ This has created delays because: <ul style="list-style-type: none"> ▪ TKE and Otis must be individually onboarded into the district system. ▪ Purchase orders must be issued before repairs can begin. • Current Status: <ul style="list-style-type: none"> ○ Repairs are pending while vendor onboarding and paperwork are completed. ○ The district is currently dependent on external vendor timelines. • Planned Resolution: 	

- Shannon is working with Joe Melendez to:
 - Amend the SmartRise contract.
 - Allow SmartRise to subcontract TKE and Otis directly.
- This change will improve efficiency and response time for future repairs.
- L Bldg. (Library) Elevator
 - Kelvin Leeds asked a question regarding the L Bldg. elevator and its status.
 - Shannon responded the L Bldg. elevator is not a simple repair.
 - It is undergoing a full modernization process, which:
 - Requires Division of the State Architect (DSA) approval.
 - It is inherently a long timeline project.
 - Shannon clarified the distinction between the three elevators that are down:
 - L Bldg. elevator – already down and in long-term modernization.
 - D Bldg. and JSC elevators – active-use elevators that recently went down and require repair.
 - Carrie Matsumoto confirmed:
 - L Bldg. elevator is pending DSA approval.
 - T Bldg. elevator is also part of the same modernization process.
 - Shannon acknowledged both L and T elevators were submitted under the same FMR and are already moving forward through the required approval process.

Custodial Hiring Updates

- 2:00 PM – 10:30 PM Shift
 - Second-round interviews completed.
 - Two candidates received conditional job offers.
 - Candidates are currently in the onboarding process.
 - This will bring the shift close to full staffing.
- Lead Custodian Position (2PM Shift)
 - Hiring committee identified 12 qualified candidates.
 - Interviews being scheduled for:
 - April 13th or April 14th
- 2:00 AM Shift
 - One remaining custodial position open.
 - Recruitment closing date: March 27th.
- Hiring Effort Context
 - Approximately 25 hires completed.
 - Around 29 hiring committees were conducted.

- Required compliance documentation incomplete.
- Actions Taken:
 - Continuous communication with AQMD.
 - Updating records and registering all applicable equipment.
- Goal:
 - Achieve full regulatory compliance.
 - Ensure all inspected equipment is properly documented.

OC Fire Authority Inspection

- Initial inspection identified deficiencies.
 - Follow-up inspection conducted on March 12th.
- Outcome:
 - All deficiencies were corrected.
 - Campus received full approval for 2026.
- Next Step:
 - Continue with annual inspection cycle.

Inventory Management System Implementation

- Shannon introduced a new initiative led by Keisha
- System Features:
 - QR code-based inventory tracking system
 - Supplies in custodial closets are:
 - Tagged with QR codes
 - Scanned when stock is low
- System automatically:
 - Notifies leads/supervisors
 - Triggers restocking process
- Min-Max Inventory Model:
 - Establishes minimum and maximum stock levels for each item
 - Example provided:
 - If supply drops to a minimum threshold → reorder triggered
 - Supplies replenished to optimal level
- Purpose:
 - Prevent:
 - Overstocking (e.g., excessive storage of supplies)
 - Understocking (running out of essentials)
- Improve:
 - Efficiency
 - Accountability
 - Supply distribution across campus
 - Over-ordering (has been a recurring issue)

- Unnecessary stockpile of excessive materials
- Implementation Status:
 - Recently launched (within the week)
 - Includes:
 - Staff training
 - Gradual rollout across custodial closets
- Challenges:
 - Will require adjustments based on building needs
 - Larger or high-traffic buildings may require higher stock levels
- Overall benefits of the Inventory Management System:
 - QR code scanning process.
 - Automated communication to leads.
 - Controlled restocking using min-max thresholds.
 - Efficient, balanced supply distribution without waste.

Safety and Security Report – Officer James Vogel on behalf of Lt. Mike Jensen

SimpleK Process

- Will elevate the matter to Don Vogt for further research and clarification.
- No known issues currently, but follow-up communication (likely via email) will be provided.

Video Surveillance Update

- All cameras are operational.
- System is performing well and is considered a critical component of campus safety.
- Noted high satisfaction based on prior professional experience.
- Acknowledged opportunity for future improvements.

Upcoming Fire & Evacuation Drill

- Confirmed fire/evacuation drill scheduled for Thursday at 10:00 AM.
- Drill will function similarly to the Great Shakeout.
- Key details:
 - Alarm system will sound campus-wide.
 - Audio announcements expected across all buildings.
 - System testing has already been conducted; no major issues anticipated.
- Staffing & Preparedness:
 - Coordinating with Sergeant Simmons to ensure:

- Adequate staffing
 - Functional radios
 - Noise level considerations
 - Requested staff to report any concerns in advance.
- Evacuation Procedure:
 - Occupants will gather in designated outdoor areas (e.g., quad areas).
 - Emphasis on safe and organized evacuation.
- Building Coverage Concern
 - Matt Valerius notified committee:
 - Assigned Building Captain for A Bldg.
 - Will be off-site at a conference during the drill.
 - Already communicated absence via email.
 - Officer Vogel's response plan:
 - Identifying backup personnel.
 - Noted A Bldg. already has two floor wardens.
 - Attempting to secure additional volunteers.
 - Safety staff will fill in if necessary.
- Emergency Operations Center (EOC) Training Discussion
 - Kristi Blackburn reported attending recent EOC training (2 weeks prior).
 - Role identified as Planning Section lead within EOC structure.
 - Key insights:
 - Planning role acts as central coordination point ("spoke in the wheel").
 - Training was highly informative but complex.
 - Highlighted importance of team-based training rather than individual training.
 - Recommendation:
 - Conduct campus-specific (SAC) EOC training session.
 - Suggested:
 - 2+ hour session.
 - Possibly scheduled during summer.
 - Focus on roles, coordination, and real-time response.
 - Concern:
 - Without joint training, team may be unprepared during real emergencies.
 - Response to Training Recommendation
 - Sgt. Robert Simmons supported Kristi Blackburn's recommendation.
 - Proposed actions:
 - Reach out to Orange County EOC (training provider).

	<ul style="list-style-type: none"> ➤ Explore possibility of a customized, smaller-scale training for campus staff. ▪ Acknowledged challenge: <ul style="list-style-type: none"> ➤ Coordinating schedules to gather all EOC members. ▪ Reinforced importance of: <ul style="list-style-type: none"> ➤ Understanding roles ➤ Strengthening team coordination <p>Risk Management Report – Don Maus</p> <ul style="list-style-type: none"> • Don Maus reported earlier he would not be able to attend meeting. 	
7. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • No unfinished business to report. 	
8. NEW BUSINESS		ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • No new business to report. 	
9. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<ul style="list-style-type: none"> • No future agenda items. 	
NEXT MEETING	April 21, 2026	

SUBMITTED BY: Norma Castillo