



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

**November 17, 2021**

**Zoom Meeting:** <https://cccconfer.zoom.us/j/93291447791>

**3:00 – 4:00 p.m.**

**Agenda**

1. Introductions
2. Meeting Notes of September 15, 2021 – Matsumoto
3. Reducing Plastic and Paper Use Signage and Tips – Matsumoto
4. Recycle and Landfill Signs – Matsumoto
5. Sustainability Plan Update 2025 – Matsumoto
6. College Updates
  - Santiago Canyon College – Satele
  - Santa Ana College – Hoffman
7. Other
  - Biennial Report Due June 2023 – Matsumoto

**Next Meeting:**

March 16, 2022

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**

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**Meeting Notes**

September 15, 2021

Members:	Carri Matsumoto	Present
	Bart Hoffman	Present
	Arleen Satele	Present
	Linda Melendez	Present
	Vanessa Engtrom	Present
	Charlie Malone	Present
	Ambar Nakagami	Present
	Tanisha Burrus	Present
	Simone Wolfe	Present
	Avinash Ramaswamy	Present
	Daniela Derramadero	Present

Assistant Vice Chancellor, Carri Matsumoto convened the meeting at 3:01 p.m.

1. Introductions  
Committee members introduced themselves.
2. Meeting Notes of May 19, 2021  
Ms. Matsumoto noted the meeting notes from the May 19, 2021 meeting were attached to the agenda for today's meeting.
3. Sustainable RSCCD Committee Purpose, Responsibilities and Membership  
Ms. Matsumoto shared the Sustainable RSCCD Committee Purpose, Responsibilities and Membership and asked the committee if they had any questions, comments or edits. There were no changes. Ms. Matsumoto noted this is an ad hoc committee for several years and members are always welcome to the committee. There are vacancies for two faculty members at Santa Ana College and two student members at Santiago Canyon College. Jose Vargas will be joining the committee.
4. Revised Final 2018-2020 Biennial Sustainability Report  
Ms. Matsumoto noted changes were made regarding electricity savings on page 17 of the final report and are underlined.

5. Sustainability Plan, Programs, Projects and Planning Implementation List

Overview

Ms. Matsumoto noted there are eight goals in the Sustainability Plan. The goals were established in 2013-2014 and approved in 2015 by the Board of Trustees. The eight goals are as follows: campus & community engagement, curriculum development, energy, facilities design & operation, solid waste management, sustainable procurement, transportation, and water management. The Programs, Projects and Planning Implementation List was developed when the first sustainability plan was adopted and gets reviewed and updated by the committee.

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

Initiative

Ms. Matsumoto asked the committee if they wanted to continue to focus on the campaign of reducing plastic and paper use. The committee agreed that they wanted to continue to focus on this initiative. Mr. Hoffman asked if Ms. Melendez could tell the committee when the contract with the District's current waste hauler expires. Ms. Melendez noted the contract for waste hauling services will go out to bid in the spring of 2022 and hopefully there will be a new contract in place starting July 1, 2022 with an option to renew up to five years.

Ms. Melendez noted that her department and the Facilities department used a vendor to scan documents so the hard copies could be destroyed to help eliminate paper. Ms. Matsumoto asked the committee if paper reduction is a feasible business practice at the campuses and in the classrooms and how they would reduce paper consumption. Mr. Hoffman noted he would like to use a scanning company. Ms. Engstrom noted since classes are now online, there is no paper being used for her classes and everything is uploaded to Canvas and the students can access the documents electronically. When she is back in the classroom, she would like to continue this process of everything being available electronically and maybe only hand out the first item of the semester on paper and have students submit assignments electronically.

Ms. Melendez noted the District is looking into managed print services to eliminate the need for employees to have individual printers at their desks. Mr. Ramaswamy noted online assignment submission should be encouraged for students to reduce paper and students should be allowed to use electronics to take notes in lecture classes. In one of his in-person lecture classes, the instructor allows the use of laptops and tablets to take notes, but in another class, electronics are not allowed and the students are forced to use paper to take notes. Mr. Malone noted trainings should be offered to teach employees and students how to convert files into pdf documents and how to file and name documents. Mr. Ramaswamy noted it would be helpful if the trash and recycle bins on campus had signs that tell exactly what can be placed in each bin. Ms. Melendez noted we had signs and Ms. Matsumoto asked the committee to think about other sustainable ideas and activities the committee can focus on.

7. College Updates

Ms. Satele noted that SCC will be planning for the Earth Day in April 2022 event and Mr. Hoffman and Mr. Ramaswamy noted that SAC is planning for the Sustain-a-Palooza in April 2022. Ms. Matsumoto asked the colleges to keep the committee updated of the Earth Day event planning so the committee can support their efforts and participate in the events.

8. Other

Mr. Ramaswamy noted Ms. Derramadero and him are starting a club for environmental science to get students interested and learning at SAC.

Ms. Matsumoto noted the 2015 Sustainability Plan will be updated in the future.

9. Next Meeting Date

***The next meeting will be held on Wednesday, November 17, 2021, at 3 p.m. via Zoom or TBD.***

Meeting Adjournment: 4:00 p.m.



# Reducing Plastic and Paper use at RSCCD

**Refuse** unnecessary plastic and paper products.

**Reuse** the paper and plastic you do end up with. Make the most of the products before recycling/disposing of them. Repair items when possible before replacing.

**Shop Sustainably** and invest in products meant to last. Borrow, trade, thrift, and support local businesses and sustainable brands when possible.

## Example

Bring your own bag. If you have to get a single-use plastic bag, turn it into a multi-use bag. Keep using it until it's unusable! When your last plastic bag reaches the end of its life, invest in a cloth reusable bag (or even better, make your own from an old t shirt!) that will last much longer and eliminate the need for another plastic bag ever again!

**Tip: Reusing what you already have** – even if it's plastic – is better than buying a new item, no matter how sustainable the new item is. There's no need for a bamboo utensil set if you already have perfectly good silverware in your kitchen drawer.

## Easy ways to reduce plastic and paper use:

- Always have these reusable items with you to avoid accidentally needing single-use products
  - o Water bottle
  - o Bag(s)
  - o Utensil set
  - o Stainless steel or glass straw
- Buy in bulk.
- Create a paper reuse center where people can put paper that has only been used on one side.
- Don't print excess pages or copies of documents – only print what you know will be used. Print double sided if you can.
- Compost.
- Choose paper over plastic. It's easier to recycle cardboard than plastic.
- Use a laptop or tablet in class to take lecture notes.

## Before **throwing something away**, ask

- Is this something I can reuse? Reuse it!
- Is this something someone else could use? Donate or gift it!
- Are there any parts of this that I can upcycle? Make something new out of it!

## Before **buying something new**, ask

- Do I already have something else that will get the job done? Use that!
- Can I thrift/shop used? Give a product a second life!
- Am I buying something that will last?
- Can I buy from a company that uses less packaging or doesn't have to ship as far?



# Reducing Plastic and Paper use at RSCCD

in 3 easy steps!

## 1. Refuse

**unnecessary plastic and paper products.**

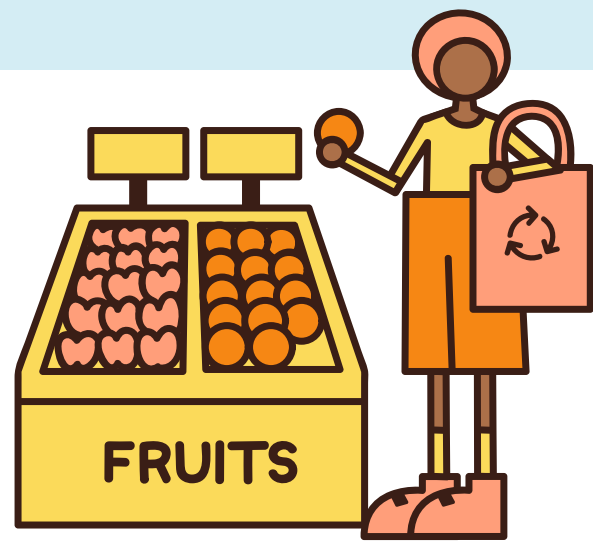
See our infographic on Sustainable Swaps to make this step a breeze!



## 2. Reuse

**the paper and plastic you do end up with.**

Make the most of the products before recycling/disposing of them.  
Save paper that has only been used on one side.  
Repair items when possible before replacing.



## 3. Shop Sustainably

**to minimize future plastic and paper use.**

Invest in products meant to last. Borrow, trade, thrift, and support local businesses and sustainable brands when possible. Buy in bulk to avoid excess packaging.



## Before throwing something away, ask

Is this something I can reuse? Reuse it!  
Is this something someone else could use? Donate or gift it!  
Are there any parts that can be upcycled? Make something new out of it!  
How do I responsibly throw this away? A quick web search can tell you if something should be sent to compost, recycle, e-waste, or landfill.

## Before buying something new, ask

Do I already have something else that will get the job done? Use that!  
Can I thrift/shop used? Give a product a second life!  
Am I buying something that will last?  
Can I buy from a company that uses less packaging or doesn't have to ship as far?

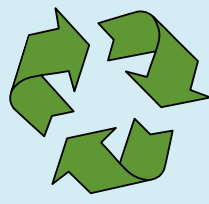


**Learn more about RSCCD Sustainability:**

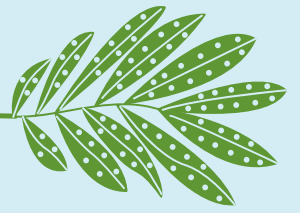


<https://rscdd.edu/Departments/BusinessServices/sustainable-rscdd-committee/Pages/default.aspx>





# Sustainable Swaps

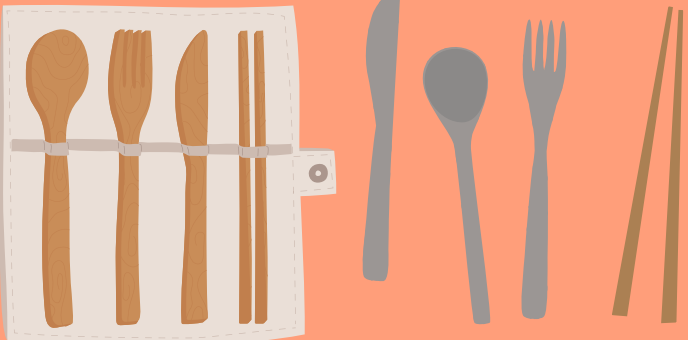


Keep these reusable items with you to reduce your use of single-use paper and plastic products:



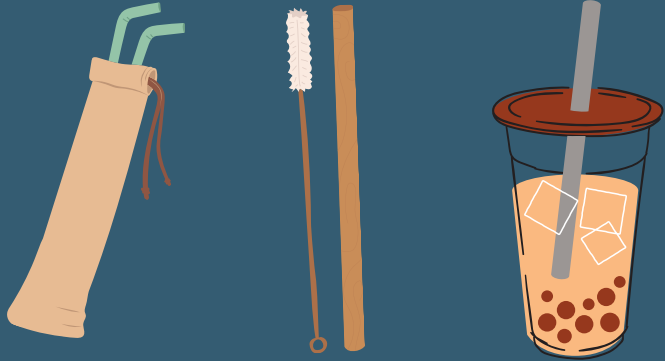
**Food/Drink Containers**

**Bags**

**Utensil Set**

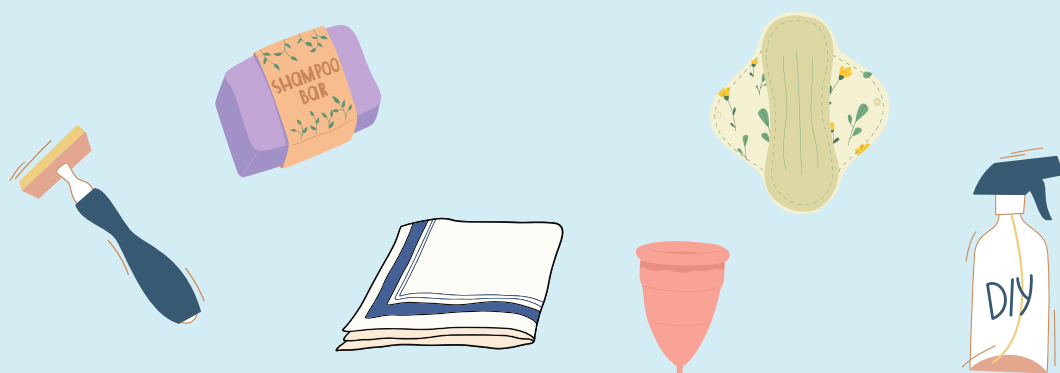
**Reusable Straw**



**USE WHAT YOU HAVE**

**Tip: Reusing what you already have**  
—even if it's plastic—is better than buying a new item, no matter how sustainable the new item is. There's no need to spend money on a bamboo utensil set if you already have perfectly good silverware in your kitchen drawer.

**More zero waste sustainable swaps:**





# RECYCLE

# LANDFILL

## CLEAN AND DRY

**HARD PLASTICS**



**METAL**



Live life greener by making the earth cleaner



**SOFT PLASTICS**



**FOOD & FOOD-SOILED PAPER**



**GLASS**



**PAPER, CARDBOARD, CARTONS**



**STYROFOAM**



**MIXED MATERIALS**





# RECYCLE

CLEAN AND DRY



**HARD  
PLASTICS**



**GLASS**



**PAPER, CARDBOARD,  
& CARTONS**



**METAL**



# LANDFILL



**SOFT PLASTICS**



**MIXED MATERIALS**



**FOOD & FOOD-SOILED PAPER**



**STYROFOAM**

