



Rancho Santiago Community College District Sustainable RSCCD Committee

Meeting Notes

February 19, 2014

Members:	Raúl Rodríguez	Present
	Peter Hardash	Absent
	Carri Matsumoto	Present
	Michael Collins	Present
	Steve Kawa	Present
	Jim Kennedy	Present
	Jose Vargas	Present
	Kimo Morris	Present
	Lisa McKowan-Bourguignon	Present
	Doug Deaver	Present
	Tammy Cottrell	Absent
	Laurene Lugo	Present
	Jana Cruz	Absent
	Hugh Nguyen	Absent
	Chandler Beaudette - SCC	Absent
	Mario Quintero – SAC	Absent
Also Attending:	Judy Iannaccone	
	Elisabeth Pechs	
	Matt Sullivan, Newcomb Anderson McCormick	

1. Update on Sustainability Plan Development Process

Assistant Vice Chancellor Matsumoto reported that Newcomb Anderson McCormick Energy Engineering and Consulting had been awarded the contract to assist the district in the development of a sustainability plan. Matt Sullivan from NAM presented the process to develop the plan and the plan schedule is attached to the minutes. The following decisions were made:

- SRC will work with NAM on project implementation
- Each college will have a subcommittee to provide input
- Ms. Matsumoto, Mr. Collins and Mr. Kawa will meet with NAM on March 6 to jump start the process
- At the next SRC meeting, the vision and goals will be developed and an action plan will be discussed

- ***All SRC members were encouraged to read through the template on the Chancellor's office website prior to the next meeting:***

<http://extranet.cccco.edu/Divisions/FinanceFacilities/Sustainability/CCCSustainabilityPlanTemplateFiles.aspx>

2. 2014 CA Higher Ed Sustainability Conference – June 2014

It was agreed that Vice President Michael Collins will attend the conference and bring back information to the committee.

3. Prop 39 Projects Update

Assistant Vice Chancellor Matsumoto presented an update on the district's Prop 39 projects. Because of the one to two years of work done prior to the award of Prop 39 funding, the district was able to immediately begin the projects.

4. Subcommittee Structure

The formal subcommittee structure has been suspended while work on the sustainability plan takes place. Earth Day events, however, are being planned at the two colleges. ***It was also decided that work to move forward with the implementation of a recycling effort for the district and colleges continue.***

5. Next Meeting

The next meeting will be held on Wednesday, March 19, 2014, at 3 p.m. in the Decision Room #340 at the District Office.

Meeting Adjournment: 3:55 p.m.



**Sustainability Plan
Proposed Work Plan Details**

Task No.	Task Description	Guidebook Reference	Action Items	Process and Deliverables	Primary Responsibility	Assisted By/Other Participants
1	Kick-Off Meeting – Steering and College Committees	Section 2	NAM coordinate meeting and prepare materials	<ul style="list-style-type: none"> Review and Finalize Work Plan and Schedule Adopt Vision Statement 	NAM	College Sustainability Committee
2	Obtain College Administration Commitment	Section 2	District / NAM prepare Resolution Language for President/BOT consideration	<ul style="list-style-type: none"> Resolution from President and/or BOT committing to implementing the Sustainability Plan and adopting the Vision Statement. 	District	NAM
3	Presentation to College at Large	Section 7.11 and 9.3	NAM develop Power Point presentation in collaboration with College Committee to introduce College Community to the Template and Sustainability Planning process	<ul style="list-style-type: none"> Prepare PowerPoint Presentation describing Template and Sustainability Planning Process Deliver presentation to College Community at a workshop Solicit feedback and identify additional participants 	NAM	College Committee
4	Confirm College Committee and Develop Management Process	Section 4	Finalize selection of College Committee and development of the management process to develop the Sustainability Plan	<ul style="list-style-type: none"> Confirm or Recruit Members Establish Roles & Responsibilities Establish Governance Structure Develop Management Process for Plan Establish Communications Plan Appoint Chair 	NAM	College Committee
5	Define Goals, Criteria, and Timelines	Section 5	NAM to lead a discussion with College Committee to develop Goals, Criteria, and Timelines for Sustainability Plan.	<ul style="list-style-type: none"> Confirm Vision Statement Identify Existing Goals & Master Plan Objectives Related to Sustainability Review Best Practices and Guidebook Section 7 to glean ideas for Goals Assess Current and Past Sustainability Efforts Identify College Priorities and Limitations Define Goals & Objectives for Plan Define Criteria for Success Establish Implementation Timeline 	College Committee	NAM
6	Select and Prioritize Implementation Programs and Projects	Section 7 and 10	NAM to lead a discussion with College Committee to review potential Programs and Projects from Section 7 and Best Practice Case Studies from Section 10 and develop a preliminary list of actions.	<ul style="list-style-type: none"> Review Potential Programs and Projects from Section 7 Review Best Practice Case Studies (See Section 10) Select and Prioritize Projects for Implementation based on Goals, Objectives, Criteria Establish Preliminary List of Projects for Implementation Assign a Main Contact/Person Responsible For Each Project 	College Committee	NAM
7	Create an Action Plan	Section 8	NAM will prepare Action Plans which will include the Implementation Checklist and Sustainability Plan Document Template. Committee will assist and ratify.	<ul style="list-style-type: none"> Refine Preliminary Project List and Task List Perform Preliminary Cost Analysis for each Selected Project - perform additional screening based on costs Review Available Resources to assist with Project Implementation (Section 11, Appendix B) Identify Funding Sources (Section 6) Perform Outreach to Surrounding Communities/Agencies for possible information, resources, synergies Utilize Implementation Planning Checklist (Guidebook Appendix E) to create and document Action Plan Utilize Sustainability Plan Document Template (Guidebook Appendix F) to publish Draft Plan Assign responsibilities, identify costs and resources, define timing for each Program and Project 	NAM	College Committee

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8	Establish Performance Measurement and Reporting Protocols	Section 9	NAM will develop Performance Measurement and Reporting Protocols, with Committee assistance.	<ul style="list-style-type: none"> Confirm the Criteria for Success defined in Task 5 Establish Baselines for Performance Measurement Establish Performance Metrics Evaluate Utilization of Potential Sustainability Ranking Systems Develop Reporting and Communications Plan to College Administration and Community-at-Large 	NAM	College Committee
9	Publish Draft Sustainability Plan and Submit for Approval	Section 8	NAM will prepare and finalize Sustainability Plan documents for submittal to college administration for approval.	<ul style="list-style-type: none"> Final Approval for each college Sustainability Plan from College Administration Present Final Plan to College-at-Large 	NAM	College Committee

**Rancho Santiago CCD
Sustainability Plan Development Schedule
January 15, 2014**

