

Physical Resources Committee Minutes of November 12, 2025

Members Present: Iris Ingram, Carri Matsumoto, Dane Clacken, Darlene Diaz, Suzanne Freeman, Christine Gascon, Bart Hoffman, Bridgette Hernandez, Jennifer Karimpour, Shannon Kaveney, Dylan Schmidt on behalf of Isabella Luna, Joe Melendez, Cristina Morones, Arleen Satele, and Michael Turrentine

Members Absent: Michael Busch

Guests Present: Alejandro Alcalá, Hugo Curiel, Francisco Gonzalez, Tae Kim, Kelvin Leeds, David Nakagami, Donald Voght, Barbie Yniguez and Heather Collins (recorder on behalf of Kennethia Vega)

1. Call To Order
Ingram welcomed everyone to the meeting and called the meeting to order upon achieving quorum at 1:32 pm.
2. Introductions:
Committee members and guests introduced themselves and stated the constituency group they represent.
3. Approval of Meeting Minutes – September 3, 2025 (Action) – Ingram
A motion made by Hernandez to approve the minutes of September 3, 2025, meeting as presented was seconded by Clacken. By roll call vote the motion passed with abstentions by Kaveney, Karimpour, Schmidt and Clacken.
4. Physical Resources Committee New Goals for 2025-2026 (Action) – Ingram
The 2024-2025 goals were reviewed with discussion that the goals remain for 2025-2026, but a new goal be added. Discussion ensued and the following recommendation was made for the new 2025-2026 goal to be Review Real Estate Property Disposition matters as needed.

A motion made by Hoffman was seconded by Matsumoto to approve the Physical Resources Committee 2025-2026 goals as discussed and modified. By roll call vote the motion passed with abstention by Schmidt.

5. Real Estate Property Management and Districtwide Workgroup (Ingram)
The workgroup was created to help various groups understand the steps taken with regard to real estate. Members can share this information with their campus constituencies. Membership includes representatives from the Physical Resources Committee and both the colleges' Facilities and Safety Committees and all members agreed to participate in the workgroup. The first meeting is scheduled for November 14, 2025.
6. Review of Redline AR 3501 Campus Security and Access and AR 3501.1 (Ingram)
The redline of AR3501 and redline of AR3501.1 were presented and discussed. There was a workgroup that met multiple times and the redline of AR3501 was presented at Chancellor's Cabinet and approved on November 10, 2025. The only change to AR 3501 was deletion of the test pilot program. The redline of AR3501.1

are the updated key and electronic access control procedures as a result of the test pilots that occurred. The legacy mechanical keys at SAC are currently being changed out to new MEDECO keys and this change will occur at SCC afterwards. Hoffman inquired about who were members of the workgroup. Ingram said this information will be provided to him.

7. Projects Update (Matsumoto)

Matsumoto screenshared the projects update that was re-organized by subsections containing over 80 slides to address the various projects. All updates/revisions are in **blue text**, and the presentation is posted on the PRC webpage for ease of review, reference, and sharing with constituents. The following highlights were mentioned:

- Capital Projects
 - Campus Entrance project at SAC is almost complete and the college is coordinating a grand opening event.
 - Centennial Education Center Redevelopment project study of different modular systems is wrapping up for the replacement of Building B. This also includes a remodel of the culinary kitchen in Building E.
 - Orange Education Center Site Remediation project was discussed. The third quarter remediation report is being prepared for submittal to the OCHCA. The District has been remediating the site for several years with a soil vapor extraction system. Currently three viable options are being considered: 1) lease alternative property; 2) purchase new property; 3) redevelop existing Batavia site. A new property or lease may require a conditional use permit. A new building will also need to meet field act standard requirements.
 - Campus Entrance Improvement Phase 2 at SCC is in construction and there may be rain delays in the schedule.
- Scheduled Maintenance Projects
 - CEC Improvements Phase 2 are exterior improvements and construction is anticipated to begin on November 17, 2025.
 - Building E Pool Equipment Replacement at SAC is in construction.
- Facility Modification Requests
 - Matsumoto briefly reviewed the facility modification requests referencing slides 49-56.
 - New Synthetic Football Field at SAC is in construction.
 - U Village Assessment at SCC is a conditions assessment of the portable buildings.
- ADA Transition Plan & Blaser Settlement
 - ADA work is ongoing and there are no new updates.
- Districtwide Access Control & Key Test Pilot Projects
 - The mechanical keys for SAC will be delivered in the next few weeks and Building A will be the first building to be rekeyed.

- State Chancellor's Office Deadlines
 - State Chancellor's Office deadlines were reviewed. Space inventory report was due October 6, 2025 and was submitted. The Five-Year Scheduled Maintenance plan was due October 27, 2025 and was submitted. Energy Usage Data and Instructional Support Equipment Five-Year Plan are due December 1, 2025.
 - Space inventory codes are transitioning from TOPS (Taxonomy of Programs - State) to CIPS (Classification of Instructional - Federal) in 2026. Every single space code in FUSION will need to be changed. Space inventory planning will begin earlier due to this change. Usually planning begins in the Summer but will need to begin in the Spring.

- Real Estate and Capital Planning
 - The first work group meeting is scheduled for Friday, November, 14, 2025. Craig Hardwick will provide legal guidance on this at the meeting. Staff are working on behalf of both colleges on real estate matters.

- Energy and Sustainability
 - The Board of Trustees approved the 2025 Sustainability Master Plan on November 10, 2025.
 - The next Sustainability Resource Committee (SRC) meeting is November 19, 2025.
 - Alejandro Alcala is the District's Energy and Sustainability Manager and provided some updates.
 - The California Energy Commission (CEC) Energy Benchmarking Annual Report was completed and submitted.
 - The Energy Usage Data will be submitted to the State Chancellor's Office in the next few weeks.
 - Minor revisions were made to the Sustainability Biennial Report and will be reviewed by the SRC at the next meeting and anticipated to be approved and posted on the SRC's website.
 - The microgrid feasibility study at SCC is currently in progress.
 - Compost bins will be provided to the sites and information will be distributed regarding food waste and organic diversion.
 - Staff are currently drafting an RFP for districtwide assessment for stormwater management plan and nonfunctional turf compliance.
 - The SRC completed their third field trip this year to the OC Sanitation Wastewater Treatment Facility in Fountain Valley.

- Fire Life Safety
 - David Nakagami is the District's Facilities System Manager and provided updates on fire life safety projects.
 - AR 6520 Appendix A references which departments are responsible for fire protection systems.
 - Quarterly fire sprinkler inspections were completed in September 2025 and will occur again in March 2026 and June 2026.
 - Annual fire alarm testing, annual fire extinguisher maintenance and 5-year fire sprinkler testing are scheduled to occur in December 2025.

- Other districtwide fire system items include fire protection system repairs, elevator fire testing, backflow testing, fire drills, annual fire department inspections, site safety plan review for DSA required projects, and fire alarm test and fire watch requests.
- Staff are finalizing scope of work and preparing bid documents for the following projects at SAC:
 - Fire Damper Access & Replacement
 - Bldg J Hydrant Permanent Barrier Installation
 - Hydrant and Hydrant Valve Identification
- Staff are finalizing scope of work and preparing bid documents for the following projects at SCC:
 - Hydrant Repair
 - Bldg SC In-Duct Smoke Detector Installation Upgrade
 - Bldg D Magnetic Door Holder Upgrade
 - Bldg C Kitchen Door Closer Replacement
 - Hydrant and Hydrant Valve Identification
- Staff are finalizing scope of work and preparing bid documents for the fire stopping and code repairs project at DOC.
- The following districtwide fire life safety projects are in the planning phase:
 - Additional Fire Protection Items Survey
 - Fire Rated Assemblies Secondary Project
 - Fire Alarm Dialer Upgrade
 - Carbon Monoxide Detector Installation Upgrade
- There have been many legacy issues discovered that are a cause of maintenance deficiencies.

8. Update on Campus Facilities and Safety Committee Meetings

- SAC – Hoffman did not have any updates. Next meeting is November 18, 2025.
- SCC – Gonzalez reported on maintenance projects that have been completed. Next meeting is November 17, 2025.

9. Meeting Schedule for 2025-26

The next committee communication will be sent via email on February 4, 2026. The next coordinated meetings will be conducted via zoom on March 4, 2026, and May 6, 2026.

10. Other

There were no further questions or concerns expressed.

11. Adjournment

A motion made by Hoffman was seconded by Freeman to adjourn the meeting. The meeting adjourned at 2:47 pm.