



SAC FACILITIES & SAFETY MEETING
MINUTES – SEPTEMBER 15, 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
Jim Kennedy, Co-Chair		Suzanne Freeman, Co-Chair		Steve DeMaria	TBD	Mike Jensen	Carri Matsumoto
Jim Kennedy	Shannon Kaveney	Mike Busch	Darren Hostetter	Mark Ou		Don Voght (alt)	Joe Melendez
Vaniethia Hubbard	Krystle Taylor	Zachary Diamond	Alejandro Moreno			Bob Simmons (alt)	Alejandro Alcala
Jeffrey Lamb	Nicole Gallegos	Heather Gillette	Nicole Patch				Jaime Vejar
Don Maus	Kristi Blackburn/Bill Reardon (alt)						
Jennie Adams							
Bold = Present							
1. WELCOME & INTRODUCTIONS							
		Welcome and self-introductions were made.				Meeting called to order at 1:30pm Meeting adjourned at 3:01pm	
2. PUBLIC COMMENTS							
		Classroom Maintenance Concerns – Suzanne Freeman - Suzanne raised concerns regarding classroom maintenance requests from Criminal Justice. - She reported receiving several phone calls in recent weeks regarding difficulties with submitting and tracking maintenance requests. - Faculty had reportedly been instructed to use a process other than the standard work order request system to report maintenance issues. - Suzanne indicated that this change had created uncertainty regarding the appropriate process for submitting maintenance requests.					
		Work Order Tracking and Status Updates – Suzanne Freeman Faculty expressed a desire for a process that would allow them to monitor the					

	status of their maintenance requests. - Suzanne compared the desired process to a help desk system, where: - A request can be submitted. - The request can be tracked. - The person submitting request can receive an update when work has been completed. - She noted that this concern had also been raised during the previous semester and had resurfaced following the Committee's planning meeting. - She emphasized that the Committee should be aware of the issue because faculty have been seeking clarification regarding how maintenance requests should be submitted and monitored. Current Work Order Process - Jim Kennedy asked whether there was a reason faculty were no longer using the standard work order request process. - Shannon Kaveney explained he was prepared to provide a report regarding work orders generally, including the current process and procedures. - He indicated that his standing report would address the concerns raised during public comments.	
3. MINUTES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Approval of May 19, 2026 Minutes	Moved to approve: Zachary Diamond 2 nd by: Shannon Kaveney Abstention: Krystle Taylor
4. ACTION ITEMS	DISCUSSION/COMMENTS	
	Review Committee Goals Worksheet – Suzanne Freeman - Suzanne introduced the Committee's goals discussion and reviewed the Goals Worksheet carried forward from the previous year. - Members were asked to review the existing goals and consider priorities for the upcoming year. - Suzanne clarified that the goals on the worksheet were developed for the Committee's report from the prior year and are intended to continue into the current year. Emergency Funding for Urgent Repairs – Suzanne Freeman - Suzanne proposed that the Committee continue exploring a process for establishing funding and contracting mechanisms to address urgent facility needs, such as: - Plumbing issues - Electrical problems	

	○ Non-functioning doors ○ Other unforeseen facility repairs requiring an expedited response • She noted that the Committee had previously discussed establishing funding for emergency needs but had been advised that the District could not establish such a process because it did not have a designated emergency category. • Suzanne stated that the State Chancellor’s Office has a process for addressing these types of needs and that other government agencies and colleges have similar mechanisms. • She explained that the primary challenge would be establishing the appropriate contracts and purchase orders in advance so that funds could be accessed quickly when an urgent need arises. • Suzanne proposed making this effort a Committee goal for the upcoming year, particularly to avoid lengthy delays in addressing urgent repairs. District Funding and Contracting Process • Jim Kennedy clarified that funding is available for emergency repairs through Planning & Budget, and that the District also has approximately \$4 million in contingency reserves that may be utilized. • He identified the primary issue as establishing appropriate open purchase orders/contracts to allow urgent work to be completed quickly. • Carri Matsumoto explained that the District's existing maintenance contracts could potentially be structured to include an allowance for urgent work. • She described a process in which: ○ Routine maintenance services would be competitively solicited. ○ The resulting contract could include a designated allowance for specified urgent needs. ○ The contract would identify what the allowance could and could not be used for. ○ Emergency response requirements could be incorporated into the solicitation, such as a specified response time. ○ Appropriate approval would still be required before utilizing the allowance. • Carri clarified that the District cannot establish open POs for general electrical, plumbing, or other trades without an appropriate contracted scope of work. • She noted that the District Office has successfully incorporated allowances for urgent HVAC repairs into existing maintenance contracts. Potential Vendor Contracts • Carri recommended identifying the College's known facility failure points and establishing ongoing contracts with appropriate vendors. • She noted that certain issues, such as automatic door repairs, may require	
--	---	--

	contracts with multiple vendors rather than a single provider. • The Committee discussed the possibility of establishing similar arrangements for other specialized equipment or services when necessary. • Carri indicated that the appropriate contracting approach would depend on the scope of work and anticipated cost, including whether the anticipated expense falls below or above applicable bid thresholds. Equipment Repair • Zachary Diamond asked whether the proposed emergency contracting process would also apply to essential departmental equipment, such as welding extraction systems, presses, or automotive equipment. • Carri explained that the College could develop separate solicitations or contracts for specialized equipment services if needed, depending on the type of service and dollar amount. • She recommended identifying the specific scope and anticipated costs so that the appropriate contracting path could be determined. Goal Affirmed • Jim Kennedy indicated that the Committee should continue exploring the proposed emergency repair contracting process and requested assistance from the District Facilities team. • Suzanne noted that she had shared information in the meeting chat regarding Orange County's emergency preparedness contracts as a potential reference. • The Committee discussed whether the emergency repair initiative should be formally adopted as a goal/project for the upcoming year. Motion • Motion to affirm the Committee's goals: Kristi Blackburn • Seconded: Alejandro Moreno Vote • The Committee affirmed the goals for the upcoming year. Emergency Repair Contracting Workgroup • Jim Kennedy proposed forming a small workgroup to further develop the emergency repair contracting process. • The workgroup will explore establishing appropriate agreements/contracts that would allow the College to respond more quickly to urgent facility needs. • Jim Kennedy, Suzanne Freeman, and Shannon Kaveney agreed to participate. • Carri Matsumoto indicated that either she or Joe Melendez would participate from the District Facilities team. • Additional Committee members were invited to participate. Next Steps	
--	--	--

	• Norma Castillo was asked to coordinate and schedule the workgroup meeting. • The College will continue working with District Facilities to identify an appropriate contracting mechanism and determine potential funding and allowance amounts for urgent repairs. Membership for Current Academic Year – Jim Kennedy • Jim Kennedy presented the Facilities & Safety Committee membership for the current academic year. • Members were asked to review the membership list and notify the Committee if any information appeared incorrect or needed to be updated. • No changes or corrections were raised during the discussion.	
5. PROJECT UPDATES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Facility Planning, Construction & District Support Services Reports – Carri Matsumoto • Carri Matsumoto reviewed the Facilities project update format. • Projects are organized by phase, with updates from the prior meeting shown in blue. • The Facilities Department currently has 131 projects, including capital projects, scheduled maintenance, FMRs, fire life safety, and real estate projects. • Carri reviewed the capital project process, including planning, design, DSA approval, bidding, Board approval, construction, and closeout. • College and user-group feedback is incorporated through design development. After design development approval, scope and plan changes are limited as the project moves into construction documents. • Cost estimates are updated throughout design and again during the construction document phase. • Fixtures, Furnishing, & Equipment (FF&E) is reviewed during the construction document phase. Centennial Education Center Project – Phase 1 • The CEC project is currently SAC's highest-priority project. • Phase 1 includes: ◦ Building B replacement ◦ Building E Culinary kitchen renovation ◦ South Campus Pathway improvements • The City of Santa Ana will receive a \$1 million contribution for improvements adjacent to the lease boundary. • The projects are being managed separately to prevent delays between scopes.	

- Telecommunications infrastructure must be relocated from Building B to Building A before related work can proceed.
- Interim housing needs are also being evaluated.

Project Status

- Building B is moving into design development.
- The Culinary kitchen is also in design development and is slightly ahead of the other scopes.
- The schematic design package was submitted to the City of Santa Ana for review.
- DSA plan reviews are taking longer due to increased statewide workload.

Parking Lot 8

- Parking Lot 8 is scheduled for restriping during winter break.
- DSA requires restoration of the 2008-approved fire lane.
- The restriping will reduce parking by approximately 55 spaces.

Scheduled Maintenance

- The District received \$3.4 million in state scheduled maintenance funding for SAC, SCC, and the District Office.
- Project plans are being developed to meet the state deadline.
- Several prior scheduled maintenance projects remain underway and are being prioritized due to previous delays and expiring extensions.
- SAC projects include HVAC, roofing, fire protection, and ADA path-of-travel improvements.

Facility Modification Requests (FMRs) – Current Status

- FMRs have been reorganized by project phase.
- The District Facilities Department lost approximately six staff members and is using consultants to address staffing shortages.
- Delays are expected for some FMRs due to limited resources.
- Existing FMRs have been reviewed; some still require budget development and assessment.

Project Phases

- Several FMRs are in design.
- One project, the Building L elevator, is awaiting DSA review.
- Three projects are in bidding.
- Two projects are under construction: K Canopy and Building T elevator.
- Completed projects will show final expenditures after all contracts are closed.

Remaining funds are returned to the campus.

ADA and Access Control

ADA

- Approximately 41% of SAC's ADA Transition Plan deficiencies were complete as of August 20, 2026.

Access Control

- The SAC re-key project is nearing completion.
- Electronic access control work at Building D will include ADA door and hardware upgrades.
- SCC's Medeco re-keying project will follow the SAC project.
- District-wide electronic access control needs exceed \$100 million.
- Other identified unfunded needs include approximately \$20 million for fire life safety and \$105 million for safety and security infrastructure.

Facilities Planning

- The space inventory request is due October 5, 2026.
- The District's five-year capital plan was submitted July 1, 2026.
- Facilities is reviewing potential state funding opportunities for projects at CEC and Criminal Justice.
- The five-year scheduled maintenance plan is due at the end of October 30, 2026.
- No new real estate matters were reported.

Sustainability and EV Charging Stations

Sustainability Committee

- The Committee was soliciting ideas for educational field trips.
- She mentioned that a field trip was conducted the previous year.
- The field trips are open to more than just Sustainability Committee members.

EV Charging Stations

- The current EV charging rate is \$0.25 per kWh and does not cover operating costs.
- Estimated break-even rates are \$0.29 per kWh for FY 2025-26 and \$0.30 per kWh for FY 2026-27.
- Carri requested Committee feedback on establishing a new district-wide rate.
- A multi-year rate was discussed instead of annual rate changes.
- Mark Ou suggested tying the rate to actual operating costs.
- Alejandro Alcala explained that EV charging requirements are based on

	applicable CalGreen Code requirements, including parking and electrical demand. • Alejandro Moreno raised concerns regarding enforcement of the four-hour charging limit and recommended reviewing overall usage and availability. • Alejandro Alcala will provide the estimated annual financial impact of the current rate at a future meeting. Follow-Up • Suzanne Freeman will bring the proposed rate change to the Academic Senate for faculty feedback. • Student feedback will also be requested. • The Committee will continue the discussion at its next meeting. Dunlap Amphitheater Shade Structure • Vaniethia Hubbard asked about the status of the Dunlap Amphitheater shade structure. • Carri reported that the project is in the design phase and has been separated from other projects. • The scope and budget have changed. • A workgroup meeting is planned for October to review the revised scope, budget, and schedule. Criminal Justice Testing Site • Bill Reardon asked how the FMR for a testing site accommodating a non-burn/Biddle Tower could be prioritized. • Jim Kennedy stated that the Committee would discuss prioritization of large-scale facilities requests later in the meeting. • The Criminal Justice request will be included in that discussion.	
6. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Student Report – TBD • No student representative was in attendance. Facilities Report – Shannon Kaveney Facilities Projects • SAC re-keying project is underway at Building T; first-floor work is in progress, with second-floor work scheduled. • Tree-trimming job walk was completed September 3 for SAC, Centennial, and DMC. Contract award is in process. • Larger parking lots may be scheduled for after-hours or weekend work.	

- Two fallen coral trees were addressed in Parking Lots 7 and 9. One tree was removed; the second is under evaluation.
- Grounds staff are also planning landscaping and cleanup improvements.

Electrical Transformers

- Job walk was held for preventive maintenance of SAC electrical transformers, but no contractors attended.
- Facilities is identifying additional high-voltage contractors and may repost the job walk.
- The goal is to establish preventive maintenance for the campus electrical transformers.

Registrar of Voters

- Registrar of Voters will be on campus October 29, 2026 – November 4, 2026 at the SAC Small Gym and Centennial Education Center.

M&O Staffing

- Grounds/utility, trades, and HVAC positions are filled.
- Four custodial positions remain open:
 - Custodian, 2:00 p.m. shift
 - Lead Custodian, 2:00 a.m. shift
 - Senior Custodian, 6:00 a.m. shift
 - Senior Custodian, 2:00–10:30 p.m. shift
- Screening committees are being coordinated.

Work Requests

- From June 1, 2026 – September 1, 2026, M&O received 956 work requests and completed 867; 89 remained open.
- Staff are being asked to close work orders daily when possible and review them weekly.
- Since January 26, 2026, M&O has completed 2,362 work orders, averaging approximately 295 per month.
- All work, including custodial requests and smaller requests, should be submitted through the work-order system so it can be tracked.
- Users can submit requests through the wrench icon on their desktop.
- Work requests are assigned to the appropriate technician and the requester receives an email when the work is completed.
- If work is incomplete, the requester can decline the completion notice and M&O will follow up.

- Separate work orders should be submitted for separate jobs so they can be assigned to the appropriate staff.
- IT-related requests should be submitted through the ITS help desk.
- M&O will continue using work orders to track and document campus work.

Safety and Security Report – Mike Jensen

Staffing

- Recruitment is underway for three Senior District Safety Officer positions.
- Applications have closed; screening is in progress, with interviews expected in mid-October.

Emergency Preparedness

- Phillips Hall/Carin Jacobs evacuation drill scheduled for September 17, 2026 to address evacuation procedures during theater productions and other programs.
- Great ShakeOut earthquake drill scheduled for October 15, 2026 at 10:15am District-wide reminders will be sent.
- Spring evacuation drill scheduled for February 27, 2027.

Parking Permit Revenue

- District Safety reported operating at a loss in parking permit sales and noted budget concerns regarding additional losses.

Risk Management Report – Don Maus

Employee Injuries

- Five employee injuries were reported:
 - Employee tripped and fell while walking between buildings; no area hazards were identified.
 - Filing cabinet tipped over onto an employee; cabinets were subsequently secured.
 - Employee fell from a chair after the chair back failed; the chair was removed from service.
 - Employee slipped on oil leaking from a lift at the Criminal Justice Training Center; the lift was removed for repair.
 - CEC custodian strained his back while moving pallets.

COVID-19 Guidance

- COVID-19 is currently addressed under the same guidance as other respiratory

	illnesses. • Employees should stay home while sick and until fever-free for 24 hours without medication and symptoms are improving. • Masking for five additional days around others is recommended. • There are no COVID-specific requirements for masking, notifications, contact tracing, or room sanitization. Keenan Inspections • Summer re-inspections by Keenan were completed successfully. • Don Maus thanked M&O for its work in addressing inspection requirements.	
7. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Cesar Chavez Building (Building A) Update – Kristi Blackburn • Kristi Blackburn received the names of eight Academic Senate representatives for the renaming process. • She will schedule the meeting as soon as possible.	
8. NEW BUSINESS		ACTIONS/FOLLOW UPS
	Prioritization of Facilities Modification Requests (FMRs) – Jim Kennedy • Committee discussed developing a process to prioritize FMRs given the volume of projects and limited funding. • Current projects include future phases of CEC redevelopment, Bristol and 17th undeveloped property, Criminal Justice Academy undeveloped property, and temporary modular culinary labs. • Projects involving legal, fire life safety, or other required work would move forward without prioritization. • Previously committed projects and potential future projects will also be included for consideration. Facilities Projects Checklist • The Committee discussed developing a Facilities project checklist to provide a consistent process for projects. • The checklist would identify items that need to be considered during a project, including: ○ Project impacts ○ Required reviews/approvals ○ Communication and coordination ○ Other considerations that may affect project planning or implementation • The checklist would be brought back to the Committee for further discussion. • The checklist could potentially be incorporated into the work of the project	

	prioritization workgroup. Rubric Review & SOP/RAR Review • The Committee discussed the draft project prioritization rubric and the need to further review and refine the criteria. • The rubric is intended to provide a consistent method for evaluating and prioritizing projects. • The Committee discussed using weighted criteria and potentially conducting practice scoring to ensure consistent application. • The SOP/RAR review was discussed as part of ensuring the project process aligns with existing procedures and requirements. • Further review and refinement would occur through the workgroup before bringing recommendations back to the Committee. Capital Projects – Current Prioritization Framework • Facilities currently manages projects across several categories, including capital projects, scheduled maintenance, FMRs, fire life safety, and real estate matters. • Projects are at different stages and are managed according to their phase and existing requirements. • Required projects—such as legal, fire life safety, or other mandated work—are not subject to discretionary prioritization. • For discretionary projects, the Committee is developing a framework to determine which projects should receive priority when resources and funding are limited. • The proposed framework includes categories such as: ○ Critical ○ Strategic ○ Lower priority • The framework may include weighted criteria and a consistent scoring process. • Projects already committed or underway would also need to be considered separately from new/pending requests. Fire Life Safety for Doors – Suzanne Freeman • Fire life safety doors and emergency work will be addressed through the Facilities workgroup with Carri Matsumoto's team. Vista Meridian – Jim Kennedy • Vista Meridian operational agreement was completed with Academic Senate and is being implemented. Santa Ana Unified School District (SAUSD) – Jim Kennedy	
--	---	--

	- SAUSD's five-year comprehensive agreement will be renewed. The agreement includes Middle College High School, Remington, Valley, and Child Development Center agreements. Committee input is welcome. ADA Accessibility Map – Suzanne Freeman - Committee will work on updating the campus ADA map to identify accessible entrances, paths of travel, parking, elevators, and restrooms. - PIO and District are already working on updated accessibility mapping. - Future versions may include Braille, text-based, and accessible digital formats. - Updates will follow completion of relevant construction projects.	
9. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	
	No future agenda items.	
NEXT MEETING	October 20, 2026	

SUBMITTED BY: Norma Castillo