



**Rancho Santiago Community College District
Sustainable RSCCD Committee**

**October 30, 2019
District Office
Executive Conference Room #114
3:00 – 4:00 p.m.**

Agenda

1. Introductions
2. Meeting Notes of September 18, 2019 – Matsumoto
3. 2018-2019 Completed Program & Project Achievements – Matsumoto
4. Review of Draft Updated Programs, Projects and Planning List – Matsumoto
5. Earth Day Events – Colleges
6. Other

Next Meeting:
March 18, 2020
3:00 p.m.
Executive Conference Room #114

Mission Statement

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to inspire, transform, and empower a diverse community of learners.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates and degrees that are accessible, applicable, and engaging.



Rancho Santiago Community College District
Sustainable RSCCD Committee

Meeting Notes
September 18, 2019

Members:	Carri Matsumoto	Present
	Bart Hoffman	Absent
	Arleen Satele	Present
	Jim Kennedy	Present
	Jose Vargas	Absent
	Kimo Morris	Absent
	Kelly Ro	Present
	Angela Guevara	Present
	Aggie Kellett	Absent
	Ambar Nakagami	Present
	Leanna Nolan	Absent
	Omar Cortes	Present

Assistant Vice Chancellor Carri Matsumoto convened the meeting at 3:05 p.m.

1. Introductions

Committee members introduced themselves. Ms. Matsumoto noted the vacancies in membership. The current vacancies include one faculty member appointed by SCC Academic Senate, one District Office classified staff appointed by CESA, one student appointed by SAC Associated Student Government and two students appointed by SCC Associated Student Government.

2. Meeting Notes of May 15, 2019

Ms. Matsumoto noted the meeting notes from the May 15, 2019 meeting were attached to the agenda for today's meeting.

3. 2018-2019 Status of Completed Programs and Projects/Achievements

Ms. Matsumoto asked the committee to identify all completed programs and projects/achievements from last year and e-mail them to her by the end of this calendar year so they can be included in the next SRC report.

4. Reuse for Better Use Initiative for Plastic Reduction

Ms. Matsumoto asked the committee for ideas on how they can continue to focus on this initiative for the next year. Mr. Cortes noted that at SAC, the bookstore sells hydroflasks but they are expensive and suggested that the campus provide a more affordable re-usable water bottle option to sell as well. Ms. Satele suggested that the campuses provide paper straws instead of plastic straws. Mr. Kennedy suggested the possibility of the campuses providing biodegradable straws and utensils. Ms. Matsumoto noted she will discuss these suggestions with the campus stores and Purchasing department. Mr. Cortes noted he would like to put laminated maps on campus at SAC that show students where all the hydration stations are on campus. Ms. Matsumoto noted the Facility Planning department already has this map created and can update it with future hydration stations and send it to Mr. Cortes.

5. Review of March 2019 Programs, Projects and Planning List

Ms. Matsumoto noted this list is from the Sustainability Plan and needs to be updated and will be brought back to the next meeting. Ms. Matsumoto asked the committee members to review the list and propose any changes that should be made. Ms. Matsumoto asked the committee members to think of ideas that could be possible to adopt for green practice for procurement. Ms. Matsumoto asked if each campus's Associated Student Government had created a sub-committee devoted to sustainability. Ms. Satele noted SCC has a Director of Green Operations and Mr. Cortes noted he is the Sustainable Commissioner at SAC.

6. Next Meeting Date

Ms. Matsumoto asked for a motion to approve changing the next meeting date from October 16, 2019 to October 30, 2019. A motion was made by Ms. Satele and seconded by Ms. Guevara and approved unanimously.

The next meeting will be held on Wednesday, October 30, 2019, at 3 p.m. in the Executive Conference Room (#114) at the District Office.

7. Other

Ms. Satele noted SCC will celebrate the 20th anniversary of the campus and Earth Day on Saturday, April 25, 2020. Mr. Cortes noted he would like to plan an environmental awareness day separate from SAC's Sustain-A-Palooza so students can learn how to minimize their carbon foot print.

Meeting Adjournment: 3:50 p.m.

RSCCD Sustainability Plan Summary
DRAFT REVISED Programs, Projects, and Planning Implementation List
 Revised Date: March 20, 2019
 Updated: October 28, 2019

Section 4.1 MANAGEMENT AND ORGANIZATIONAL STRUCTURE					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.1.1	Adopt a District Sustainability Policy		Chancellor	1	Complete
4.1.3	Appoint a District Sustainability Committee		Chancellor	1	Complete
4.1.4	Funding and Resources to Support Sustainability Activities	Measure E, Measure Q, and Prop 39 Funds; Utility Incentives	Assistant Vice Chancellor of Facility Planning, District Construction, and Support Services (AVCF) & VP's of Administrative Services	1-8	Ongoing
4.1.5	Employ Sustainability Professionals, as required		AVCF	3,4	Ongoing
4.1.7	Integrate Sustainability Planning into Campus Master Plan		AVCF	3,4	Complete

Section 4.2 ENERGY EFFICIENCY					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.2.1	Set Energy Efficiency Goals	Annual energy use reduction goals to be established based on 2012-13 baseline data	AVCF & VP of Administrative Services	3	Complete
4.2.4	Conduct Comprehensive Facility Energy Audits	DO currently in process of compiling baseline data for audit in conjunction with SCE & CCC-IOU Partnership	AVCF	3	Ongoing Complete
4.2.5	Implement New and Existing Audit Recommendations	Annual utility use information summaries provided by Site to be reviewed on an on-going basis. This was provided last year and will be on-going.	AVCF	3	In-Process Ongoing
4.2.8	Identify and Take Advantage of Grant and Incentive Programs	Measure E, Measure Q, and Prop 39 Funds, CCC-IOU Partnership	AVCF & VP of Administrative Services	3	In-Process Ongoing
4.2.9.2	Efficient Lighting and Lighting Controls		AVCF & VP of Administrative Services	3	In-Process
4.2.9.3	Install Energy Efficient HVAC Systems	Chilled Water Central Plant planned at SAC; Upgraded HVAC control system planned at SCC; DO plans to replace chillers, cooling tower, and pumps	AVCF	3	In-Process

Section 4.3 FACILITIES OPERATION					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.3.1	Encourage and Support Energy Efficiency Training of Staff	M&O staff trained to operate EMS; ongoing training programs to be developed for specific systems as well	Site & Campus Facility Manager	3,4	Ongoing
4.3.2	Install Energy Management Systems	EMS currently installed (SCC); Plans to install a new, more robust EMS at both campuses; Meet Title 24, add buildings as needed to the new EMS system.	AVCF	3,4	In-Process Ongoing
4.3.3	Adjust Temperature Set Points and Schedule Operating Times	Development of facility design standards and demand-response program currently in progress with SCE	AVCF, VP of Administrative Services, Facility Managers	3,4	In-Process Complete
4.3.4	Optimize Building Occupancy Scheduling	Determined by needs of Campus.	Site & Campus Facility Manager	3,4	Ongoing
4.3.5	Optimize HVAC Equipment Scheduling	Determined by needs of Campus.	Site & Campus Facility Manager	3,4	Ongoing
4.3.6	Activate Energy-Saving Features for Appliances and Computers	Measures currently in place at SCC; District plans to evaluate and implement other IT -related energy savings technologies, including PC Power Mgmt and Server Virtualization	ITS, Site/Campus Facility Manager	3,4	In-Process
4.3.7	Pursue Monitoring-Based(MBCx)/Retro-Commissioning (RCx)	Working with the CCC/IOU Partnership, develop a Retro-commissioning (RCx) and Monitoring Based Commissioning (MBCx) implementation program to improve energy efficiency of major facilities operations as needed.	AVCF	3,4	In-Process Ongoing

Section 4.4 SUSTAINABLE BUILDING PRACTICES					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.4.1	Establish a Green Building Standard	District is currently developing District design standards and implementing those that are already in place. Utilize Title 24 and Building Codes that include Green Building Standards.	AVCF	3,4,8	In-Process Ongoing
4.4.2	Implement Sustainable Design Practices	Utilize Title 24 and Building Codes that include Green Building Standards.	AVCF, VP of Administrative Services	1,3,4,6,8	Ongoing
4.4.3	Use an Integrated Systems Approach in Building Design	Utilize Title 24 and Building Codes that include Green Building Standards. Utilize District Design Guidelines and Standards that incorporate ideas of integrated systems. Continue to work with architect and engineering firms in the planning and design of capital projects.	AVCF	1,3,4,6,8	Ongoing
4.4.5	Commission New Buildings & Maintain Appropriate Operations to Support Functionality	Two buildings completed in 2012 and 2014 have been commissioned; District is committed to commissioning all new buildings in the future as well	AVCF, VP of Administrative Services, Site/Campus Facility Manager	3,4	In-Process

Section 4.5 ON-SITE GENERATION AND RENEWABLE ENERGY					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.5.1	Evaluate Clean Cogeneration and Renewable Energy Generation	Comprehensive photovoltaic system feasibility study at SCC and SAC was reviewed. Revisit in the future when funding is available. Explore planning options as applicable and necessary.	AVCF, VP of Administrative Services	3	In-Process Ongoing
4.5.2	Evaluate Load Shifting Technologies	In-process at SAC; planned at SCC as part of future central plant. Explore planning options as applicable and necessary.	AVCF, VP of Administrative Services	3	In-Process Ongoing
Section 4.6 TRANSPORTATION, COMMUTING, AND CAMPUS FLEET & TRAVEL					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.6.1	Understand Commute and Travel Patterns	Conduct traffic counts and surveys to determine baseline for commuting trips and total Vehicle Miles Traveled to both campuses; Parking demand analysis updated for SAC and SCC parking Study completed. Update as needed.	AVCF, VP of Administrative Services, Campus	1,7	In-Process Ongoing
4.6.2	Encourage and Enhance Public Transportation and Ridesharing Options	Several initiatives currently planned or in place including: Increase Awareness, Facilitate Public Transit Use, and Incentivize Public Transportation and Carpooling	VP of Administrative Services, Campus	1,7	In-Process Ongoing
4.6.3	Encourage and Enhance Bicycling Options	Add bike racks; plan for and communicate the availability of showers for commuters; add bike lockers or other secured storage as needed	VP of Administrative Services, Campus	1,7	Ongoing
4.6.4	Improve Campus Fleet & Travel	District will continue to upgrade campus fleets with more fuel-efficient vehicles as needed	VP of Administrative Services, Campus	7	Ongoing
4.6.5	Enhance Student Distance Learning	Expand and enhance distance-learning education course offerings; Full-time faculty coordinator hired (July 2014) to manage distance-learning program	VP of Administrative Services, Campus	1,7	Ongoing
4.6.6	Encourage Low or Fuel-Efficient Vehicles for Commuters	New EV charging stations have been installed at both colleges and future additions are to be assessed on an as-needed basis.	VP of Administrative Services, Campus	1,7	Ongoing

Section 4.7 WATER, WASTEWATER, AND SUSTAINABLE LANDSCAPING					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.7.1	Establish Water Conservation Goals	Perform benchmarking studies by mid-2015. Establish annual water use reduction goals (minimum 5% below average for similar facilities) and plan appropriate measures to meet reduction goals by end of 2015 for implementation. Monitor water use at minimum annually by site and implement water reduction activities as needed and reasonably achievable.	AVCF, VP of Administrative Services, Site-specific/Campus	8	Planned Ongoing
4.7.2	Implement Water Conservation Strategies	Several water conservation measures have been implemented throughout the District; Included in Facility Design Standards. Monitor accordingly.	AVCF, VP of Administrative Services, Site-specific/Campus	8	Ongoing
4.7.3	Reduce Storm Water, Sewer Discharges, and Water Pollution	Plans to implement rain gardens and bio swales in place; Erosion control systems have been implemented as well as a Storm Water Pollution Prevention Program. Monitor accordingly.	AVCF, VP of Administrative Services, Site-specific/Campus	8	Ongoing
4.7.4	Adopt Sustainable Landscaping Practices	Campus Landscape Improvement Program at SAC and the Coastkeeper Garden at SCC (implemented/on-going); District will continue to landscape with native plants and employ water-wise landscaping practices; Included in Facility Design Standards. Monitor accordingly.	AVCF, VP of Administrative Services, Site-specific/Campus	8	In-Process Ongoing

Section 4.8 SOLID WASTE REDUCTION AND MANAGEMENT					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.8.1	Create Waste Reduction Goals	Establish 2014 as a baseline year for diversion measurement and develop a plan with appropriate measures by mid-2015 to meet goals. Evaluate diversion results annually and update program as needed to meet goals. Revisit this goal as more data becomes available to review and evaluate.	Site & Campus	5	Planned
4.8.2	Maximize Programs Offered by Contracted Waste Hauler	SRC waste management subcommittee working to establish scope of services for expanded recycling throughout the District. This was completed and the District has a new waste hauler that manages the recycling collections and sorting. New bins have and continue to be distributed for sorting of waste and recyclable materials.	Director of Purchasing, Campus	5	In-Process Ongoing
4.8.3	Reduce Waste Stream to the Landfill	District plans to reduce waste stream to the landfill through the following: Raise Awareness of Waste Reduction; Minimize Unnecessary Waste; Reduce Paper Use; Support Producer Responsibility Programs. The SRC has committed to focus on the reduction of plastic use as a main objective.	Director of Purchasing, Campus	1,5,6	Ongoing
4.8.4	Improve Existing Recycling Programs	Included in 4.8.2 above. This has been addressed.	Campus	1,5	In-Process Ongoing
4.8.6	Green Waste and Food Waste Composting	SCC current contract agreement with landscape contractor requires that all waste is composted; District plans to explore possibility of food-waste composting program district-wide. Revisit this goal as more data becomes available to review and evaluate.	Director of Purchasing, Campus	5	In-Process
4.8.7	Adopt Construction and Demolition (C&D) Recycling	C&D recycling requirements currently in place	AVCF	5	Complete
4.8.8	Consider feasibility of Recycling	Completed as part of 4.8.2 and 4.8.6	VP Administrative Services, Campus	5	Planned Completed

Section 4.9 GREEN PURCHASING					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.9.1	Sustainable Food Purchasing	Both colleges to explore healthier cafeteria food options, including vegan, vegetarian, organic, and locally produced items. Campuses to explore on-going options.	Director of Auxiliary Services, Campus	1,6	Planned Ongoing
4.9.2	Green Purchasing Practices	RSCCD will create explore a Green Purchasing Policy in 2015 aimed at campus-wide, sustainable procurement and determine feasibility and impacts.	Director of Purchasing, Campus	6	Planned

Section 4.10 STUDENT AND CURRICULUM DEVELOPMENT					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.10.1	Create a Sub-Committee in the Associated Student Government Devoted to Sustainability	The Colleges have student representatives that address sustainability and continue to strive to have active student engagement and participation. SCC has a Director of Green Operations and SAC has a Sustainable Commissioner. This may change each year and is governed by the students at the colleges.	Campus	1	Planned Ongoing
4.10.2	Provide Professional Development and Create a Faculty Forum	Flex Day workshops at SCC and SAC to incorporate sustainability topics; Working committee of faculty to be created tasked with the implementation and advancement of the RSCCD "Curriculum Development" goal. Campuses to revisit the feasibility of this program activity.	Campus	1,2	Planned
4.10.3	Utilize Different Pathways to Integrate Sustainability in the Curriculum	Sustainability has been integrated extensively within curriculum at both colleges; Plans in place to increase availability of these courses and to create new sustainability - oriented/ focused courses and programs	Campus	1,2	In-Process
4.10.4	Advocate for Change at the Statewide Level	District hopes continues to strive to send representatives to the Higher Ed Sustainability Conference to participate and engage on a statewide level when needed and reasonably feasible.	Campus	1	Planned Ongoing
4.10.5	Training Opportunities for Students	Facilitate Hands-On Campus Projects; Invite Notable Speakers; Support Student Committees and Clubs, explore continued or new training opportunities for students.	Campus	1,2	In-Process Ongoing
4.10.6	Joint Meeting with Faculty & Staff from Academic Senate and students from the Associated Student Government	Meetings are held as needed.	Campus	1	Planned Ongoing

Section 4.11 CAMPUS AND COMMUNITY OUTREACH & AWARENESS					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.11.1	Create a Website Dedicated to Campus Sustainability		Campus	1	Complete
4.11.3	Sustainability Events	Several sustainability events at SCC and SAC have occurred/ are on-going; Transportation subcommittee to plan Encourage events like "Bike to Work" day, reduce water use, reduce plastic use and annual Earth Day events.	Campus	1,7	In-Process Ongoing
4.11.4	Campus Specific Outreach & Awareness	Sustainability Student, Faculty & Staff survey completed Spring 2014; To be repeated annually; Develop Campus & Community Engagement Plan by the Spring Semester of 2015 with implementation by the Fall Semester of 2015. Campuses to implement and develop as needed when reasonably feasible.	Campus	1	In-Process Ongoing
4.11.5	Community Specific Outreach & Awareness	Public transportation partnerships with the District (see 4.6); Campus & Community Engagement Plan by the Spring Semester of 2015 with implementation by the Fall Semester of 2015. Campuses to implement and develop as needed when reasonably feasible.	Campus, Director of Public Affairs & Publications	1,7	In-Process Ongoing

Section 4.12 CREATE A CLIMATE ACTION PLAN					
Section	Selected Program or Project	Action Items/Notes	Assigned To	Associated GOAL(s)	Status (select)
4.12.5	Make a Commitment to Reduce Greenhouse Gas Emissions	Energy-Efficient Programs & Demand Response Program participation. Monitor and develop practices accordingly when reasonably feasible.	AVCF, VP of Administrative Services, Site/Campus Facility Manager	2,3,4,5,6,7	Planned Ongoing



Sustainable RSCCD Committee

2019 – 2020
Meeting Dates

All meetings will be held from 3:00 – 4:00 p.m.
District Office – Executive Conference Room #114

September 18, 2019

October 30, 2019

March 18, 2020

May 20, 2020

College Earth Day Events

SAC – TBD

SCC – April 23, 2020