

**Minutes**  
**Business & Facilities Planning Council**  
**November 14, 2017**  
**ST 107 (11:15—12:45pm)**

**In attendance:** Ricardo Aguilera, Andy Aldasoro, Kimberly Bell, Sam Lee, Monique Pierce, Monica Green, Dan Lambros, Jan Muto, Jim Reeves, Jim Thomas, Phu Tran, Eduardo Medina-Romero  
**Guests:** Melissa Bader, Steve Vaipulu, Justin Czerniak, Demiana Donnoun

**Call to order** 11:18am

**Approval of Minutes:**

October 10, 2017 meeting minutes

Motion to approve by Jim Thomas

Seconded by Jan Muto

Abstentions: None

**I. Action Items**

A. Norco College Injury And Illness Prevention Program (Justin Czerniak)

The IIPP is currently broken into sections that allow us to cover the following: how we communicate, hazard assessment of the campus, correction of what is addressed & accident and injury exposures. It also includes all forms and training regarding accident & injury.

Motion to approve: Jan Muto

Seconded: Sam Lee

No abstentions

B. Approval of Business Services Ranking & Prioritization (Jim Reeves)

Attachment provided

Motion to remove costs from ranking prior to submittal to ISPC by Phu Tran

Seconded by Jan Muto

Ranking to move the list as is.

Motion by: Jim Thomas

Seconded by: Jim Reeves

**II. Information Items**

**New Business**

A. Smoking Cessation Plan (Melissa Bader)

**BFPC Statement of Purpose**

*(Approved by BFPC on May 14, 2013)*

The Business & Facilities Planning Council (BFPC) is comprised of faculty, staff, students and administrators. As a part of the college strategic planning process, the BFPC prioritizes requests for budget allocations and augmentations, staffing, equipment and facilities for instructional and administrative needs as requested through the program review process. The BFPC recommendations go to the ISPC for approval before being forwarded to the President of the college.

In 2015 in COTW a vote took place to remove smoking on campus. Due to k-12 legislation a cease of smoking was in favor due to our shared campus with JFK. ASNC has put up signs and sponsored this initiative. Health Services is creating flyers and pamphlets about how to stop smoking. A banner will go up with the same information. Board policy states that it is up to each campus. Parking lots will also be smoke free. After a tour of each smoking area on campus revealed a need to remove "designated smoking area" signs. "Thank You for Not Smoking sign" & NOR-al email with this information requested. The goal is to move forward January 1 with legislation. New laws include vaping & e-cigarettes.

B. Technology Report, IMC Dept. (Dan Lambros)  
Attachment provided.

C. Staff & Faculty Parking Spaces (*TABLED*) (Andy Aldasoro, Sgt. Richard Henry)  
At District Parking Committee there are conversations currently in place regarding the removal of reserved parking spaces. At the next meeting an update will be provided.

D. Bookstore RFP (Jim Reeves)  
The bookstore contract expires November. Follet and Barnes & Noble College are the stakeholders. The concern is availability on time with student access. Barnes & Noble has committed to having orders in on time when texts are submitted on time. When they can't meet a deadline they will provide a \$10 gift card. There will be an annual review of the contract to see if Barnes & Noble College is able to continue to meet the needs of Norco College.

#### Standing Items

A. Facilities Update (Jim McMahon)  
Attachment provided.  
-Road Repair  
-Shade Structure  
-Marquee Sign  
-Facilities Master Plan, Prop 39

B. Space Utilization Process Review (Justin Czerniak)  
Attachment provided.

III. Good of the Order 12:45pm

IV. Adjournment

#### Remaining 2017/18 Meeting dates:

Tuesday March 13 Tuesday May 8

Tuesday April 3 (*Note: This meeting moved up 1 week due to Spring Break*)

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Tuesday December 12  
Tuesday February 13

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**Facilities**  
Project/ Initiative Update  
12/6/2017

Priority	Project Initiative	Status	Next Steps	Notes:
1	Veterans flags poles/groundbreaking	Completed		On target for 10/25 ceremony
1	PDC	Completed		Filing cabinets in warehouse awaiting pick up
2	Library lighting completion	Assessment in progress 3 projects in one area	equipment cost/labor cost est.	22 units, dimming system already in place. Added component stairway lighting as well. Also, lobby lighting.
2	Roadway/parking lot improvements	Bid process in progress	scheduling a date of low impact	slurry seal/restripe parking lot B&C Roadway right side coming in repave/overlay.
3	Palm tree removal	Scheduling a date on a Friday	replacement palm	scheduled for this Friday.
3	Weed abatement	Scheduled	completed	tumble weeds and fence line on third before winds
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# NORCO COLLEGE

Member of the  
Riverside Community College District

## INJURY AND ILLNESS PREVENTION PROGRAM

(Rev 8/15/2017)



**RCCD** | RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

RISK MANAGEMENT,  
SAFETY & POLICE SERVICES

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Title 8 California Code of Regulations Section 3203

# INJURY AND ILLNESS PREVENTION PROGRAM

## RESPONSIBILITY

The authority and the responsibility for implementing and maintaining the Injury and Illness Prevention Program (IIPP) is the District's Director of Risk Management. Administering the IIPP is the **District Safety & Emergency Planning Manager** with support from the **College Safety & Emergency Planning Coordinator** at Norco College.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available via **web site** and from each manager and supervisor.

The Management of **Norco College** and the **Riverside Community College District** are committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. Additionally, every employee is responsible for their own safety as well as the safety of the people they work with.

## COMPLIANCE

All **Norco College and Riverside Community College District** employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that employees comply with these practices includes:

- Inform employees of the provisions of our IIPP when first assigned
- Evaluate the safety performance of employees
- Recognize employees who perform safe and healthful work practices
- Provide training to employees whose safety performance is deficient
- Discipline employees for failure to comply with safe and healthful work practices

## COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- New worker orientation including a discussion of safety and health policies and procedures
- Internal staff bulletins are electronically to all employees as appropriate
- A system for workers to anonymously inform management about workplace hazards
- Staff and department and committee meetings
- Material postings in high traffic areas

## **HAZARD ASSESSMENT**

A competent observer in our workplace performs periodic inspections and evaluations to identify workplace hazards as follows:

- When we initially established our IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection;
- Periodic site safety surveys.

## **ACCIDENT/EXPOSURE INVESTIGATION**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Take corrective action to prevent the incident/exposure from reoccurring; and
- Record the findings and actions taken.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected according to the following procedures

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- To new employees;
- To employees through safety/training courses;
- To employees with respect to hazards specific to each employee's job assignment;
- To employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;

## **RECORDKEEPING**

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/Database documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written/Database documentation of training and instruction.

## **RELATED SAFETY PLANS AND PROGRAMS**

The following safety programs are part of our IIPP and are available upon request:

1. Hazard Communication Program
2. Bloodborne Pathogens/Universal Precautions
3. Heat Illness Prevention Plan



Rank	Staffing	Cost	Comments
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2	Computer Technician .5 FTE	\$ 48,814.00	advance IT support of instruction
3	Grounds Person	\$ 86,414.00	advance pm maintenance and improve appeal
4	Assistant Director, Facilities Maintenance & Operations	\$ 139,449.00	support state facilities initiative prop 39
5	Computer Technician	\$ 86,414.00	improve support for instructional programs
6	Grants Administrative Specialist	\$ 96,711.00	support centralized grants, administrative
<b>Equipment</b>			
1	Hazardous Waste Disposal	\$ 6,000.00	campus safety/compliance
2	Hot Grab & Go Pass Through Fixture	\$ 5,000.00	increase student satisfaction and advance sales
3	Mini Dump Truck	\$ 30,000.00	current equipment out of service
4	Walk Behind Mowers (2), Operational	\$ 3,000.00	operational necessity
5	Vacume Cleaners (10) Operational, incremental	\$ 5,000.00	operational necessity
6	Pressure Sprayer	\$ 8,500.00	pm to prevent water intrusion
7	Golf Cart (2, custodial) incremental	\$ 16,000.00	operational necessity
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9	Power drill sets, table saws	\$ 6,500.00	operational necessity
10	Mini Excavator	\$ 45,000.00	operational need
11	Hand Dryers (50)	\$ 25,000.00	support green cleaning initiative
12	Supplies/ Equipment for Green Cleaning (5)	\$ 25,000.00	support green cleaning initiative
13	Library Air Conditioning System	\$ 350,000.00	improve deficiencies
14	Card Access System	\$ 150,000.00	support college safety security
15	EMS System Modules Controllers	\$ 150,000.00	periodic maintenance need
16	Electric Car Charger	\$ 20,000.00	support green college initiative
17	Power Supply back up batteries	\$ 12,000.00	support of card access system in emergency
18	iPads for EMS Controls	\$ 1,000.00	improve maintenance efficiency

Project Name		Quotes / PRF/BID	Approval	Capital / One time	Grant	DSA	Architect/ General/ Vendor	Project Manager	Project Budget	Status	Major Highlights, Timelines or Updates	Anticipated Completion Date
STEM 200 - 201		X					IOS	Justin C	\$0	0 - On Hold	Split into two spaces and move podium from PDC to STEM 200	TBD
SSV 107 - Veterans Area Reconfiguration							TBD	Justin C	\$0	1 - Request	Reconfiguration of space. Space diagram and send revisions under review	TBD
IT 124							TBD	Justin C	\$0	1 - Request	Looking to change room configuration, desks, and provide cable management	TBD
LRC - Carrol and Lab Walls					X		TBD	Justin C	\$0	1 - Request	Add doors 3/4 height walls to existing study Carrols, Sliding Doors new tables. Add wall in lab space - Grant Funded	TBD
SSV - Install Admissions Double Doors							TBD	Justin C	\$0	1 - Request	Double doors will be installed in the hallway by SSV 127	TBD
CSS 205A - 2nd floor/Student Life New Office							TBD	Justin C	\$0	2 - Proposal	Add office, project design under review	TBD
IT 208								Ana M	\$0	2 - Proposal	To get two proposals: One for sled desks, another for smart desk to use the same computers. Requested By Dr. Fleunling	TBD
LRC - Cubical, remove row of computers		X			X		Tangram	Justin C	\$8,437	2 - Proposal	Add Cubical to LRC, remove row of computers	TBD
STEM Hallway enclosed		X			X		TBD	Ana M	\$0	2 - Proposal	New building proposed near STEM, District & DSA involvement	TBD
Veterans Resource Center Phase I		X			X		TBD	Justin C	\$1,750,000	2 - Proposal	Three offices will be installed at IMC storage room behind the grant office. Emailed IOS for a site visit. Received layout for only two offices. Looking into adding a third office.	TBD
OC 110 - Grants Office Reconfiguration		X			X			Justin C	\$75,000	4 - PO in Progress	Project design under review	12/22/2017
OC 116 - Upward Bound Reconfiguration		X			X			Justin C	inclusive	4 - PO in Progress	Project design under review	12/22/2017
OC Business area reconfiguration		X			X		Tangram	Justin C	inclusive	4 - PO in Progress	Reconfiguration and of open area and addition of new cubicle	12/22/2017
SSV 206		X			X		ISO	Justin C	inclusive	4 - PO in Progress	Reconfigured office make two offices for counselors.	12/22/2017
Presidents office - Student stations		X			X		Tangram	Ana M	\$11,697	4 - PO in Progress	Add 2 student work stations to the presidents office area	TBD
President's Office - Wall		X			X		ISO	Ana M	\$11,881	4 - PO in Progress	Project design under review	TBD
STEM Center/Reception Area		X			X		ISO	Ana M	\$16,350	5 - WIP/Install	Grant Funded needs PO by 9-30-2017	TBD
LRC G101 - Library File Room		X			X		IOS	Ana M	\$0	6 - Closed	Empty High Density storage and reconfigure	11/1/2017
SSV - Admissions Cubical					X		N/A	Justin C	\$0	6 - Closed	Setup of portable cubical for new staff - temporary install, will have to move depending on President's Office Wall project status changes	10/31/2017
CSS - Student Employment							Ohpin Group	Ana M	\$5,451	6 - Closed	Reconfigure area - project canceled	Canceled
CSS - Student Life Reception							Tangram	Justin C	\$0	6 - Closed	Reconfigure	Canceled
CSS 212 / EOPS		X			X			Ana M	\$3,301	6 - Closed	Furniture for admin assistant	6/28/2017
IT 209		X			X		G/M	Ana M	\$2,989	6 - Closed	Chairs for IT 209 - 2 POS	
OC 110 A		X			X		Tangram	Ana M	\$9,657	6 - Closed	Two new work stations will be added	6/22/2017
Portable A		X			X			Ana M	\$0	6 - Closed	Move faculty and staff offices	7/30/2017
President's Office reconfigure		X			X		Tangram	Ana M	\$3,811	6 - Closed	Reconfiguration of admin asst.	6/30/2017
President's Office/Cubicle for Diana M.		X			X		IOS	Ana M	\$8,000	6 - Closed	Add a cubicle	TBD
SSV 107 - Pony wall / Door install		X			X		IOS	Justin C	\$5,150	6 - Closed	Door has been ordered and is awaiting install. Need to remove existing pony wall and relocate t-stat, ADA door button - Project Canceled - Fire code issues	Canceled
SSV 127		X			X		Tangram & ISO	Ana M	\$9,060	6 - Closed	Add Workstation	TBD
STEM 302		X			X		Smart Desks	Ana M	\$54,239	6 - Closed	Install new Smart Desks	6/30/2017
STEM 304		X			X		Tangram	Ana M	\$23,622	6 - Closed	Install new desks	
Library Chairs		X			X		Tangram		\$12,295	6 - Closed	install new chairs	6/30/2017
LRC Remodel		X			X		Tangram	Eliania M	\$20,956	6 - Closed	remodel	6/27/2017

Project Name	Quotes / PRF/BID	Approval	Capital / One time	Grant	DSA	Architect/ General/ Vendor	Project Manager	Space Project Tracking Sheet	Project Budget	Status	Major Highlights, Timelines or Updates	Anticipated Completion Date
<b>Status key</b>												
0 - On Hold												
1 - Request												
2 - Proposal												
3 - Under Review												
4 - PO in Progress												
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6 - Closed												



**Facilities**  
Project/ Initiative Update

3/12/2018

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Space Project Tracking Sheet

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Presidents office - Student stations	X				Tangram	Ama M	\$11,697	4 - PO in Progress	Add 2 student work stations to the presidents office area	TBD
Presidents Office - Wall	X				ISO	Ama M	\$11,881	4 - PO in Progress	Project design under review	TBD
STEM Center/Reception Area	X				ISO	Ama M	\$16,350	5 - WP/Install	Grant funded needs PO by 9-30-2017	TBD
LRC G101 - Library File Room	X				IOS	Ama M	\$0	6 - Closed	Empty High Density storage and reconfigure	11/1/2017
SSV - Admissions Cubical					N/A	Justin C	\$0	6 - Closed	Setup of portable cubical for new staff - temporary install, will have to move depending on President's Office Wall project status changes	10/31/2017
CSS - Student Employment					Ohpin Group	Ama M	\$5,451	6 - Closed	Reconfigure area - project canceled	Cancelled
CSS - Student Life Reception					Tangram	Justin C	\$0	6 - Closed	Reconfigure	Cancelled
CSS 212 / EOPS	X		X		Tangram	Ama M	\$3,301	6 - Closed	Furniture for admin assistant	6/28/2017
IT 209	X				G/M	Ama M	\$2,989	6 - Closed	Chairs for IT 209 - 2 POS	
OC 110 A	X				Tangram	Ama M	\$9,657	6 - Closed	Two new work stations will be added	6/22/2017
Portable A	X				Tangram	Ama M	\$0	6 - Closed	Move faculty and staff offices	7/30/2017
President's Office reconfigure	X				Tangram	Ama M	\$3,811	6 - Closed	Reconfiguration of admin asst.	6/30/2017
President's Office/Cubicle for Diana M.	X				IOS	Ama M	\$8,000	6 - Closed	Add a cubicle	TBD
SSV 107 - Pory wall / Door install	X				IOS	Justin C	\$5,150	6 - Closed	Door has been ordered and is awaiting install. Need to remove existing pory wall and relocate I-stat, ADA door button - Project Cancelled - Fire code issues	Cancelled
SSV 127	X				Tangram & ISO	Ama M	\$9,060	6 - Closed	Add Workstation	TBD
STEM 302	X				Smart Desks	Ama M	\$54,239	6 - Closed	Install new Smart Desks	6/30/2017
STEM 304	X				Tangram	Ama M	\$23,622	6 - Closed	Install new desks	6/30/2017
Library Chairs	X				Tangram	Ama M	\$12,295	6 - Closed	Install new chairs	6/30/2017
LRC Remodel	X				Tangram	Eliana M	\$20,956	6 - Closed	remodel	6/27/2017

Status key

0 - On Hold	Project is currently on hold
1 - Request	Project evaluation request
2 - Proposal	Project is getting quotes and budget information
3 - Under Review	Project has come back from bid and under review
4 - PO in Progress	Project has been approved and getting a PO/ Purchase process
5 - WP/Install	Project is getting installed work in progress
6 - Closed	Project is closed/completed or canceled

