



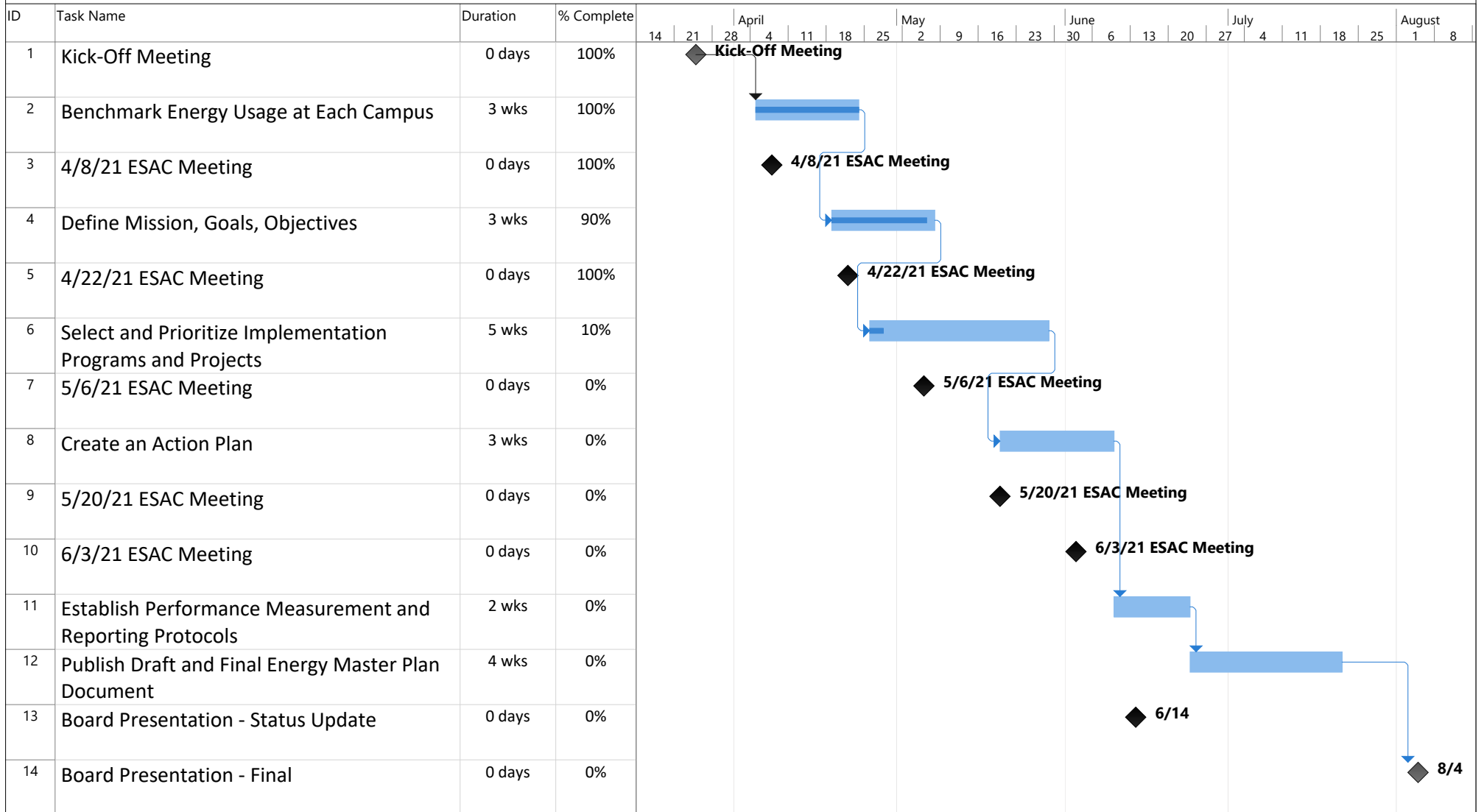
**Foothill–De Anza Community College District  
Energy Master Plan Project  
Energy and Sustainability Advisory Committee (ESAC)  
Agenda  
May 6, 2021  
10:30 AM – 12:00 PM**

*Via Zoom:*

1. Action Items and Schedule Review
2. **PROPOSED** – Revised Planning Process
3. Review and Finalize Mission Statement and Goals
4. Review and Finalize Objectives
5. Next Steps
  - Identification of Implementation Programs and Projects
    - Homework: Review Section 7 of the CCC Sustainability Template Guidebook
  - Review Draft List at May 20th Meeting

***Next Meetings:*** May 20, June 3, June 17

### FHDA CCD Energy Master Plan Schedule Status Update 5/6/21



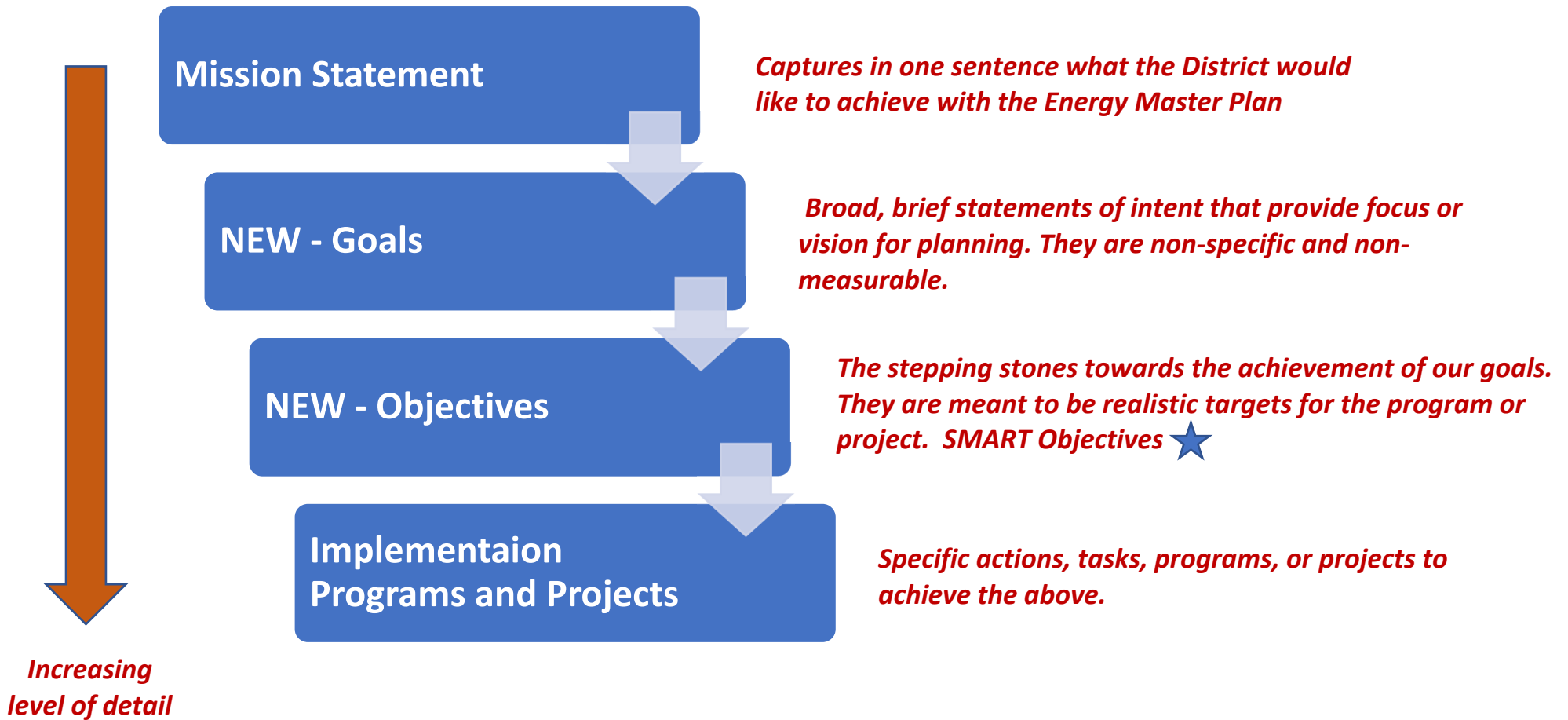
**FHDA Energy Master Plan Project**

**Action Item List**

**Updated: 5/3/2021**

| Action Item No. | Description   | Responsibility    | Due Date | Status      | Notes   |
|-----------------|---|-------------------|----------|-------------|---|
| 3               | Team will brainstorm and develop Mission Statement ideas as homework for the next meeting.          | Team              | 16-Apr   | In Progress | Susan presented draft for consideration at 4/8 ESAC meeting. ESAC members should send Mission Statement ideas to the group for further discussion. Will continue to refine Mission Statement over time. |
| 13              | Tom to provide EV data for 2018 - 2019 to Matt. Matt will update PM to reflect EV charging.         | Tom/Matt          | 12-Apr   | In Progress |   |
| 18              | Joel, Julie, and Matt will work together to develop Mission Statement based on alk1 input received. | Joel, Julie, Matt | 6-May    | In Progress |   |
| 19              | Matt to reconcile preliminary Bond Project List with assistance from Joel and Tom.                  | Matt, Joel, Tom   | 28-Apr   | In Progress |   |

# Proposed Revised Process



## ★ SMART Objectives

- **Specific:** concrete, detailed, well defined
- **Measurable:** numbers, quantity, comparison
- **Achievable:** feasible, actionable
- **Realistic:** considering resources
- **Time-Bound:** a defined time line

# Tips for Writing SMART Objectives

## Goals vs. Objectives

Good plans have goals and objectives. Setting goals and objectives correctly will help your plan to be successful. However, understanding the differences between a goal and an objective can be confusing.

### Goals:

Goals are broad, brief statements of intent that provide focus or vision for planning. Goals are warm and fuzzy. They are non-specific, non-measurable, and usually cannot be attained. Below is an example of a program goal.

*The goal of this project is for the WIC participants to look forward to their WIC visit and to feel like the time they spend at WIC is worthwhile.*

### Objectives:

Objectives are like the stepping stones towards the achievement of our goals. They are meant to be realistic targets for the program or project. Objectives are written in an active tense and use strong verbs like plan, write, conduct, produce, etc. rather than learn, understand, feel. Objectives can help you focus your program on what matters. They will always answer the following question:

***WHO is going to do WHAT, WHEN, WHY (what does it demonstrate), and TO WHAT STANDARD?***

Some examples of objectives are below.

- *By October 31, 2010 the APL will observe, analyze and report the average amount of time clients currently wait for WIC services.*
- *By November 15, 2010 the WIC staff will survey clients to determine the acceptable time for their WIC appointment and suggested activities to make wait time more acceptable.*
- *By December 31, 2010, the APL will train at least 15 WIC staff members on the WIC Platinum Principles.*
- *By December 31, 2010, the WIC staff members will vote to select three things they will do to reduce participant waiting time.*
- *By February 1, 2011 at least one activity for children and one activity for adults will be available in the WIC waiting area.*
- *By April 1, 2011, there will be a 25% decrease in the average participant wait time in clinic.*

## **SMART Objectives**

SMART refers to the acronym that describes the key characteristics of meaningful objectives. SMART stands for:

- **Specific:** concrete, detailed, well defined
- **Measureable:** numbers, quantity, comparison
- **Achievable:** feasible, actionable
- **Realistic:** considering resources
- **Time-Bound:** a defined time line

### **Specific** – *What exactly are we going to do, with or for whom?*

Specific means that the objective is concrete, detailed, focused and well defined. The outcome is stated in numbers, percentages, or frequency. Objectives should communicate what you would like to see happen. To help set specific objectives it helps to ask the following questions:

- What exactly are we going to do, with or for whom?
- What strategies will be used?
- Is the objective described with action verbs?
- Is it clear who is involved?
- Is it clear where this will happen?
- Is it clear what will happen?
- Is the outcome clear?
- Will this objective lead to the desired results?

### **Measurable** – *Is it measurable and can we measure it?*

This means that the objective can be measured and the measurement source is identified. All activities should be measurable at some level. To determine if your objective is measurable, ask questions such as:

- How much? How many?
- How will I know when it is accomplished?
- How will I know that the change has occurred?
- Can these measurements be obtained?

### **Achievable** – *With a reasonable amount of effort and application can the objective be achieved??*

The objective or expectation of what will be accomplished must be realistic given the time period, resources allocated, etc.

- Can we get it done in the proposed timeframe?
- Do I understand the limitations and constraints?
- Has anyone else done this successfully?
- Is this possible?

**Realistic** – *Can you realistically achieve the objectives with the resources you have?*

To be realistic, it must represent an objective toward which you are both willing and able to work. Objectives that are achievable, may not be realistic, however, realistic does not mean easy. Your objective is probably realistic if you truly believe that it can be accomplished.

- Have you accomplished anything similar in the past?
- What conditions would have to exist to accomplish this objective.
- Can we do this with the resources we have?
- Do you need to revisit priorities to make this happen?

**Time-framed** – *When will this objective be accomplished?*

This means stating clearly when the objective will be achieved. Deadlines create the all-important sense of urgency.

- When will this objective be accomplished?
- Is there a stated deadline?

**To develop SMART Objectives that will help you reach your goal fill in the blanks below:**

By     /    /     \_\_\_\_\_  
(When?) (Who? What? Include a number you can measure.)

will have \_\_\_\_\_  
(How? Why? Remember to specify results.)

# DRAFT

## Mission Statement

The Mission of the Energy and Sustainability Advisory Committee (ESAC) is to promote energy efficiency, reduce GHG emissions, and advance sustainability across the Foothill-De Anza Community College District (FHDA-CCD), with a commitment for educational opportunities and inclusion of students, staff, and faculty in our solutions for environmental, fiscal and social sustainability.

*Add "Collaborate"? - With a commitment to Collaborate*

## Goals

1. Develop an Energy and Sustainability Master Plan to identify measures to improve energy performance, reduce GHG emissions, and strengthen campus resilience aligned with infrastructure improvements of the Measure G Bond program.
2. Establish an inclusionary process where students, faculty, and staff play a meaningful role in District sustainability efforts and understand the environmental, societal, and fiscal impacts of energy use while integrating these activities as learning opportunities to fulfill our responsibility as a Higher Education institution.
3. Establish objectives, criteria, and implementation plans to achieve Carbon Neutrality and monitor progress over time to ensure they are achieved.
4. Support state and federal energy policies and GHG reduction goals.
5. Establish the Foothill-De Anza Community College District as a Model of Sustainability to face the challenges of the 21st century.



## DRAFT FOR REVIEW

### FHDA Energy Master Plan Objectives May 6, 2021

| Objective | Description   | Timeline      | Source   | Comments/Implementation Examples  |
|-----------|---|---------------|--|---|
| 1         | Transition to natural gas free by 2035  | 2035          | Susan  | 1, 2, and 3 could be combined into a single goal for carbon/GHG reductions                              |
| 2         | Support State of California goals of carbon neutrality by 2045  | 2045          | Susan<br>Executive Order B-55-18                       |   |
| 3         | Reduce GHG emissions 50 percent from 2005 levels by 2030  | 2030          | President Biden  |   |
| 4         | Employ energy and emissions data to better understand energy usage and to drive decision-making for reduction strategies        | 2021          | Robert   | Whole building metering, benchmarking, usage trend analysis, EMS  |
| 5         | Deploy EV charging infrastructure consistent with State of California goals and timelines for electrification of transportation | 2025-2030     | Robert, Susan<br>Executive Order B-48-18<br>BOG Policy | Could be combined with 6. Include Fleet Vehicles  |
| 6         | Reduce Vehicle Miles Traveled (VMT) for Students, Faculty, Staff by <b>X %</b> by <b>Year Y</b>                                 | <b>Year Y</b> | ESAC   | EV, Public Transit (Smart Pass), Surveys, Carpooling, Bicycling. Could be combined with 5.              |
| 7         | Evaluate Feasibility of Additional Renewable or Carbon-free Power (on-site and/offsite)   | 2022          | Mission Statement                                      | Purchase 100% Renewable Grid Energy for Foothill and De Anza, Feasibility Study for additional Solar PV |

**DRAFT FOR REVIEW**

| <b>Objective</b> | <b>Description</b>   | <b>Timeline</b> | <b>Source</b>      | <b>Comments/Implementation Examples</b>  |
|------------------|--|-----------------|--------------------|--|
| 8                | Evaluate Feasibility of additional Energy Efficiency measures to Support Carbon Reduction Goals and Reduce Environmental Impacts | 2022            | Mission Statement  | Set Goals, Benchmarking, Facility Energy Audits, Install Energy Efficient Equipment                          |
| 9                | Optimize Energy Efficient Operations of Facilities   | 2023            | Matt               | Benchmarking, Retro-Commissioning, Monitoring Based Commissioning, EMS, Train Staff                          |
| 10               | Evaluate Campus Resiliency Opportunities   | 2022            | Matt               | Solar/Battery/Microgrid. Could be combined with 11.  |
| 11               | Establish Emergency Preparedness Strategies and Procedures   | 2022            | Jennifer           | Earthquake, Wildfire, PG&E PSPS. Could be combined with 10.  |
| 12               | Establish and Implement Green Building Standards   | 2021            | BOG Climate Policy | LEED or other. Establish prior to execution of Measure G projects.   |
| 13               | Establish purchasing policies to meet the goals of environmental, economic, and social equity sustainability                     | 2025            | Mission Statement  | EE Equipment Standards, Local/Sustainable Food, Minimum Recycled Content, Socially Responsible Purchasing    |
| 14               | Institutionalize Energy and Sustainability Management in District Operations   | 2022            | Matt               | Energy and Sustainability Manager, provide sufficient resources to implement Energy and Sustainability Goals |
| 15               | Develop Processes to Engage Students, Faculty, and Staff in Energy and Sustainability Activities in a Meaningful Way             | 2021            | Mission Statement  | Curriculum, training, inclusive e processes and procedures. Combine with 16?                                 |

**DRAFT FOR REVIEW**

| <b>Objective</b> | <b>Description</b>  | <b>Timeline</b> | <b>Source</b>     | <b>Comments/Implementation Examples</b>  |
|------------------|---|-----------------|-------------------|--|
| 16               | Develop Program to Integrate Sustainability Activities into Student Learning and Educational Process                                    | 2022            | Mission Statement | Curriculum. Combine with 15?   |
| 17               | Enhance Campus and Community Engagement   | 2025            | Matt              | Enhance ESAC Website, Hold Campus-wide Sustainability Events, Workshops and Presentations, Campus/District Outreach, Larger Community Outreach |
| 18               | Develop Programs to Enhance District Fiscal Sustainability  | 2023            | Mission Statement |  |
| 19               | Develop Programs to Enhance Social Equity   | 2022            | Mission Statement |  |
| 20               | Ensure Activities Consider District Fiscal Constraints and Equipment Maintenance Considerations   | 2021            | Jennifer          |  |
| 21               | Ensure Activities consider true Environmental Impacts (including material, manufacturing, and disposal impacts) and Life-Cycle Analysis | 2021            | Jennifer          |  |