



**SAC FACILITIES & SAFETY MEETING**  
**MINUTES – NOVEMBER 18, 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 (alt)	Carri Matsumoto
Vaniethia Hubbard	Krystle Taylor	Alejandro Moreno	Heather Gillette			Sgt. Bob Simmons (alt)	Tae Kim
Jeffrey Lamb	Nicole Gallegos	Zachary Diamond	Dawn McKenna				Hugo Curiel
Don Maus	Matt Valerius						Alejandro Alcala
Jennie Adams	Kristi Blackburn						David Nakagami
<b>Bold = Present</b>							

<b>1. WELCOME &amp; INTRODUCTIONS</b>			
Welcome and self-introductions were made.		Meeting called to order at 1:35pm Meeting adjourned at 3:03pm	
<b>2. PUBLIC COMMENTS</b>			
<b>Campus Accessibility Issues – Krystle Taylor</b> <ul style="list-style-type: none"><li>• Krystle expressed appreciation for the facilities team's ongoing collaboration in addressing campus accessibility issues such as:<ul style="list-style-type: none"><li>○ Elevators</li><li>○ Push bar functionality</li></ul></li><li>• Referencing a recent Chancellor's office memo, Krystle voiced enthusiasm for future collaborations to create more accessible spaces that support a sense of belonging and student success.</li></ul> <b>Concerns on behalf of Digital Media Department - Stephanie Clark, Chair</b> <ul style="list-style-type: none"><li>• Stephanie shared concerns regarding its ongoing relocation process. She highlighted issues with:<ul style="list-style-type: none"><li>○ Methodology for assigning new space</li><li>○ Concerns about leasing of existing instructional facilities without a</li></ul></li></ul>			

	concrete transition plan in place, which could impact program continuity.	
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	Approval of October 21, 2025 Minutes	Moved to approve by: Don Maus 2 <sup>nd</sup> by: Alejandro Moreno
<b>4. ACTION ITEMS</b>	<b>DISCUSSION/COMMENTS</b>	
	<p><b>December 16, 2025 Facilities &amp; Safety Committee Meeting – Bart Hoffman</b></p> <ul style="list-style-type: none"> <li>• Bart proposed to cancel the committee's final meeting of the calendar year, scheduled for December 16, 2025.</li> <li>• He stated the meeting date falls outside the contract period for faculty and other committee members, making attendance difficult.</li> <li>• Approval Motion <ul style="list-style-type: none"> <li>◦ Vaniethia Hubbard moved to cancel meeting.</li> <li>◦ Suzanne Freeman seconded the motion.</li> <li>◦ No opposition or abstentions.</li> <li>◦ Members approved to cancel December 16, 2025 unanimously.</li> </ul> </li> </ul> <p><b>Goal-Setting Template Update (2<sup>nd</sup> Read) – Bart Hoffman</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the Facilities &amp; Safety Committee Goals Setting Template. <ul style="list-style-type: none"> <li>◦ The template was developed by Institutional Effectiveness &amp; Assessment Committee (IE&amp;A) and was designed to align the work of all participatory governance committees with the broader education plan.</li> </ul> </li> <li>• Co-Chair Suzanne Freeman was recognized for her significant contributions in adapting the template for the Facilities and Safety Committee's objectives.</li> <li>• Krystle Taylor proposed a friendly amendment: <ul style="list-style-type: none"> <li>◦ Recommended adding the District ADA 504 coordinator as a key collaborator for objectives related to physical campus access, ensuring alignment with district-wide accessibility efforts.</li> </ul> </li> <li>• Approval Motion <ul style="list-style-type: none"> <li>◦ Zachary Diamond moved to approve the goals as outlined in the template.</li> <li>◦ Suzanne Freeman seconded the motion.</li> <li>◦ Members approved the goals unanimously with the amendment.</li> </ul> </li> </ul>	
<b>5. PROJECT UPDATES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	Facility Planning, Construction & District Support Services Reports – Carri Matsumoto Project Updates <ul style="list-style-type: none"> <li>• Campus Entrance Improvement</li> </ul>	

	<ul style="list-style-type: none"> <li>○ The project is substantially complete. Only minor punch-list items remain, along with preparations to re-stripe Lot 1, which will proceed as weather permits.</li> <li>● Centennial Education Center (CEC) Redevelopment <ul style="list-style-type: none"> <li>○ The City of Santa Ana has ceased negotiations regarding lease amendments.</li> <li>○ District is moving forward with planned significant improvements, including a new permanent modular building and remodeling of Building E.</li> <li>○ A study comparing the costs and benefits of a permanent modular building versus a custom stick-built structure is being finalized for presentation to campus leadership.</li> </ul> </li> <li>● Scheduled Maintenance <ul style="list-style-type: none"> <li>○ Major projects are underway, including: <ul style="list-style-type: none"> <li>■ Exterior repairs and painting at CEC</li> <li>■ Ongoing data center project</li> <li>■ Pool renovation project, which is on schedule for reopening in February.</li> </ul> </li> </ul> </li> <li>● Facility Modification Requests (FMRs): <ul style="list-style-type: none"> <li>○ T Building Elevator <ul style="list-style-type: none"> <li>■ After a second opinion confirmed that replacement parts are unavailable.</li> <li>■ A project to fully modernize the elevator has been submitted to the Division of State Architect (DSA).</li> <li>■ District has requested an expedited review due to accessibility needs.</li> </ul> </li> <li>○ T107 Lab <ul style="list-style-type: none"> <li>■ An assessment of the lab revealed unpermitted historical modifications, which have raised significant electrical and accessibility compliance concerns that require further investigation.</li> </ul> </li> <li>○ VL107 (Asian Pacific Student Program Center) <ul style="list-style-type: none"> <li>■ The project is currently under DSA review.</li> <li>■ Team is actively working with the agency to expedite the process and meet critical grant funding deadlines.</li> <li>■ Goal is to begin construction in the summer.</li> </ul> </li> </ul> </li> <li>● Sustainability Update – Alejandro Alcala, Energy Sustainability Manager <ul style="list-style-type: none"> <li>○ Master Plan <ul style="list-style-type: none"> <li>■ The Sustainability Master Plan was recently approved by the</li> </ul> </li> </ul> </li> </ul>	
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	<p>Board of Trustees.</p> <ul style="list-style-type: none"> <li>○ Reporting <ul style="list-style-type: none"> <li>▪ All state-mandated energy reports have been successfully submitted.</li> </ul> </li> <li>○ Initiatives <ul style="list-style-type: none"> <li>▪ Ongoing initiatives include HVAC system optimization, the development of an RFP for a district-wide stormwater management plan, and coordination for the delivery of new campus compost bins.</li> </ul> </li> <li>● Fire Life Safety Systems Update – David Nakagami, Fire Life Safety Systems Manager <ul style="list-style-type: none"> <li>○ Testing <ul style="list-style-type: none"> <li>▪ A robust annual fire system testing schedule is planned for December and January. <ul style="list-style-type: none"> <li>➢ May involve audible alarms and visible activity.</li> </ul> </li> <li>▪ The quarterly sprinkler inspection scheduled for March. <ul style="list-style-type: none"> <li>➢ Will be conducted without audible alarms and should not impact campus operations.</li> </ul> </li> </ul> </li> <li>○ Elevator Permits <ul style="list-style-type: none"> <li>▪ Shannon Kaveney clarified that while all elevator inspections and service contracts are current, the official posting of permits is often delayed by the state agency responsible for their issuance.</li> </ul> </li> <li>○ Ongoing Projects <ul style="list-style-type: none"> <li>▪ A fire watch remains in effect in Building A due to the need for damper replacements. The repair project has been scoped and is set to go to bid shortly.</li> </ul> </li> </ul> </li> </ul>	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Student Report – Sarah Martinez Morales</b></p> <p><b>Successful Events</b></p> <ul style="list-style-type: none"> <li>● A successful town hall meeting was held with Campus Safety to discuss proposed changes to student parking permit fees.</li> <li>● The Interclub Council (ICC) hosted a well-attended club fair.</li> </ul> <p><b>Upcoming Events</b></p> <ul style="list-style-type: none"> <li>● An ASG President's Town Hall with Dr. Nery and ASG President Kimberly is scheduled for Tuesday, December 2nd.</li> <li>● The "Feel for Finals" de-stress event will take place on December 2nd and 3rd, offering free snacks, testing materials, and stress-relief puppies for students.</li> </ul>	

	<p><b>Facilities Report – Shannon Kaveney</b></p> <ul style="list-style-type: none"> <li>• The campus-wide tree trimming project is ongoing but has experienced some delays due to recent rain.</li> <li>• The hiring process for open HVAC technician and custodial positions is nearly complete.</li> <li>• Following the completion of a structural assessment of the canopy walkway near Phillips Hall, the team is now developing a plan for its repair or demolition.</li> </ul> <p><b>Safety and Security Report – Lt. Mike Jensen</b></p> <ul style="list-style-type: none"> <li>• Staffing: He is currently serving as the Interim Chief of Campus Safety. The department has selected three new officer candidates, and their hiring is expected to bring the department to full staffing for the first time in several years.</li> <li>• AR 3501 (Key &amp; Access Control): This was presented as an informational item. The only proposed change to the administrative regulation is to remove the "pilot program" designation, making it a permanent regulation for campus key and electronic access control.</li> </ul> <p><b>Risk Management Report – Don Maus</b></p> <ul style="list-style-type: none"> <li>• Only one minor employee injury has been reported since the last meeting.</li> <li>• The Lifeline health screenings for benefits-eligible employees are currently underway on campus, with excellent turnout and positive feedback.</li> <li>• Several committee members participated in a multi-agency emergency preparedness tabletop exercise focused on a wildfire scenario. The event, which included representatives from local K-12 districts, colleges, and city emergency services, was described as a highly valuable experience.</li> </ul>	
<b>7. UNFINISHED BUSINESS</b>	<p><b>DISCUSSION/COMMENTS</b></p> <p><b>Dissolution of Campus Maintenance Subcommittee Status – Bart Hoffman</b></p> <ul style="list-style-type: none"> <li>• The committee discussed the status of the Campus Maintenance Subcommittee, which has been dormant.</li> <li>• CSEA 579 President Tyler Johnson addressed the committee, stating that CSEA had serious concerns with the subcommittee's charge.</li> <li>• He explained that its responsibilities—including establishing maintenance priorities and tracking outcomes—infringed upon the classified staff's collective bargaining agreement, fell under the purview of management, and could potentially become punitive towards employees.</li> </ul> <p><b>Motion</b></p> <ul style="list-style-type: none"> <li>• Shannon Kaveney moved to dissolve the Campus Maintenance Subcommittee.</li> <li>• Second: Suzanne Freeman seconded the motion.</li> </ul>	<b>ACTIONS/FOLLOW UPS</b>

	<ul style="list-style-type: none"> <li>Discussion: During the discussion, members including Matt Valerius and Dr. Vaniethia Hubbard expressed support for the dissolution while also emphasizing the need to maintain a formal venue for discussing campus maintenance issues. They proposed adding a standing item to the main committee's agenda to ensure these topics continue to be addressed.</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>The motion to dissolve the subcommittee passed unanimously.</li> <li>A subsequent discussion on the specifics of creating a new standing agenda item for maintenance issues was tabled due to time constraints.</li> <li>By direction of the Co-Chair, this item will be added to the agenda for the next committee meeting for further discussion.</li> </ul>	
8. NEW BUSINESS	<p><b>EV Charging Stations Update - Sgt. Robert Simmons</b></p> <ul style="list-style-type: none"> <li>Status Update: <ul style="list-style-type: none"> <li>Lot 6 EV charging stations have been updated to match Lot 11.</li> <li>All relevant signage now reads "EV charging station parking only, 4-hour max."</li> <li>Consistency has been achieved across Lot 6 and Lot 11.</li> </ul> </li> <li>Notable Exception: <ul style="list-style-type: none"> <li>One van-accessible EV charging space remains labeled specifically for "van charging only."</li> <li>It is presumed this space is reserved for vans to accommodate disabled passengers, allowing extra room for loading/unloading near accessible parking.</li> </ul> </li> <li>Conclusion: <ul style="list-style-type: none"> <li>The signage and regulations for EV charging stations are now standardized campus-wide, with the exception of the designated van-accessible space.</li> </ul> </li> </ul> <p><b>Free Expression AR3900 – Shannon Kaveney</b></p> <ul style="list-style-type: none"> <li>Dr. Hoffman had previously addressed this item at the College Council meeting.</li> <li>In Dr. Hoffman's absence, Shannon recommended tabling the item to allow for a more in-depth discussion upon his return.</li> <li>Action Taken: <ul style="list-style-type: none"> <li>Motion to Table: Made by Dr. Vaniethia Hubbard</li> <li>Seconded by: Suzanne Freeman</li> <li>The motion was carried with no objections noted.</li> </ul> </li> <li>Next Steps: <ul style="list-style-type: none"> <li>Item to be revisited at a future meeting when Dr. Hoffman is present.</li> </ul> </li> </ul>	ACTIONS/FOLLOW UPS

9. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	<p><b>Key Access Issues:</b></p> <ul style="list-style-type: none"> <li>Follow-up on prior discussion regarding campus-wide re-keying and card reader installation for Building D.</li> </ul> <p><b>New Agenda Items Proposed:</b></p> <ol style="list-style-type: none"> <li>1. Toilet Seat Repairs: <ul style="list-style-type: none"> <li>Requested by: Dr. Kristi Blackburn</li> <li>Concern: Widespread issue of broken and unstable toilet seats across campus.</li> <li>Impact: Accessibility and safety, especially for disabled students and faculty.</li> <li>Goal: Discussion of potential long-term solutions.</li> </ul> </li> <li>2. Criminal Justice Program – H Building: <ul style="list-style-type: none"> <li>Requested by: Suzanne Freeman</li> <li>Concern: Status of the H Building and its impact on the CJ (Criminal Justice) program.</li> <li>Goal: Clarify future plans or usage of the H Building.</li> </ul> </li> <li>3. ADA Accessible Restrooms: <ul style="list-style-type: none"> <li>Requested by: Dr. Krystle Taylor</li> <li>Concern: General ADA accessibility across campus restrooms, not limited to broken seats.</li> <li>Goal: Campus-wide review and improvements to ADA compliance in all restrooms.</li> </ul> </li> </ol>	
NEXT MEETING	February 17, 2026	

SUBMITTED BY: Norma Castillo