



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

**September 18, 2019  
District Office  
Executive Conference Room #114  
3:00 – 4:00 p.m.**

**Agenda**

1. Introductions
2. Meeting Notes of May 15, 2019 – Matsumoto
3. 2018-2019 Completed Program & Project Achievements – Matsumoto
4. Reuse for Better Use Initiative for Plastic Reduction – Matsumoto
5. Review of March 2019 Programs, Projects and Planning List – Matsumoto
6. Action: Next Meeting Date – Matsumoto  
Proposed Change: October 16, 2019 to October 30, 2019
7. Other

**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 15, 2019

Members:	Carri Matsumoto	Present
	Bart Hoffman	Present
	Arleen Satele	Present
	Jim Kennedy	Present
	Jose Vargas	Present
	Kimo Morris	Absent
	Kelly Ro	Present
	Angela Guevara	Absent
	Aggie Kellett	Absent
	Ambar Nakagami	Present
	Leanna Nolan	Present
	Stephanie Yamoto	Present
	Luis Ortiz	Present
	Nicholas Valle	Present

Assistant Vice Chancellor Carri Matsumoto convened the meeting at 3:06 p.m. and self-introductions followed.

1. Committee Description and Committee Membership

Ms. Matsumoto noted the vacancies in membership. The current vacancies include one faculty member appointed by SCC Academic Senate, one student appointed by SAC Associated Student Government and one student appointed by SCC Associated Student Government.

2. Report on College Earth Day Events

Mr. Kennedy stated the Sustain-a-Palooza at Santa Ana College was well received by the campus and the students. He was pleased with the participants and praised Luis Ortiz for his hard work in leading and organizing the entire event. Mr. Ortiz added that the event was successful and well attended. He informed the committee members how ASG engaged and encouraged the students into participating in the event by earning points for the Earth Day promotional items. ASG promoted the bamboo utensils as a give-away to educate the participants on eliminating or reducing one time use and disposable products such as forks and spoons.

Mr. Valle expressed the Earth Day event at Santiago Canyon College had a great turn-out as well. Ms. Satele shared photos of the Earth Day activities with the group. She commented that a car enthusiasm group volunteered their time and vehicles to showcase the Tesla electric cars, and the number of members was impressive. Ms. Matsumoto agreed that events for both campuses were well received and well done.

3. Committee Focus: Reducing Plastic Use

Ms. Matsumoto asked the committee if they wanted to continue to focus on the campaign of reducing plastic use or change the campaign. The committee agreed that they wanted to continue to focus on this initiative next year.

4. 2018-2019 Status of Completed Programs and Projects/Achievements

Ms. Matsumoto informed the group that it was time to start collecting updates for the next SRC report. She stated, it requires time to gather information that covers two years and stressed how important it is start early. She noted the SRC report is based off goals identified and outlined different categories. Ms. Matsumoto asked the committee to identify all the achievements this year and e-mail them to her by June 30, 2019.

Ms. Matsumoto noted the Southern California Edison (SCE) just informed the District that SCE never properly billed the District on the actual electricity usage from the meters, which effects the electricity reports previously provided. Utility usage reports that were given out last year are probably inaccurate due to the incorrect data from SCE and new reports will be issued in Fall 2019 with the new data from SCE. Edison finally did a reconciliation for the Aquatic and Humanities buildings and produced new bills that changed the usage data and costs so the colleges may receive new bills for an increase in electricity cost for past historical use. Utility companies sometimes bill based off projected or past average uses if meters are not read or verified yet; which is why the billing and data can be in-accurate.

5. Approval of 2019-2020 Meeting Schedule

Ms. Matsumoto asked for a motion to approve the 2019-2020 meeting schedule. A motion was made by Mr. Vargas and seconded by Ms. Satele and approved unanimously.

6. Other

Photos from the college Earth Day events were shared with the committee.

Ms. Nakagami stated a student at Santiago Canyon College inquired when the campus will have an electric vehicle charging station. Ms. Matsumoto responded there will be two electric vehicle charging stalls incorporated into the Safety Department Portable Offices project, which is anticipated to be completed by end of 2019/beginning of 2020.

7. Next Meeting

***The next meeting will be held on Wednesday, September 18, 2019, at 3 p.m. in the Executive Conference Room (#114) at the District Office.***

Meeting Adjournment: 3:47 p.m.

**RSCCD Sustainability Plan Summary**  
**DRAFT REVISED Programs, Projects, and Planning Implementation List**  
**Revised Date: March 20, 2019**

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	Assistant Vice Chancellor of Facility Planning, District Constructon, and Support Services (AVCF) & VP's of	1-8	Ongoing
4.1.5	Employ Sustainability Professionals, as required			AVCF	3,4	Ongoing
4.1.7	Integrate Sustainability Planning into Campus Master Plan			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 inconjunction with SCE & CCC-IOU Partnership	AVCF	3	Ongoing
4.2.5	Implement New and Existing Audit Recommendations			AVCF	3	In-Process
4.2.8	Identify and Take Advantage of Grant and Incentive Programs		Measure E, Measure Q, and Prop 39 Funds, CCC-IOU Partnership	AVCF & VP of Administrative Services	3	In-Process
4.2.9.2	Efficient Lighting and Lighting Controls			AVCF	3	In-Process
4.2.9.3	Install Energy Efficient HVAC Systems		Chilled Water Central Plant planned at SAC; Upgraded HVAC control system planned at SCC; DO plans to replace chillers, cooling tower, and pumps	AVCF	3	In-Process

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 currently installed (SCC); Plans to install a new, more robust EMS at both campuses; Meet Title 24	AVCF	3,4	In-Process
4.3.3	Adjust Temperature Set Points and Schedule Operating Times	Development of facility design standards and demand-response program currently in progress with SCE	AVCF, VP of Administrative Services, Facility Managers	3,4	In-Process
4.3.4	Optimize Building Occupancy Scheduling		Site & Campus Facility Manager	3,4	Ongoing
4.3.5	Optimize HVAC Equipment Scheduling		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	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.	AVCF	3,4	In-Process

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	AVCF	3,4,8	In-Process
4.4.2	Implement Sustainable Design Practices		AVCF, VP of Administrative Services	1,3,4,6,8	Ongoing
4.4.3	Use an Integrated Systems Approach in Building Design		AVCF	1,3,4,6,8	Ongoing
4.4.5	Commission New Buildings & Maintain Appropriate Operations to Support Functionality	Two buildings completed in 2012 and 2014 have been commissioned; District is committed to commissioning all new buildings in the future as well	AVCF, VP of Administrative Services, Site/Campus Facility Manager	3,4	In-Process

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 currently under review	AVCF, VP of Administrative Services	3	In-Process
4.5.2	Evaluate Load Shifting Technologies	In-process at SAC; planned at SCC as part of future central plant	AVCF, VP of Administrative Services	3	In-Process

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	AVCF, VP of Administrative Services, Campus	1,7	In-Process
4.6.2	Encourage and Enhance Public Transportation and Ridesharing Options	Several initiatives currently planned or in place including: Increase Awareness, Facilitate Public Transit Use, and Incentivize Public Transportation and Carpooling	VP of Administrative Services, Campus	1,7	In-Process
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	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	VP of Administrative Services, Campus	7	Ongoing
4.6.5	Enhance Student Distance Learning	Expand and enhance distance-learning education course offerings; Full-time faculty coordinator hired (July 2014) to manage distance-learning program	VP of Administrative Services, Campus	1,7	Ongoing
4.6.6	Encourage Low or Fuel-Efficient Vehicles for Commuters		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.	AVCF, VP of Administrative Services, Site-specific/Campus	8	Planned
4.7.2	Implement Water Conservation Strategies	Several water conservation measures have been implemented throughout the District; Included in Facility Design Standards	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	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	AVCF, VP of Administrative Services, Site-specific/Campus	8	In-Process

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	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	Director of Purchasing, Campus	5	In-Process
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	Director of Purchasing, Campus	1,5,6	Ongoing
4.8.4	Improve Existing Recycling Programs		Campus	1,5	In-Process
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	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		VP Administrative Services, Campus	5	Planned

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	Director of Auxillary Services, Campus	1,6	Planned
4.9.2	Green Purchasing Practices	RSCCD will create a Green Purchasing Policy in 2015 aimed at campus-wide, sustainable procurement	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		Campus	1	Planned
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	Campus	1,2	Planned
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	In-Process
4.10.4	Advocate for Change at the Statewide Level	District hopes to send representatives to the Higher Ed Sustainability Conference	Campus	1	Planned
4.10.5	Training Opportunities for Students	Facilitate Hands-On Campus Projects; Invite Notable Speakers; Support Student Committees and Clubs	Campus	1,2	In-Process
4.10.6	Joint Meeting with Faculty & Staff from Academic Senate and students from the Associated Student Government		Campus	1	Planned

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		Campus	1	Complete
4.11.3	Sustainability Events	Several sustainability events at SCC and SAC have occurred/ are on-going; Transportation subcommittee to plan "Bike to Work" day	Campus	1,7	In-Process
4.11.4	Campus Specific Outreach & Awareness	Sustainability Student, Faculty & Staff survey completed Spring 2014; To be repeated annually; Develop Campus & Community Engagement Plan by the Spring Semester of 2015 with implementation by the Fall Semester of 2015	Campus	1	In-Process
4.11.5	Community Specific Outreach & Awareness	Public transportation partnerships with the District (see 4.6); Campus & Community Engagement Plan by the Spring Semester of 2015 with implementation by the Fall Semester of 2015	Campus, Director of Public Affairs & Publications	1,7	In-Process

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 Reponse Program participation	AVCF, VP of Administrative Services, Site/Campus Facility Manager	2,3,4,5,6,7	Planned