Rancho Santiago Community College District
Sustainable RSCCD Committee

Meeting Notes
February 19, 2014

Members: Raúl Rodriguez 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
   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

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Task Description</th>
<th>Guidebook Reference</th>
<th>Action Items</th>
<th>Process and Deliverables</th>
<th>Primary Responsibility</th>
<th>Assisted By/Other Participants</th>
</tr>
</thead>
</table>
| 1        | Kick-Off Meeting – Steering and College Committees | Section 2 | NAM coordinate meeting and prepare materials | • Review and Finalize Work Plan and Schedule  
• Adopt Vision Statement | NAM | College Sustainability Committee |
| 2        | Obtain College Administration Committee | Section 2 | District / NAM prepare Resolution Language for President/BOT consideration | • 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 | • Prepare Power Point 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 | • 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. | • 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. | • 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. | • 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. | • 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. | • Final Approval for each college Sustainability Plan from College Administration  
• Present Final Plan to College-at-Large                                                                                                                                                                                  | NAM                    | College Committee                                                        |
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<th>ID</th>
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<td>Publish Draft Sustainability Plan</td>
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