

Procedure III.3004.B.a, Energy Management

Associated Policy

Policy III.3004.B, Sustainable Energy Management

Procedures

Commitment Statement

The San Jacinto College administration is committed to the effective and efficient management of energy, water, and natural resources consistent with maintaining safe, secure, healthy, and productive work and instructional environments.

Accordingly, the Strategic Leadership Team (SLT):

- Supports the College's Policy on Sustainable Energy Management;
- Commits to ensuring that all faculty and staff adhere to and support approved operating practices;
- Acknowledges the need to comply with applicable government-mandated energy efficiency and reporting regulations; and
- Supports the establishment of sound and reasonable operating practices that improve annual operating efficiencies consistent with the College's Vision, Mission, and Values and that aim to provide indoor environmental conditions conducive to the work and educational purposes of at least 95% of occupants.

Responsibility for Success

The sustainable management of energy and water resources involves technical, economic, and behavioral components. Ultimately, therefore, responsibility for achieving sustained, continuing improvement in the efficient utilization of energy and natural resources is shared by all members of the College community. The Energy Management Department is accountable to the College community for recommending, implementing, and enforcing operating practices and protocols as authorized by the Chancellor.

Development and implementation assistance for sustainable energy management practices shall be provided by a College-wide Energy Management Council established by the SLT.

In addition, the College shall aggressively pursue outside funding opportunities for energy efficiency improvement commensurate with College fiscal, procurement, and administrative requirements. All such funds, as well as funds made available from reduced operating expenses as a result of energy management efforts will be used for additional energy efficiency improvements until such time as all practical efficiency improvements have been implemented.

Operational Goals and Tasks

The Energy Management Department will develop comprehensive energy efficiency practices for all facilities owned and/or operated by the College. These practices will consider occupant safety, comfort, and productiveness while meeting the energy efficiency goals required by state, local, and Board mandates.

Specific tasks to be performed by the Energy Management Department, working in cooperation with the Energy Management Council, shall include, but not be limited to:

- Create and maintain a District Strategic Energy Master Plan;
- Create and Update the State Mandated Annual Energy and Water Management Plan;
- Create and annually review energy policy and practices;
- Ensure compliance with all state and federal laws and mandates regarding the efficient usage of energy and water resources;
- Establish operating guidelines and practices that promote efficient operation of equipment and systems without reducing the quality of the learning environment;
- Oversee periodic energy audits of all College facilities;
- Provide technical guidance for the commissioning of new facilities and the retro-commissioning of existing facilities;
- Establish, track, and communicate to stakeholders the energy consumption and cost of individual facilities;
- Analyze monthly utility bills for anomalies and opportunities for improvement;
- Establish energy-related Owner's Design Guidance for all new construction and renovation;
- Pursue energy related grants, rebates, and project funding resources;
- Assist all stakeholders in updating equipment specifications when required for energy efficiency purposes
- Ensure consideration of Solar Photovoltaic Generating Capacity is included in each new building or each re-roofing of adequate area. In the event adequate funds are not available to purchase panels and inverters, ensure required infrastructure (including support grid, conductor pathways, and inverter locations) are included in each project; and
- Produce required evaluation of savings and energy-related reports as required.

Avenue of Appeal

Inasmuch as it is impossible to please everyone, operating practices and guidelines will be established with one goal being the comfort and well-being of four standard deviations (95.5%) of the College community. Requested variance(s) from those guidelines shall be submitted in writing to the Energy Management Department where temporary, short-term revisions can either be approved or denied.

The Energy Manager shall record all variance requests, whether approved or denied, with the submitter's reason for the request and the Energy Manager's response recorded for later review.¹

Should the applicant wish to appeal the Energy Manager's decision, the initial appeal will be made to the Associate Vice Chancellor of Fiscal Initiatives and Construction. All appeals the Associate Vice Chancellor rejects will be presented to the Energy Management Council for explanation and discussion.

Date of SLT Approval	July 14, 2021
Effective Date	August 13, 2021
Associated Policy	Policy III.3004.B, Sustainable Energy Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Fiscal Initiatives and Construction

¹The College understands that unanticipated facility conditions or an individual occupant's medical condition might warrant a long-term adjustment to standard operating criteria. Such adjustments should still be requested through this stated process.