



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

September 15, 2021

Zoom Meeting: <https://cccconfer.zoom.us/j/94204929648>

3:00 – 4:00 p.m.

Agenda

1. Introductions
2. Meeting Notes of May 19, 2021 – Matsumoto
3. Sustainable RSCCD Committee Purpose, Responsibilities and Membership – Matsumoto
4. Revised Final 2018-2020 Biennial Sustainability Report – Matsumoto
5. Sustainability Plan, Programs, Projects and Planning Implementation List Overview – Matsumoto
6. “Taper your use of paper and live life greener by making the earth cleaner” Initiative – Matsumoto
7. College Updates
 - Santiago Canyon College – Satele
 - Santa Ana College – Hoffman
8. Other
 - Future Update to Sustainability Plan 2015 – Matsumoto

Next Meeting:

November 17, 2021

3:00 p.m.

Zoom or TBD

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

May 19, 2021

Members:	Carri Matsumoto	Present
	Bart Hoffman	Absent
	Arleen Satele	Present
	Jim Kennedy	Absent
	Angela Guevara	Present
	Mary Mettler	Absent
	Aggie Sehm	Absent
	Ambar Nakagami	Present
	Simone Wolfe	Present
	Jocelyn Montiel	Absent
	Samanta Errera	Absent

Assistant Vice Chancellor Carri Matsumoto convened the meeting at 3:02 p.m.

1. Introductions

Committee members introduced themselves.

2. Meeting Notes of March 17, 2021

Ms. Matsumoto noted the meeting notes from the March 17, 2021 meeting were attached to the agenda for today's meeting.

3. Final 2018-2020 Biennial Sustainability Report

Ms. Matsumoto noted that the final report covers the period of July 1, 2018 through March 1, 2021 and has been posted on the Sustainability website.

4. "Taper your use of paper and live life greener by making the earth cleaner" Initiative

Ms. Matsumoto asked the committee how they could promote this campaign to reduce plastic and paper use. Ms. Matsumoto asked Ms. Satele if she could discuss this campaign at one of her upcoming meetings at the college with the Vice Presidents and ask them to promote this to their deans as an update on

behalf of the Sustainability committee. Ms. Satele agreed. Ms. Wolfe suggested printing out the logo on a poster and posting it at sites near printers.

5. College Updates

Ms. Satele noted that SCC did not have an Earth Day event and Ms. Matsumoto noted that SAC did not as well.

6. Approval of 2021-2022 Meeting Schedule

Ms. Matsumoto shared the 2021-2022 meeting schedule and asked the committee if they had any comments or questions. The committee agreed.

7. Other

There were no comments.

8. Next Meeting Date

The next meeting will be held on Wednesday, September 15, 2021, at 3 p.m. via Zoom.

Meeting Adjournment: 3:13 p.m.

**Sustainable RSCCD Committee Meeting
Wednesday, September 15, 2021**

Purpose

The Sustainable RSCCD Committee is a participatory governance committee, working with the campus committees, responsible for raising awareness within the district and making recommendations to the Chancellor concerning the conservation of energy and other resources and the implementation of sustainability practices that impact the district and community.

Responsibilities

- Promote and nurture new patterns of thinking about college and district operations, practices, learning programs, support services and the relation to the local community that include consideration of conservation of energy and sustainability.
- Develop a comprehensive plan to achieve climate neutrality.
- Create institutional structures and identify resources relating to conservation of energy and sustainability to guide and support the implementation of the comprehensive plan.
- Complete an inventory of all greenhouse gas emissions and update that inventory.
- Encourage the development of curriculum that raises awareness about climate neutrality and sustainability and that offers a career path to employment in “green” technologies.
- Review the status of and develop objectives related to improving and maintaining the “green infrastructure” of the district and colleges.
- Provide periodic progress reports on the accomplishments of the committee.

Current Sustainable RSCCD Committee Membership as of 2021		
Santa Ana College	Santiago Canyon College	District Office
Bart Hoffman (Vice President, Administrative Services)	Arleen Satele (Vice President, Administrative Services)	Carri Matsumoto (Asst. Vice Chancellor, Facility Planning, District Construction & Support Services) - Chair
Jim Kennedy (Vice President, Continuing Education)	Jim Kennedy (Vice President, Continuing Education)	Linda Melendez (Director, Purchasing Services)
Vacant (Faculty) Vacant (Faculty)	Vanessa Engstrom (Faculty) Charlie Malone (Faculty)	
Vacant (CSEA)	Ambar Nakagami (CSEA)	Simone Wolfe (CSEA)
Avinash Ramaswamy (Student) Daniela Derramadero (Student)	Vacant (Student) Vacant (Student)	

District Representatives

- Chancellor
- Assistant Vice Chancellor, Facilities – Chair
- Director, Purchasing Services

College Representatives

- Vice President, Administrative Services – SAC
- Vice President, Administrative Services – SCC
- Vice President, CEC
- Vice President, OEC

Faculty Representatives*

- Two faculty members as appointed by the SAC Academic Senate
- Two faculty members as appointed by the SCC Academic Senate

Classified Representatives*

- Four classified representatives as appointed by CSEA

Student Representatives

- Two students as appointed by the SAC Associated Student Government
- Two students as appointed by the SCC Associated Student Government

* If possible, faculty and classified representatives will be appointed to a two-year term. To ensure committee continuity, the terms will be staggered. Initial appointment by half of the representatives will be for a two-year term and the other half of the representatives will be for a three-year term.

SECTION 3.

VISION STATEMENT, GOALS, AND PRIORITIES

The Sustainable RSCCD Committee has developed the following Vision Statement to guide the District in its Sustainability Planning efforts.

The Rancho Santiago Community College District holds sustainability to be a foundational principle in its current and future development.

As a responsible steward of natural resources and the environment, the District will endeavor to minimize its impact on the environment by implementing best practices for conserving resources, reducing waste, implementing energy reduction and alternative energy generation strategies, constructing efficient buildings, and by developing partnerships that will further these activities.

To realize this Vision Statement, the SRC has defined the following sustainability goals and priorities. The goals and priorities for the Sustainability Plan reflect campus needs, interests, and available resources.

Goal No.	Area of Sustainability	Established Goal
1	Campus & Community Engagement	Encourage participation in and awareness of sustainability issues through effective education and engagement. Integrate sustainability into all facets of student life, including student government, clubs, and organizations.
2	Curriculum Development	Facilitate the inclusion of environmental sustainability and social responsibility into existing curriculum and develop new curricula and career-oriented certificate and training courses with an emphasis on sustainability.
3	Energy	Utilize 2012-2013 benchmark study to establish annual energy use and demand reduction goals (target 5% reduction). Plan appropriate energy efficiency, demand reduction, or clean self-generation measures by mid-2015 to meet reduction goals.
4	Facilities Design & Operation	Design and construct all major capital projects and renovations to meet LEED Silver “equivalent” standard and operate facilities to meet solid waste, energy, and water use reduction goals. Employ sustainable landscaping practices.
5	Solid Waste Management	Continue to implement the landfill diversion program, expand it to include all sectors of recycling and waste reduction to landfills, and strive to meet the statewide landfill recycling goal of 75% by 2020.

Goal No.	Area of Sustainability	Established Goal
6	Sustainable Procurement	Implement efforts to source campus food, materials, supplies, information technology, equipment, and resources from organizations committed to social responsibility and environmental sustainability.
7	Transportation	Reduce the reliance of students, faculty, and staff on single occupancy vehicle commutes by 5 percent within the next five years, and encourage the use of low and zero emissions vehicles.
8	Water Management	Perform water use benchmarking studies at both campuses and the District Office to better understand usage as compared to similar facilities and community college peers. Based on the results, establish annual water use reduction goals and plan appropriate measures to achieve goals.

The goals described above will apply to both Santa Ana College and Santiago Canyon College, the education centers, and the District Office. The goals are listed in alphabetical order, and are not necessarily listed by priority.

The goals and criteria established for the Sustainability Plan will be monitored during Plan implementation as described in Section 5, "Measure and Report Performance".

RSCCD Sustainability Plan Summary
REVISED Programs, Projects, and Planning Implementation List
Updated: May 20, 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	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 completed at SAC; Upgrade HVAC control system completed at SCC; DO completed replacement of chillers, cooling tower, and pumps. Continue to implement and upgrade when feasible.	AVCF	3	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 installed at SAC & SCC; 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	Facility design standards and demand-response program 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	District is committed to continuing commissioning of all new building construction in the future.	AVCF, VP of Administrative Services, Site/Campus Facility Manager	3,4	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	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	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; 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. 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. Monitor and develop as needed.	Campus	1,2	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	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	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	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