Physical Resources Committee

Wednesday, September 2, 2026 – 1:30 p.m.
[Zoom Meeting]

Agenda

1. Call to Order – Ingram
2. Introductions – Ingram
3. Approval of Meeting Minutes – May 06, 2026 (Action) – Ingram
4. Physical Resources Committee Purpose and Responsibilities (Action) – Ingram
    - Mission
    - Vision
    - Goals & Objectives
5. Physical Resources Committee Membership (Action) – Ingram
    - New Members:
        - Kenneth Borboa - Classified Staff, Co-Chair
        - Aqsa Hashimi – SAC Student
        - James Kennedy – SAC Interim Vice President, Administrative Services
6. Projects Update – Matsumoto
    - Capital Projects
    - Scheduled Maintenance Projects
    - Facility Modification Projects
    - Other: ADA, Access Control, Energy & Sustainability, Fire Life Safety and Planning
    - State Chancellor's Office Deadlines
7. Sustainability Committee Update – Matsumoto
    - Sustainable RSCCD (SRC) Next Meeting September 16, 2026
    - Website: Sustainable RSCCD Committee (SRC)
8. Update on Campus Facilities Meetings
    - SAC – Facilities and Safety Committee Update - Kennedy
      Next Meeting: September 16, 2026
    - SCC – Facilities and Safety Committee Update – Ingram
      Next Meeting: September 21, 2026
9. Meeting schedule:

September 2, 2026	February 3, 2027 (email update)
October 7, 2026 (email update)	March 3, 2027
November 11, 2026	May 5, 2027

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 Resource Committee
Via Zoom Video Conference Call

Meeting Minutes for May 6, 2026

Members present:
SAC: Bart Hoffman, Shannon Kaveney, Suzanne Freeman, Michael Turrentine
SCC: Darlene Diaz, Jennifer Karimpour
District: Iris Ingram, Carri Matsumoto, Joe Melendez, Dane Clacken

Members absent: Michael Busch, Arlene Satele, Christine Gascon, Cristina Morones, Isabella Luna

Guests present: Alejandro Alcala, Heather Collins, Hugo Curiel, Kelvin Leeds, David Nakagami, Francisco Gonzalez, Barbie Yniguez (Recorder)

1. Call to Order

VC Ingram welcomed all to the meeting of the PRC and called the meeting to order at 1:32pm via zoom upon achieving quorum.

2. Introductions – Ingram

Introductions were made by all attendees.

3. Approval of Meeting Minutes – March 4, 2026 (Action) – Ingram
Motion to approve was made by Kaveney with second by Clacken. Roll call vote was taken and the motion passed unanimously.

4. Projects Update – Matsumoto
- Capital and Campus Requested Projects
- Scheduled Maintenance
- Five-Year Capital Construction Plan
- Districtwide Projects and Planning – Fund 41

AVC Matsumoto reviewed portions of the Project Update presentation. Please note items in blue font indicate changes since the last report or are new updates.

Currently working on the emergency project for OEC which has caused delays in the Facilities department workload. An email was sent to District email users by VC Ingram concerning the current workload and high-priority projects; the two highest priorities are the OEC project at Batavia as well as the CEC redevelopment project.

Each project goes through phases of development:
- Planning and Assessment
- Programmatic Design Phase
- Division of State Architect Agency Review (if required)
- The bid phase takes approximately 3 months to complete
- Construction phase follows

A Dashboard review was provided:

- 33 projects in Planning and Assessment phase
- 16 projects in Programming Design phase
- 15 projects out to bid
- 3 projects pending DSA approval
- 9 projects in construction including capital projects, scheduled maintenance projects and facility modifications. This is significant considering the two high-priority projects.
    - Scheduled maintenance projects are high priority because they had been previously delayed due to workload issues with high-priority campus projects. These must be completed to avoid the risk of losing state funding.

There are three phases of design:

- Schematic
- Design Development
- Construction Document Phase
- Followed by project submittal to DSA

Project updates were provided.

CEC

- Multiple scopes-of-work and subprojects.
- Currently at end of schematic design phase.
- One critical scope-of-work is the relocation of the telecommunications main point-of-entry from building B to building A.
- Working with the site on interim relocation plan for building B occupants.
- Interim housing plan is in process ahead of demolition of building B.
- Building E remodel to include laboratory for culinary kitchen. Currently in schematic design.
- Building E reconfiguration may result in the need to meet with DSA concerning other compliance items (e.g., accessibility upgrades, appropriate ADA restroom, etc.)
- $1M contribution for improvements for city property adjacent to district's lease boundary are part of the ground lease terms. Joint improvement with city and separate improvement project has been discussed.
    - Parking and path-of-travel issues have been discussed with the city.

OEC

The Board of Trustees approved the emergency resolution of moving forward with the portable project as it relates to the emergency relocation of classes from the lease space at Chapman site.
3-year project is being compressed and worked in a 10-month timeframe.
Significant progress has been made in the last four months.

- Professional team is in place and the project is on track.
- Plans have been submitted to the Division of State Architect on April 10.
- Two increments submitted for this project. Strategy of approach is to phase construction activities.
- Key milestone contracts will be approved in next few weeks as well as during May and June allowing for construction to proceed in May.
- Construction will be in three phases:
    - Non-DSA work to prepare the site for construction activities
    - Increment 1 is at DSA under review and comments have been received and response will be sent this week. Once stamped out of Increment 1, demolition and site prep can begin.
    - Increment 2 is portables and remaining site work.
    - Separate plan also under DSA review. Once approved work can continue with construction progress.

- Board approved California Environmental Quality Act (CEQA) addendum to the report and to the 2004 initial study (approved and recorded at County Recorder and filed with the State).
- Portable manufacturer contract with NextMod Inc. is finalized (roughly $7.6M).
  - DSA approvals have been received and manufacturing has begun.
- Plans have been submitted to Orange County Healthcare Agency.
- Meetings were held with Edison. They have requested new equipment for the site and must go through review process also.
- Project budget has been updated to $25M and is currently under review. This includes furniture and equipment, other portable-related items, professional costs, project management, and construction.
- Phase 1 will be completed under the emergency project. Next summer, after phase 1 completion, work will begin on phase 2 portables (remainder of portables) for support of the relocation of the Main lease to location for SCC Continuing Education.

SCC Campus Entrance Improvement Phase 2
- Going very well considering delays due to rain.
- 2H Construction is the contractor for this phase and will also be contractor for OEC Portable Project. They have a lot of experience with site utility and path-of-travel work on campus entrance improvements they are well suited to do the portable project.

SAC Rekey project
- Project is estimated to be at 50% completion.
- Completion of project is targeted by Fall.

SAC Synthetic Football Field
- Field turf is installed.
- Performance checks on turf are being conducted.
- Astroturf will undertake a third-party independent review of the installation.
- Scoreboard is being programmed. Training for use is being conducted.
- Close-out phase is anticipated to start in two weeks.
- Preparing for turnover to M&O.
- Terms of field use are being developed.

SCC Water Utility Science Lab
- Currently in Design Development phase and going well.
- Pending DSA submittal.

SAC Building D Access Control
- Board Facilities Committee (BFC) was informed zero bids were received. Staff is negotiating with a contractor for a price and BFC was informed of the intent to do so to keep project moving.
- This project will follow completion of the rekey project.

Wrapping up 5-year capital plan for the district.
- List has been reviewed with the campuses and is provided in the slide deck.
- Initial project proposal for CJA and CEC will not be included in this year's plan. This will potentially take place next year as there is more work that needs to be done.
- Board consideration of approval in June.

Districtwide Fire, Life, Safety projects

- Annual maintenance of all fire extinguishers is complete.
- Semi-annual fire alarm testing is being scheduled.
    - Additional audible testing is being added at SAC and SCC.
- Quarterly fire sprinkler inspection is being scheduled.
- There was a request for status concerning SAC building A dampers. Nakagami stated a meeting is scheduled for pre-procurement work. This project will be part of fire system repairs at the college and will include building C testing as well.

A list of FMR requests is part of the slide deck. Several are in the assessment phase.
Project updates are also provided at Board Facilities Committee meetings.

5. Sustainability Committee Update

- Next meeting is May 20, 2026
- Website: Sustainable RSCCD Committee (SRC)
- CEC Energy Benchmarking Annual Report has been submitted to the State
- District Office lighting sensors have been replaced to preserve lighting fixtures and conserve energy
- Microgrid Visibility Study is in progress and close to completion. Overview will be provided in overview to PRC in the future.
- Sustainability field trip to the Water District occurred and was a very informative trip.
- Earth Day Events went well at both colleges.

6. Update on Campus Facilities Meetings

- SAC – Facilities and Safety Committee Update – Hoffman
    - Next Meeting is May 19, 2026 – No updates at this time.

- SCC – Facilities and Safety Committee Update – Francisco Gonzales for Arleen Satele
    - Next Meeting May 18, 2026

7. Approval of meeting schedule for 2026-2027 – No action

8. Other

Congratulations and best of luck to Dr. Hoffman as he retires!

9. Adjournment

Motion to adjourn was made by Hoffman with second by Kaveney. All in favor logged off the zoom meeting.

Meeting adjourned 2:07pm.

Physical Resources Committee Meeting
Wednesday, September 2, 2026

Purpose: The Physical Resources Committee supports the district and colleges by coordinating and overseeing capital outlay construction and scheduled maintenance projects that align with the facilities master plans to provide for a safe and sustainable environment and to protect district property.

Responsibilities: Review plans related to district and college physical resources including facilities, equipment, land and other assets. Assess the effective use of physical resources. Review the following:

- Five-Year State Annual Capital Construction Plan
- State Capital Outlay projects
- Local bond projects
- Five-Year Annual State Scheduled Maintenance Plan
- Facility Master Plans
- Hazardous Mitigation Plans as needed
- Ancillary costs related to new construction as needed

Physical Resources Committee Membership as of August 2025		
Santa Ana College	**Santiago Canyon College**	**District Office**
James Kennedy (Interim Vice President, Administrative Services)	Arleen Satele (Vice President, Administrative Services)	Iris I. Ingram (Vice Chancellor, Business Services) – Co-Chair
Shannon Kaveney (Management)	Christine Gascon (Management)	Carri Matsumoto (Asst. Vice Chancellor, Facility Planning)
Suzanne Freeman (Faculty)	Darlene Diaz (Faculty)	Joe Melendez (Director, Facility Planning)
Michael Busch (Faculty)	Cristina Morones (Faculty)	Dane Clacken (Management)
Michael Turrentine (CSEA)	Jennifer Karimpour (CSEA)	Kenneth Borboa, Co-Chair (CSEA)
Aqsa Hashimi (Student)	Isabella Luna (Student)	

Membership Notes:

- One of the classified representatives shall serve as committee co-chair
- Three classified representatives appointed by CSEA (District Office, Santa Ana College and Santiago Canyon College)
- Management representatives, appointed by each College President and Vice Chancellor, Business Services
- Two faculty members, appointed by each Academic Senate, Santa Ana College and Santiago Canyon College
- Student representatives (Santa Ana College and Santiago Canyon College, when possible)