

Physical Resources Committee

Wednesday, November 12, 2025 – 1:30 p.m.

Zoom Meeting: <https://rscdd-edu.zoom.us/j/83422258346>

Agenda

1. Call to Order – Ingram
2. Introductions – Ingram
3. Approval of Meeting Minutes – September 3, 2025 (Action) – Ingram
4. Physical Resources Committee Goals for 2025-2026 (Action) – Ingram
 - Review of 2024-2025 Goals
 - Proposed 2025-2026 New Goals
5. Real Estate Property Management and Districtwide Workgroup – Ingram
6. Review of Redline AR 3501 Campus Security and Access and AR 3501.1 Procedures - Jensen
7. Projects Update – Matsumoto
 - Capital Projects
 - Scheduled Maintenance Projects
 - Facility Modification Requests
 - ADA Transition Plan and Blaser Settlement
 - Districtwide Access Control and Key Test Pilot Projects
 - Districtwide Unfunded Projects
 - State Chancellor's Office Deadlines
 - Real Estate and Capital Planning
 - Energy and Sustainability
 - Sustainable RSCCD (SRC) Next Meeting November 19, 2025 - Website: <https://www.rscdd.edu/Departments/BusinessServices/sustainable-rscdd-committee/Pages/default.aspx>
 - Fire Life Safety
8. Update on Campus Facilities Meetings
 - [SAC – Facilities and Safety Committee Update](#) - Hoffman
 - Next Meeting November 18, 2025
 - [SCC – Facilities and Safety Committee Update](#) – Satele
 - Next Meeting November 17, 2025
9. Meeting Schedule 2025-26: February 4, 2026 (Email only); March 4, 2026, and May 6, 2026
10. Other
11. 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 3, 2025

Members Present: Iris Ingram, Carri Matsumoto, Darlene Diaz, Suzanne Freeman, Bart Hoffman, Bridgette Hernandez, Isabella Luna, Joe Melendez, Cristina Morones, and Arleen Satele

Members Absent: Michael Busch, Dane Clacken, Christine Gascon, Jennifer Karimpour, Shannon Kaveney, and Michael Turrentine

Guests Present: Heather Collins, Hugo Curiel, Tae Kim, Kelvin Leeds, David Nakagami, and Kennethia Vega (recorder)

1. Call To Order
Ingram welcomed everyone to the meeting and called the meeting to order upon achieving quorum at 1:32 pm.
2. Introductions:
Introductions were completed.
3. Approval of Meeting Minutes – May 7, 2025 (Action)
A motion made by Satele to approve the minutes of May 7, 2025, meeting as presented was seconded by Hernandez. By roll call vote the motion passed unanimously.
4. Physical Resources Committee Purpose and Responsibilities (Action) – Ingram
The Physical Resources Committee purpose and responsibilities were distributed via the meeting materials for review and affirmation.

A motion made by Hoffman to approve the purpose and responsibilities of PRC as presented was seconded by Morones. By roll call vote the motion passed unanimously.

5. Physical Resources Committee Membership (Action) – Ingram
The Physical Resources Committee membership was distributed via the meeting materials for review and discussion.

A motion made by Hoffman to approve the PRC Membership as presented was seconded by Diaz. By roll call vote the motion passed unanimously.

6. Projects Update (Matsumoto)
Matsumoto screenshared the projects update that was re-organized by subsections containing over 70 slides to address the various projects. All updates/revisions are in **blue text**, and the presentation is posted on the PRC webpage for ease of review, reference, and sharing with constituents. The following highlights were mentioned:

- 24-25 Fiscal Year in Review Snapshot
During the summer with fiscal year closeout, it provided an opportunity to reflect and organize the information to be shared creating a quick summary

and recap of the various projects. Capital projects do not end with the fiscal year-end but continue until completion of the project including fiscal close-out. Matsumoto discussed the Fiscal Year in Review slide page 3 demonstrating the volume of work the small and robust staff coordinates.

- Capital Projects
 - Russell Hall Replacement (Health Sciences Building) at SAC is in closeout phase with final report being prepared.
 - Russell Hall Demolition at SAC is in closeout phase with final report being prepared.
 - Campus Entrance project at SAC is active and in progress.
 - Centennial Education Center Redevelopment project has a new architect as approved by the Board of Trustees on August 11, 2025. Work began to move forward with design efforts and reviewing phases of work with modular building replacement of Building B. This also includes a remodel of the culinary kitchen in Building E. The \$1 million site adjacent lease boundary improvement is also progressing. Currently in discussion with the City is a pedestrian pathway, vehicular path with landscaping improvements and exterior lighting.
 - Orange Education Center Site Remediation project was discussed. Prior to 2013, it was determined the original construction of the building did not receive DSA approval for school use. The building could not be rehabilitated to "field act standards." At the same time environmental requirements changed thus requiring remediation of the soil to meet new Orange County Health Care Agency (OCHCA) standards. The building was demolished, and a soil vapor extraction system installed. Two quarters of remediation reports have been submitted to the OCHCA and proven to be successful. Currently three viable options are being considered: 1) lease alternative property; 2) purchase new property; 3) redevelop existing site. It is very feasible to redevelop the site along with active remediation. These are the decisions the campus must make; the district cannot continue to explore multiple options due to time and money. Matsumoto reminded everyone that the center status is tied to the Batavia location. If a new property is pursued, then a new center status application will be required.
 - Campus Entrance Improvement Phase 1 is in closeout while Phase 2 is in construction. The purpose of Phase 2 is to create the proper grades and slopes for pedestrian pathway and accessibility from Chapman to the campus.
 - District Operations exterior window replacement project is in progress with approval by the Board of Trustees on August 11, 2025, for the contractor.
- Scheduled Maintenance Projects
 - Melendez mentioned the wrapping up of HVAC projects at SAC for buildings L, T, X, and W with valve replacement in closeout phase.
 - Additionally, all fire rated projects were completed during the summer.
- Facility Modification Requests
 - Matsumoto briefly reviewed the facility modification requests referencing new slides 51-52.

- Curiel and Kim briefly reviewed the multiple moves from DMC, Library, Building A, with Math Department relocation and reconfiguration to Building I which are sequential having domino effects and collaboration with ITS and Administrative Services at SAC. It is a complicated puzzle that requires thoughtful planning to address the three individual modification requests.
- Dunlap Amphitheater shade structure and lighting project was briefly discussed. Along with a central mall shade structure pilot that is progressing with five structures being placed on the SAC campus.
- SCC Water Utility project is having a site visit today with the user group.
- ADA Transition Plan & Blaser Settlement
 - The SCC Campus Entrance project addresses Blaser settlement deficiency items. Overall, projects are tracking very well with 90% completion. There are projects that will not be completed due to time and costs. There has been significant progress in such a short period of time.
- Districtwide Access Control & Key Test Pilot Projects
 - Projects are on hold with DSA approvals that the District does not want to see expire. Therefore, there is consideration and assessment of how to complete these projects in phases or a portion of the scope of work.
- Districtwide Unfunded Projects
- State Chancellor's Office Deadlines
 - State Chancellor's Office deadlines were reviewed. Space inventory changes need to be submitted this month for report due October 6. The Five-Year Scheduled Maintenance plan is also due in October.
- Real Estate and Capital Planning is a new category and requires attention and assistance.
 - Staff are working on behalf of both colleges on real estate matters. SAC focus is on DMC and Bristol and 17th Street properties. SCC focuses on leasing space for OEC and highest use options for Batavia.
- Energy and Sustainability
 - Matsumoto provided brief update from the Sustainability Committee. She stated Alejandro Alcalá, Energy and Sustainability Manager, has been working on various tasks and projects including the California Energy Commission (CEC) Energy Benchmarking Annual Report, Sustainability Biennial Report and Automation Optimization for building HVAC systems. He will attend a future meeting to provide an update as detailed on slide 73.
 - The next Sustainability Committee meeting is September 17, 2025.

Matsumoto stated she would have David Nakagami provide a report next time on fire life safety projects.

Questions were asked and answers were provided for clarification of information received. Regarding Math relocation and reconfiguration, Kim stated he will meet separately with Kelvin Leeds to provide timeline or send via email.

7. Update to Campus Facilities

- SAC – Hoffman reported on the activities of the last facilities meeting of May 20, 2025, including sustain-a-palooza, custodial positions, and active emergency drill. Next meeting is September 16, 2025.
- SCC – Satele reported on the activities of the last facilities meeting at SCC with a focus on preparing for the front entrance construction project. Next meeting is September 15, 2025.

8. Meeting Schedule for 2025-26

The next committee communication will be sent via email on October 1, 2025, with the next meeting to be conducted via zoom on November 12, 2025, which is delayed due to the staff attending the CCFC annual conference during the first week in November. Ingram confirmed all future meeting dates through May 2026.

9. Other

There were no further questions or concerns expressed.

10. Adjournment

A motion made by Hoffman was seconded by Morones to adjourn the meeting. The meeting adjourned at 2:34 pm.



Physical Resource Committee 2024-2025 Committee Goals

1. Review, assess, and address any questions on capital construction projects, state capital projects and local projects.
2. Review Five-Year Capital Outlay Plan.
3. Review Five-Year Scheduled Maintenance Plan.
4. Review Facility Master Plans at each campus as needed.
5. Communicate, provide information, and retain feedback from District constituents.



PROPOSED
Physical Resource Committee
2025-2026 Committee Goals

1. Review, assess, and address any questions on capital construction projects, state capital projects and local projects.
2. Review Five-Year Capital Outlay Plan.
3. Review Five-Year Scheduled Maintenance Plan.
4. Review Facility Master Plans at each campus as needed.
5. Review Real Estate Property Disposition matters as needed.
6. Communicate, provide information, and retain feedback from District constituents.