



SAC FACILITIES & SAFETY MEETING
MINUTES – MAY 19, 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 1:32pm Meeting adjourned at 2:34pm	
2. PUBLIC COMMENTS							
		Stairwell Cleanliness – Suzanne Freeman - Suzanne reported receiving multiple complaints from faculty regarding stairwell cleanliness, particularly in the L Building. - She stated that once the initial concern was raised, additional faculty members approached her with similar concerns about stairwells across campus. - Concerns specifically involved interior stairwells that faculty believed required additional cleaning and maintenance attention. - Suzanne noted that some employees had already submitted work orders regarding the issue several months earlier but had not received follow-up communication or updates. - Jim Kennedy asked Paul Vernola to coordinate with custodial staff and provide an update regarding the stairwell cleaning concerns.					

	• Paul Vernola explained that custodial-related cleaning requests are generally handled separately from maintenance work orders and asked whether the concerns involved interior or exterior stairwells. • Suzanne clarified that the complaints specifically involved interior stairwells. • Paul stated he would review the issue and investigate the status of any existing work orders related to stairwell cleaning. • Jim Kennedy confirmed that either Paul Vernola, Keisha, or administration would follow up with Suzanne Freeman regarding the matter and provide an update.	
3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Approval of April 21, 2026 Minutes	Moved to approve: Zachary Diamond 2 nd by: Suzanne Freeman Abstention: Jim Kennedy
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	Approval of 2026–2027 Meeting Calendar – Suzanne Freeman • Suzanne Freeman presented the proposed 2026–2027 Facilities Committee calendar. Motion • Motion to approve: Alejandro Moreno. • Seconded: Kristi Blackburn. Vote • Motion passed unanimously with no opposition. • Committee agreed to revisit the December meeting schedule next semester. Safety & Security Training Calendar – Robert Simmons Great ShakeOut Earthquake Drill • Scheduled for October 15 at 10:15 a.m. District Safety Orientation • Centennial Education Center ◦ Scheduled for Wednesday, August 12, 2026 Lockdown Drill • Centennial Education Center ◦ Scheduled for August 13, 2026 2027 Evacuation Drill Discussion • Proposed dates: ◦ February 24, 2027 ◦ March 3, 2027 • Purpose:	

- Conduct drill on a Wednesday to complement Thursday Great ShakeOut schedule.
 - Allow participation across varying class schedules.
- Committee Consensus
 - February 24, 2027 selected as preferred evacuation drill date.

Welding Building Restroom Update – Paul Vernola

- Restroom in J & K Buildings converted to:
 - Women’s restroom only
- ADA-compliant signage installed.
- Door to remain unlocked during school hours.

JSC Elevator Update – Paul Vernola

- Elevator has been out of service since March 3.
- Repair delayed due to:
 - Proprietary software requirements
 - Need to use Otis Elevator Company
 - No existing district contract with Otis
- Purchase Order was recently completed.
- Otis technicians scheduled to arrive on campus between 6–7 a.m. the following morning.
- Anticipated repair completion:
 - By the following afternoon if all goes as planned.

Program Review & Facilities RAR Prioritization Process – Suzanne Freeman

Background

- Suzanne Freeman and Dr. Hoffman met with Dr. Nery regarding:
 - Review of facilities-related RAR requests.
- Committee tasked with developing:
 - A prioritization rubric
 - Ranking categories:
 - High priority
 - Medium priority
 - Lower priority

Purpose of Rubric

- Ensure prioritization considers:
 - Health and safety needs
 - Accreditation requirements
 - High-enrollment gateway programs

	- o Facility and space demands Committee Discussion Highlights • Kristi Blackburn asked: - o How departments would be informed. - o Whether priorities could be revisited for emergent issues. - o How requests would differ from regular maintenance work. • Suzanne Freeman clarified: - o Process focuses on programmatic facility requests rather than routine maintenance. - o Departments will present and justify requests. Timeline Discussion • Committee discussed: - o Need for a workgroup - o Timeline for implementation - o Coordination with RAR funding cycles Workgroup Formation/Proposed Composition • 4 Administrators • 4 Faculty • 4 Classified Professionals • Student representation to be included when possible Interested Participants • VP of Administrative Services • Suzanne Freeman • Zachary Diamond • Darren Hostetter • Kristi Blackburn • Matt Valerius • Alejandro Moreno • Paul Vernola/Shannon Kaveney • Nicole Patch Workgroup Meeting Planning – Tentative Schedule • Initial workgroup meeting scheduled for: - o August 13, 2026 at 9:00 a.m. - o During Flex Week • Meeting expected to last approximately 45 minutes. Initial Workgroup Goals • Develop project timeline. • Review and refine proposed rubric. • Discuss presentation process for departments.	
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5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Facility Planning, Construction & District Support Services Reports – Joe Melendez • The report included updates on: ○ Capital projects ○ Scheduled maintenance projects ○ Facility modification requests ○ ADA transition planning ○ District-wide access control and key projects ○ Unfunded projects ○ State Chancellor’s Office deadlines ○ Real estate and capital planning ○ Energy and sustainability ○ Fire life safety Centennial Education Center (CEC) Projects • The Centennial Education Center redevelopment remains one of the district’s two major projects. • Progress has been made on schematic design programming in collaboration with Dr. Kennedy and the campus team. • Building B replacement planning includes: ○ Relocation of the ITS telecom hub currently housed in Building B ○ Relocation of the fire alarm/life safety system before demolition work begins • Planning continues for a new culinary arts program in Building E. • The district is also coordinating with the city regarding shared property improvements and a \$1 million shared contribution project affecting both district and city property. Scheduled Maintenance Projects • Building A data center HVAC replacement project is currently in the bid phase. • Additional HVAC replacement work is planned at CEC, including Buildings C, D, and F. • Joe Melendez reported that the Santa Ana College pool renovation project has been completed and turned over for campus use. • Building G HVAC replacement project is progressing through contract review after bidding. Child Development Center (CDC) Barrier Removal Project • ADA barrier removal and restriping work is planned for the Child Development Center parking area. • Existing striping will be removed to restore required fire access routes per	

	Division of the State Architect (DSA) and Fire Marshal requirements. • Matt Valerius asked when the project would begin. • Joe Melendez stated the project is expected to begin during the fall semester and coordination is ongoing with Jennifer Linnell's team. Facility Modification Requests • Numerous facility modification requests are being processed for both colleges. • Joe Melendez requested continued communication regarding project priorities. • Current projects include: ◦ Kinesiology branding project moving into design ◦ Building P stage rigging project with a project manager assigned ◦ Completion of the football field renovation project ◦ Building K canopy project moving forward after contract completion ◦ Building T elevator project bids being received that afternoon Building T Elevator and Renovation • DSA review for the Building T elevator project has been completed. • Following board approval and contract processing, the elevator installation will proceed. • Joe Melendez noted that the full Building T renovation is expected to require approximately one additional year of work. ADA Transition Planning • ADA transition work continues districtwide. • ADA improvements are incorporated into projects whenever feasible and budget allows. • Districtwide ADA transition completion currently stands at approximately 39%. Access Control and Key Projects • More than half of Santa Ana College has been re-keyed under the new Medeco standard. • Joe Melendez acknowledged the collaboration of District Safety staff and campus partners. • Building D access control improvements, including card readers on all floors, are scheduled for board review on June 8. Unfunded Projects and State Deadlines • Informational updates were provided regarding districtwide unfunded facility needs. • The 5-Year Capital Plan is scheduled for board approval on June 8th. • Reportable state projects include: ◦ Synthetic football field project ◦ Building canopy project ◦ CEC Renovation Replacement Phase 1	
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	Initial Project Proposals (IPPs) • Certain state-funded project proposals, including Criminal Justice and CEC proposals, will be deferred this year pending additional enrollment data review. • Joe Melendez clarified that the projects are not canceled but postponed for future consideration. Real Estate and Capital Planning • Joe Melendez reviewed state facility requirements related to K-12 occupancy within community college facilities. • He explained that K-12 occupancy classifications trigger stricter life safety and seismic upgrade requirements under the Field Act and DSA regulations. Energy and Sustainability • Energy and sustainability efforts continue in collaboration with Alejandro Alcala and related workgroups. • Ongoing projects include: ○ HVAC optimization districtwide ○ Lighting sensor projects ○ Energy benchmarking and reporting ○ Microgrid feasibility studies at Santiago Canyon College for backup power improvements Fire Life Safety • Facilities Planning & Construction continues oversight of district fire alarm and fire protection systems. • Routine inspections, testing, maintenance, and staff training continue districtwide. • Joe Melendez clarified that Building A fire dampers are operational and only require installation of access panels for inspection access.	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Student Report – Vinh Nguyen/Sarah Martinez Morales • No student representative was in attendance. Facilities Report – Paul Vernola Staffing and Operations • M&O is onboarding three new custodians to help support campus operations and cleanliness. Campus Compliance and Repairs • The campus successfully passed the SWAC inspection with only four or five repairs needed for compliance. • The D Building north elevator remains out of service due to proprietary	

	software issues; a purchase order was issued and repair coordination with TK Elevator is underway. • Lighting upgrades are being completed in D Building restrooms to improve visibility following complaints about poor lighting. HVAC and Infrastructure Improvements • New compressors were installed in the T Building air handlers using a crane. • Staff anticipate air conditioning service restoration by Thursday. Grounds and Landscaping • Grounds staff purchased approximately 140 plants to improve landscaping and fill empty planting areas around campus. Classroom and Campus Lighting Upgrades • Lighting improvements were completed in A Building classrooms 205 and 215 to improve visibility of classroom whiteboards. • Additional classrooms remain scheduled for lighting upgrades. • Parking lot lighting repairs are underway to improve campus safety and visibility. Campus Community Support • M&O staff assisted with rescuing a baby duck trapped in an irrigation drain near the JSC Building and safely reunited it with its family. Safety and Security Report – Sgt. Don Voght Staffing Updates • Campus Safety recently hired two new dispatchers who are currently in training and expected to begin active duty within one to two weeks. • The department has reached full staffing for officers for the first time in several years. • Two retirements, and a possible third retirement, are anticipated this summer. • Recruitment efforts for additional officers are expected to begin during the summer. • Two new reserve officers were hired within the last several months to assist with staffing coverage. Communication Enhancements • The district is implementing a new “333” phone system feature that allows employees to contact Campus Safety directly through office phones. Re-Keying Project • Re-keying efforts at Santa Ana College are approximately halfway complete. • Buildings C, N, and P have been completed as part of the re-keying project. • The next phase of re-keying will focus on athletics facilities, including: ◦ Gymnasium	
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	○ Buildings E and F ○ Athletic field gates • Building D will be addressed following completion of the athletics facilities. Access Control Improvements • Five new access-controlled doors with card readers were installed in the Administration Building. • Door schedules and access permissions will be implemented beginning the following week, with extended access based on assigned cardholder groups. Risk Management Report – Don Maus • No report provided – Don Maus was absent.	
7. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Suggestions to Rename Cesar Chavez Building (Building A) – Suzanne Freeman • Suzanne Freeman reported that multiple committees submitted recommendations regarding the Cesar Chavez Building. • Dr. Nery is forming a workgroup to review recommendations and determine next steps for the building. • Kristi Blackburn stated that appointments to the workgroup are still pending and that she hopes to hold the first meeting before the end of the spring term. • Kristi emphasized the importance of restoring artwork and improving the appearance and atmosphere of the building area.	
8. NEW BUSINESS		ACTIONS/FOLLOW UPS
	• No new business to report.	
9. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	• No future agenda items.	
NEXT MEETING	September 15, 2026	

SUBMITTED BY: Norma Castillo