

# Physical Resources Committee

Wednesday, November 1, 2023 – 1:30 p.m.  
Zoom Meeting: <https://rscdd-edu.zoom.us/j/84726781298>

## Agenda

1. Call to Order – Ingram
2. Introductions – Ingram
3. Approval of Meeting Minutes – September 6, 2023 (Action) – Ingram
4. Projects Update – Matsumoto
  - Capital
  - Scheduled Maintenance
  - Addendum to Facilities Master Plan Update
5. Sustainability Committee Update – Matsumoto
  - Sustainable RSCCD (SRC) Next Meeting November 15, 2023
  - Website:  
<https://www.rscdd.edu/Departments/BusinessServices/sustainable-rscdd-committee/Pages/default.aspx>
6. Update on Campus Facilities Meetings
  - [SAC – Facilities and Safety Committee Update](#) - Hoffman
    - Next Meeting November 21, 2023
  - [SCC – Facilities and Safety Committee Update](#) – Satele
    - Next Meeting November 20, 2023
7. Meeting Schedule: February 7, 2024 (Email Only); March 6, 2024; May 1, 2024
8. Other
9. Adjournment

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.

## Physical Resources Committee Minutes of September 6, 2023

**Members Present:** Iris Ingram, Dane Clacken, Binh Dau, Christine Gascon (arrived at 1:35 pm), Bart Hoffman, Jason Huskey (arrived at 1:38 pm), Shannon Kaveney, Gabriel Lopez, Joe Melendez, Amber Nakagami, Arleen Satele, Michael Turrentine, and Monica Zarske

**Members Absent:** Justin Barajas, and Carri Matsumoto

**Guests Present:** Heather Collins, Hugo Curiel, Kelvin Leeds, David Nakagami, and Tae Kim

1. Call To Order  
Vice Chancellor Ingram called the meeting to order upon achieving quorum at 1:31 pm.
2. Introductions  
Committee members and guests introduced themselves and new members were welcomed.
3. Approval of Meeting Minutes – May 3, 2023 (Action)  
A motion made by Arleen Satele was seconded by Dane Clacken to approve the minutes of the May 3, 2023, meeting as presented. The motion passed with abstentions by Bart Hoffman and Monica Zarske.
4. Physical Resources Committee Purpose and Responsibilities (Action)  
The PRC purpose and responsibilities were reviewed and discussed with no requests for edits. A motion made by Bart Hoffman was seconded by Monica Zarske to approve the purpose and responsibilities as presented. The motion passed unanimously.
5. Physical Resources Committee Membership (Action)  
The membership was reviewed and discussed. It was made known that two faculty vacancies now exist as Alex Taber has been reassigned by the Faculty Senate to another committee. Arleen Satele will follow-up and notify staff of faculty representatives appointed by the SCC Academic Senate. Additionally, SCC ASG President will serve as student representative until a permanent assignment is affirmed. The SAC student representative is affirmed as well though absent from this meeting. A motion made by Bart Hoffman was seconded by Monica Zarske to approve the membership as discussed. The motion passed unanimously.

6. Projects Update (Melendez/Kim)  
Directors Joe Melendez and Tae Kim screenshared, provided an extensive review of various capital projects, scheduled maintenance projects at each site (over multiple years), noted completion of projects districtwide, facility modification request projects that require construction, Blaser Settlement accomplishments, access control and key projects with updates in blue text on the PRC Project Update presentation for ease of comparison to the last review. The PRC Project Update is posted on the PRC webpage. Additionally, the addendum to Facilities Master Plan Update was discussed and completion of the Comprehensive Facilities Master Plan is anticipated to follow the colleges' Educational Master Plans. There were no questions.
7. Sustainability Committee Update  
Tae Kim shared an update on sustainability projects and announced the next meeting of the Sustainability Committee is September 20. The webpage details were provided on the agenda for additional information. There were no questions.
8. Update on Campus Facilities
  - SAC – Bart Hoffman announced SAC's first meeting for this year is scheduled for September 19 with a discussion topic focused on DMC plans, as well as committee responsibilities, and meeting membership.
  - SCC – Arleen Satele announced SCC's first meeting is scheduled for Monday, September 18 and will include a presentation on the front entrance project by the District Facilities team with more to report next month.
9. Meeting Schedule  
Vice Chancellor Ingram reviewed the meeting schedule as follows: October 4, 2023 (Email Only); November 1, 2023; February 7, 2024 (Email Only); March 6, 2024; and May 1, 2024.
10. Other  
There were no questions or concerns expressed.
11. Adjournment  
The meeting adjourned with a motion made by Bart Hoffman and seconded by Chrissy Gascon that passed unanimously at 2:28 pm.