



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

September 14, 2022

Zoom Meeting: <https://us06web.zoom.us/j/84178066637>

3:00 – 4:00 p.m.

Agenda

1. Introductions
2. Meeting Notes of May 18, 2022 – Matsumoto
3. Sustainable RSCCD Committee Purpose and Responsibilities – Matsumoto
4. Sustainable RSCCD Committee Membership – Matsumoto
5. “Reduce Paper and Plastic Use” Initiative – Matsumoto
6. Biennial Report Due June 2023 – Matsumoto
7. Future Update to Sustainability Plan 2025 – Matsumoto
 Work Group Participants – Matsumoto
8. College Updates
 Santiago Canyon College – Satele
 Santa Ana College – Hoffman
9. Other

Next Meeting:

November 16, 2022

3:00 p.m.

Zoom or TBD

Mission Statement

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

Santa Ana College inspires, transforms, and empowers 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 18, 2022

Members:	Carri Matsumoto	Present
	Bart Hoffman	Present
	Arleen Satele	Absent
	Linda Melendez	Absent
	Jose Vargas	Absent
	Vanessa Engstrom	Present
	Charlie Malone	Absent
	Ambar Nakagami	Present
	Tanisha Burrus	Absent
	Simone Wolfe	Present
	Avinash Ramaswamy	Absent
	Daniela Derramadero	Absent
	Sebastian Pinteá	Absent
	Elisabeth Neely	Absent
Guests:	Hugo Curiel	Present
	Lisa Imai	Present

Assistant Vice Chancellor, Carri Matsumoto convened the meeting at 3:03 p.m.

1. Introductions

Committee members and guests introduced themselves.

2. Meeting Notes of March 18, 2022

Ms. Matsumoto noted the meeting notes from the March 18, 2022 meeting were attached to the agenda for today's meeting and asked the committee if they had any questions, comments or edits.

3. Approval of 2022-2023 Meeting Schedule

Ms. Matsumoto shared the 2022-2023 meeting schedule and asked the committee if they had any comments or questions. The committee agreed.

4. Reducing Plastic and Paper Use Signage and Tips

Ms. Matsumoto noted the Tips for Reducing Paper and Plastic Use Easy Steps documents are posted on the SRC website and identify how they can eliminate

use. Ms. Melendez noted they went out to bid for bond paper and the award of bid is scheduled for approval by the Board of Trustees on May 31, 2022. When they have gone out for this bid in the past, they usually receive six to seven bids, but they only received one this time due to the paper shortage. Mr. Hoffman asked if the Facility Planning and Purchasing departments had a consultant that helped them go paperless, or did they do it on their own. Ms. Matsumoto and Ms. Melendez noted they did this effort on their own. Every department has different needs. Mr. Hoffman asked if there are consulting services that can help Santa Ana College go paperless. Ms. Matsumoto said this would be a very expensive service district-wide and therefore, each department needs to assess their needs and develop a plan. Get word out about paper shortage.

Ms. Melendez noted her department looked at the retention policy to know what hard copies they need to keep and for how long do they need to be kept. Ms. Matsumoto noted she would follow up as an action item with Chancellor's Cabinet on behalf of the committee to inform them of the paper shortage and recommend that each department and/or division identify how paper use can be reduced.

5. Sustainability Plan Update

Ms. Matsumoto noted the current Sustainability Plan was approved in 2015 and a new update will be done in 2025. Ms. Matsumoto asked the committee if anyone was interested in volunteering to be a part of the sub workgroup and she would ask this question again in the Fall. Mr. Curiel and Ms. Wolfe both volunteered to help.

6. College Updates

Ms. Nakagami noted the Earth Day event at SCC went well. Mr. Hoffman noted SAC's Earth Day event was very successful and had outstanding guest speakers. One of the notable guest speakers was a sea captain who found the great plastic garbage patch in the ocean and talked about the movie Soylent Green. Ms. Matsumoto thanked the colleges for allowing us to participate at both Earth Day events and noted both events were great, informative, educational, interactive and fun. Students enjoyed taking the recycling challenge at the committee's booth and the committee will continue to have this activity at upcoming college Earth Day events.

7. Other

Ms. Matsumoto thanked the committee for their participation this year.

8. Next Meeting Date

The next meeting will be held on Wednesday, September 14, 2022, at 3 p.m. via Zoom or TBD.

Meeting Adjournment: 3:30 p.m.

Sustainable RSCCD Committee Meeting
Wednesday, September 14, 2022

Purpose

The Sustainable RSCCD Committee is an ad-hoc 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.

Proposed Sustainable RSCCD Committee Membership as of 2022		
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
Vacant (Management)	Jose Vargas (Interim Vice President, Student Services & Foundation Director)	Tae Kim (Director, Facility Planning, District Construction & Support Services) – Co-Chair
Vacant (Faculty) Vacant (Faculty)	Vanessa Engstrom (Faculty) Vacant (Faculty)	Linda Melendez (Director, Purchasing Services)
Tanisha Burrus (CSEA)	Ambar Nakagami (CSEA)	Simone Wolfe (CSEA)
Christopher Fesler (Student) Jesse Villa (Student)	Vacant (Student) Vacant (Student)	Hugo Curiel (Project Manager)

District Representatives

- Chancellor
- Assistant Vice Chancellor, Facilities – Chair
- Management, Facilities Director – Co-Chair
- Management, Director of Purchasing Services
- Management, Facilities Project Manager

College Representatives

- Vice President, Administrative Services – SAC
- Vice President, Administrative Services – SCC
- Management, (Vacant) – SAC
- Management, Vice President – SCC

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.