

Physical Resources Committee

Wednesday, May 7, 2025 – 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 – March 5, 2025 (Action) – Ingram
4. Capital Construction Needs – Financing Options for CEC and OEC Projects - Ingram
5. Projects Update – Matsumoto
 - Capital and Campus Requested Projects
 - Scheduled Maintenance
 - Five-Year Capital Construction Plan
 - Final 2025 Sustainability Master Plan
6. Sustainability Committee Update – Matsumoto
 - Sustainable RSCCD (SRC) Next Meeting May 21, 2025
 - Website:
<https://www.rscdd.edu/Departments/BusinessServices/sustainable-rscdd-committee/Pages/default.aspx>
7. Update on Campus Facilities Meetings
 - [SAC – Facilities and Safety Committee Update](#) - Hoffman
 - Next Meeting May 20, 2025
 - [SCC – Facilities and Safety Committee Update](#) – Satele
 - Next Meeting May 19, 2025
8. Approval of Meeting Schedule for 2025-26
9. Other
10. 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 March 5, 2025

Members Present: Iris Ingram, Carri Matsumoto, Darlene Diaz, Dane Clacken, Suzanne Freeman (arrived at 1:35 pm), Bart Hoffman (arrived at 1:39 pm), Bridgette Hernandez, Tamara Mahdi (left at 1:49 pm), Joe Melendez, Cristina Morones, and Arleen Satele (arrived at 1:35 pm)

Members Absent: Michael Busch, Christine Gascon, Jennifer Karimpour, Shannon Kaveney, Raelyssa Sanchez, and Michael Turrentine

Guests Present: Hugo Curiel, Noemi Guzman, Tae Kim (arrived at 2:02 pm), Kelvin Leeds, and Kennethia Vega (recorder)

1. Call To Order
Ingram welcomed everyone to the meeting and called the meeting to order upon achieving quorum at 1:31 pm.
2. Introductions
Introduction of new student member from SCC Tamara Mahdi was made.
3. Approval of Meeting Minutes – November 13, 2024 (Action)
A motion made by Morones to approve the minutes of November 13, 2024, meeting as presented was seconded by Clacken. By roll call vote the motion passed unanimously. Freeman, Hoffman, and Satele were not present for the vote.
4. Projects Update (Matsumoto)
Matsumoto screenshared the projects update now organized by subsections as follows:
 - Capital Projects
 - Scheduled Maintenance Projects
 - Facility Modification Requests
 - ADA Transition Plan & Blazer Settlement
 - Districtwide Access Control & Key Test Pilot Projects
 - Districtwide Unfunded Projects
 - State Chancellor's Office Deadlines
 - Sustainable Master Plan Update
 - Legal Background

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.

- A highlight of Capital and construction projects include:
 - A report from J Melendez that the SAC campus entrance improvement project has experienced some delays but is progressing as planned with transformative changes being evident, especially from the 2nd floor

- balcony of the Johnson Student Center. Photos were shared and it was confirmed that the logistics plan remains the same.
- The Public Safety Feasibility study at SAC has been completed and will be distributed to the college for their use.
- SCC Soccer Field Path of Travel remains underway.
- There are over 110 other projects in progress.
- The 5-year Capital Plan process is moving forward with report due in the State Chancellor's Office by July 1. This plan is the projection of all construction and scheduled maintenance projects.
- There are multiple scheduled maintenance projects in progress between planning and construction. With a lot of roofing projects at SAC.
- Facility Modifications Requests from SAC and SCC were referenced. The colleges have been asked to prioritize the top five (5) projects due to the workload and resources available. Once an FMR is fully funded, it moves to capital projects with official Project ID, assessments completed, scope of work determined, and budget approved to move forward.
- ADA Transition Plan and progress was briefly reviewed with completion of activities as of February 10, 2025, that reflects a total of 10,850 issues, 4,256 have been completed and 6,594 remaining which is equal to 39% complete. This is on-going work that will continue as budgets become available. Matsumoto noted that some deficiencies get resolved through other projects as upgrades must fulfill mandated accessibility requirements and is approximately 20% of a planned budget.
- Blazer Settlement remains at 89% complete while projects are ongoing. When the SCC Campus Entrance Phase 2 is complete, it will correct some of the exterior deficiencies, and the percentage rate will change. Remaining deficiencies are huge and affect the exterior of Buildings A and B.
- Districtwide Access Control & Key Test Pilot Projects has insufficient funding and many of the projects have been placed on hold. However, one project is moving forward: the SAC Rekey project and is going out to bid this month. There will be a lot of work during July to complete this project. This is a good example of re-prioritization, whereas the allocation for the District Office project was placed on hold and the funds utilized to support the SAC rekey project which has been a struggle for decades.
- This committee's charge is the protection and evaluation, oversight of physical assets, and protection of property, buildings/sites, and people. Therefore, it is important to understand the depth and magnitude of capital needs within the district. The Districtwide Unfunded Projects were discussed with clarification provided of the unfunded balances as of March 4, 2025:
 - 5-year capital construction plan (this includes the colleges' facility master plan) at \$1.2 billion worth of need in all plans by site.
 - 5-year scheduled maintenance plan & repair work at \$231 million worth of need including priority ADA transition plan work.
 - fire life safety repair work at \$14 million includes preventive maintenance which the department took over just two years ago and previously was the responsibility of the colleges and district safety and security. This is a long-standing legacy issue that is yet to be remedied and a high priority for the district to comply with code. Discussion ensued about the definition of fire watch and building shutdowns.

- stormwater & sustainability projects at \$69.6 million to comply with mandates and new permit requirements.
- safety/security projects (such as key access and control infrastructure) at \$104 million changing all buildings to Medeco Key Access system.
- districtwide technology infrastructure at \$20.6 million is critical to maintain stable, flexible, and accessible technology improvements and the ability to manage such robust needs.
- Matsumoto reviewed and provided clarification of state reports and deadlines.
- Sustainable Master Plan update is progressing with committee review on March 19 of the final draft report. Comments, feedback, and suggestions are welcomed.
- Legal Background and code citations were reviewed, and discussion ensued. Agencies that have jurisdictional authority over community college district construction, codes, Board Policies, and administrative regulations were referenced. Ingram briefly referenced the district's functional map that outlines the responsibilities for planning, oversight of capital projects and construction being with the District Office while responsibilities for maintenance and operations reside at the colleges.
- Matsumoto concluded the project update presentation with the review of legal definitions for public works, maintenance, and further explained the field act, DSA, phases of capital facilities projects, and responsibilities. A typical major capital project can take at least four (4) years from planning, design, construction, and completion. Ingram reaffirmed the legal term for an emergency for the purposes of procurement and repairs and suggested further communication with respective staff members (Carri Matsumoto, Linda Melendez, Joe Melendez, Tae Kim, and Hugo Curiel) if there were any questions.

Discussion ensued with questions asked and answers provided for the clarification of the information received.

Matsumoto continued with a brief presentation and review of the fund 41 capital construction budgets and expenditures. It is a unique fund, not like fund 11 or 13. It's specifically only for capital construction and in accordance with budget and accounting manual for acquisition, construction, new capital facilities, significant capital purchases, equipment purchases, improvements, etc. to extend the life of existing facilities. She explained how funds for FMRs when approved are transferred to the capital construction fund 41.

She reviewed revenue sources such as state funding, local general obligation bonds, leases, interest, non-resident tuition fees for specifically for facilities improvements (managed by the colleges), redevelopment, and utility rebates.

There are specific accounting principles that apply to these funds of which Noemi Guzman, Senior Accountant, provides oversight, and tracking of projects that include project coding, site/location, categories, and types of projects. There are over 140 different object codes. This also includes having reports for state, internal and external audits. Project budgets are unique and carryover from year to year until the end or life of the project. Ingram added the importance of maintaining

accurate records for the life of a general obligation bond as well and responding to public records requests.

Matsumoto continued to review capital projects that are vast across the district. A balance in the approach to prioritization of projects is necessary along with greater collaboration with the colleges. The current workload has ballooned with additional projects in scheduled maintenance, capital projects, and FMRs through the years. In conclusion she shared an example of expenditure tracking that follows a project.

There were no questions.

5. Sustainability Committee Update

During the Projects Update, Matsumoto discussed the following:

- Final review of the 2025 Sustainability Plan will occur at the next meeting on March 19, 2025. Comments and suggestions are welcomed.

6. Update to Campus Facilities

- SAC – Hoffman reported on the activities of a workgroup to complete the review of their goals and objectives with renewed understanding of RFP process that remedies need for quick responses. Freeman added SAC is considering bringing back the Maintenance Subcommittee with the new staff in the department. The next SAC Facilities & Safety Committee meeting is March 18, 2025.
- SCC – Satele reported the last meeting of the SCC Facilities & Safety Committee was on Monday, February 24, 2025, and the next meeting is March 17, 2025. She briefly reported on activities of SCC Facilities & Safety Committee including updates for entrance improvement project, EOC preparedness with the purchase of generators, U-village decommissioning, and relocations. She also announced the new Maintenance Supervisor has been hired.

7. Meeting Schedule 2024-25

The next meeting is May 7, 2025.

8. Other

There were no further questions or concerns expressed.

9. Adjournment

A motion made by Hoffman was seconded by Satele to adjourn the meeting. The meeting adjourned at 2:29 pm.

Physical Resources Committee

2025/2026 Fiscal Year Proposed Meeting Schedule

All meetings will be held from 1:30 – 3:00 p.m.

Location Via Zoom

September 3, 2025 – Meeting

October 1, 2025 – Email update

November 12, 2025 – Meeting (due to conflict with CCFC Conference)

February 4, 2026 – Email update

March 4, 2026 – Meeting

May 6, 2026 – Meeting

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