



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

**March 18, 2020
District Office
Executive Conference Room #114
3:00 – 4:00 p.m.**

Agenda

1. Introductions
2. Meeting Notes of October 30, 2019 – Matsumoto
3. Review of Draft Updated Programs, Projects and Planning List – Matsumoto
4. College Earth Day Events

Santiago Canyon College – Satele

Santa Ana College – Kennedy

5. Other

Next Meeting:

May 20, 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

October 30, 2019

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

Assistant Vice Chancellor Carri Matsumoto convened the meeting at 3:07 p.m.

1. Introductions
Committee members introduced themselves.
2. Meeting Notes of September 18, 2019
Ms. Matsumoto noted the meeting notes from the September 18, 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. Review of March 2019 Programs, Projects and Planning List
Ms. Matsumoto noted this list is from the Sustainability Plan and it hasn't been updated since the Sustainability Plan was approved. She updated it and attached a redline version to the agenda for today's meeting. The committee members reviewed the list as a group and proposed changes that should be made and will provide an updated redline version for the next meeting.

Mr. Vargas inquired how a central plant building improves efficiency or increases sustainability. Ms. Matsumoto noted that a central plant building is more effective because it's centralized in one building and saves energy versus individual package units in multiple buildings trying to operate independently.

Ms. Matsumoto noted that some of the committee members inquired about the campuses providing paper straws instead of plastic straws, providing biodegradable straws and utensils and the bookstores providing a more affordable re-usable water bottle option to sell at the last meeting. Ms. Matsumoto shared an e-mail she received from the Director of Auxiliary Services at SAC that stated the following: "We do not currently sell reusable straws. We do give out utensils at no cost to the students, but they are simple plastic ones that are donated by our food vendors. We will research the cost of biodegradable options. Our current Hydroflask pricing is as low as we can go (\$7 below market), but we do offer multiple other non-name brand options that range in pricing from \$3.00 to \$17.00. Please keep in mind that these are answers for SAC operations only. As we plan for our new store in the Johnson Student Center we are looking for ways to increase sustainable business practices and options."

5. College Earth Day Events

Mr. Cortes noted he is planning an environmental awareness day at SAC for November 19, 2019 from 11am – 1pm.

Ms. Nakagami noted that Santiago Canyon College's Earth Day will be held on Thursday, April 23, 2020 instead of Saturday, April 25, 2020.

Mr. Vargas noted that SCC is thinking of combining Earth Day, the 20th anniversary of the campus and Science Night into one event.

6. Other

Mr. Cortes noted that SAC's ASG has a committee that is working on creating a food pantry that will be free and accessible for students. He is volunteering a lot with the environmental club at SAC and is teaching the students how to grow their own food so they can be more sustainable and not have to depend on the grocery stores. He is taking the students to community gardens so they can learn to grow and cultivate their own produce. He is advocating for a study-abroad program at SAC at the Board Meetings.

7. Next Meeting Date

The next meeting will be held on Wednesday, March 18, 2020, at 3 p.m. in the Executive Conference Room (#114) at the District Office.

Meeting Adjournment: 4:28 p.m.

RSCCD Sustainability Plan Summary
DRAFT REVISED Programs, Projects, and Planning Implementation List
 Updated: ~~October 28, 2019~~
 Updated: March 9, 2020

| 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/Rebates. Continue to investigate available funding sources. | 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 | As needed | AVCF | 3,4 | Ongoing |
| 4.1.7 | Integrate Sustainability Planning into Campus Facilities Master Plan | Incorporated into District Design Guidelines/Standards for construction and improvements. Update as needed. | 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. Ongoing review of utility data. | AVCF & Colleges | 3 | Complete Ongoing |
| 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 ongoing by fiscal year. | AVCF | 3 | Ongoing |
| 4.2.8 | Identify and Take Advantage of Grant and Incentive Programs | Measure E, Measure Q, and Prop 39 Funds, CCC-IOU Partnership. Continue to investigate grant funding. | AVCF & VP of Administrative Services | 3 | Ongoing |
| 4.2.9.2 | Efficient Lighting and Lighting Controls | Prop 39 LED Light Replacements. Continue to implement and upgrade when feasible. | AVCF & VP of Administrative Services | 3 | In-Process |
| 4.2.9.3 | Install Energy Efficient HVAC Systems | Chilled Water Central Plant planned completed at SAC; Upgraded HVAC control system planned completed at SCC; DO plans to completed replacement of chillers, cooling tower, and pumps. Continue to implement and upgrade when feasible. | AVCF | 3 | In-Process Ongoing |

| 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 at SAC & SCC (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 | 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 was completed and monitored by site. | AVCF, VP of Administrative Services, Facility Managers | 3,4 | Complete |
| 4.3.4 | Optimize Building Occupancy Scheduling | Determined by needs of Campus. Continue monitoring and implement changes as needed. | Site & Campus Facility Manager | 3,4 | Ongoing |
| 4.3.5 | Optimize HVAC Equipment Scheduling | Determined by needs of Campus. Continue monitoring and implement changes as needed. | 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, efforts ongoing. | 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 | 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 | 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. Review and update District Design Guidelines and Standards as needed. | 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 continuing commissioning of all new buildings construction in the future. as well | AVCF, VP of Administrative Services, Site/Campus Facility Manager | 3,4 | In-Process Ongoing |

| 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, | Ongoing |
| 4.5.2 | Evaluate Load Shifting Technologies | In-process at SAC central plant thermal ice storage completed; planned at SCC as part of future central plant. Explore planning options as applicable and necessary. | AVCF, VP of Administrative Services | 3 | 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 | 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; Both colleges have bus pass programs available for students and students can ride for free (OCTA). | VP of Administrative Services, Campus | 1,7 | 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. Replacement of fleet vehicles has been ongoing. | VP of Administrative Services, Campus | 7 | Ongoing |
| 4.6.5 | Enhance Student Distance Learning | Continue to expand and enhance distance-learning education course offerings; Full-time faculty coordinator hired (July 2014) to manage distance-learning program expanding to Continuing Education as well. | 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 | 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 | 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 | 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. Monitor and propose changes as needed. | Campus | 1,5 | 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 | 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 ongoing options with Auxiliary Services. | Director of Auxiliary Services, Campus | 1,6 | Ongoing |
| 4.9.2 | Green Purchasing Practices | RSCCD will explore a Green Purchasing Policy 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 | 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. Monitor and develop as needed. | Campus | 1,2 | Planned Ongoing |
| 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 Ongoing |
| 4.10.4 | Advocate for Change at the Statewide Level | District 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 | 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 | 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 | 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 | SRC desires to keep sustainable updates on the SRC main District webpage and that campus specific sustainable activities are already incorporated within the main page. Monitor and update as needed. | Campus | 1 | Complete Ongoing |
| 4.11.3 | Sustainability Events | Several sustainability events at SCC and SAC have occurred/ are on-going; Encourage events like "Bike to Work" day, reduce water use, reduce plastic use and annual Earth Day events. | Campus | 1,7 | Ongoing |
| 4.11.4 | Campus Specific Outreach & Awareness | Sustainability Student, Faculty & Staff survey completed Spring 2014; Campuses to implement and develop as needed when reasonably feasible. | Campus | 1 | Ongoing |
| 4.11.5 | Community Specific Outreach & Awareness | Public transportation partnerships with the District (see 4.6); Campuses to implement and develop as needed when reasonably feasible. Continue to explore and reach out to other local organizations to participate and partner in sustainable activities. | Campus, Director of Public Affairs & Publications | 1,7 | 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 | Ongoing |