

# **Business & Facilities Planning Council**

**March, 13 2018**

**ST 107 (11:15—12:45pm)**

## **Minutes**

Members Present: Ricardo Aguilera, Andy Aldasoro, Kimberly Bell, Travonne Bell, Mark DeAsis, Sam Lee, Javier Sierra, Monica Green, Richard Henry, Dan Lambros, Tenisha James, Jan Muto, Jim Reeves, Jim Thomas, Phu Tran

Guests: Tricia Hodawanus, Patty Sanchez, Misty Cheatham, Justin Czerniak, Gustavo Ocegüera, Maureen Sinclair, Mical Peña

### **Approval of Minutes/call to order:**

Approval of Minutes for February 20, 2018

Motion to Approve: Jim Reeves

Seconded: Jan Muto

Abstentions: Kimberly Bell, Monica Green

### **I. Action Items**

None

### **II. Information Items**

A. Academic Reorganization/Institutional Advancement

(Jim Reeves,  
Monica Green, Sam Lee)

#### **Academic Reorganization**

Attachment I provided by Sam Lee

Attachment II provided by Jim Reeves

#### **Discussion:**

- Looking to re-position the college for growth of up to 10,000 students.
- Attention focused on Academic side, page two & page five. Note no changes to chair structure or chair responsibilities.
- Attention to the section of disciplines, notice some of them are curricular disciplines and others are administrative.
- At this time the names of which IDS will be associated with each specific school is not available.
- Phase two of this re-org would be a case management approach to assisting students through faculty advising, success coaches, peer mentors & counselors (which are assigned and work in within their job description. Everything else to this approach is currently on a volunteer basis (faculty advising).
- In this draft Jason is overseeing Business Management and STEM Schools, Honors will also be a part of this school.

**Correction:** Page 2, missing counseling IDS-Cynthia Acosta.

There is no Early Childhood Development Center at Norco College.

**Recommendation:** Have VP of AA oversee Program Review & Professional Development Committee because it cuts across all disciplines.  
Office of College Strategic Initiatives

**Discussion Continued:** Page 1, Dr. Fleming would not be a part of Academic Affairs. He'd be a part of a new office being called The Office of Institutional Advancement (working title). Institutional Advancement and governmental relations is currently at the district level.

Whether this department would have an executive position or not is not yet decided. What is being proposed here is a Foundation. Is this no longer at district level?

**Recommendation:** This position will only work at an executive level.

The goal of this position is establishing relationships, supporting initiatives. The president would still have the greater work. This department would put all the pieces in place for the President to come in and close the deal.

Launa at the Foundation has stated that her effort is at fundraising, not to generate grants or establish funding. They don't do local, state, or federal funding.

Colleen Molko would also work in the Office of Advancement for grants.

**Question:** Is Colleen receiving a promotion for this transition?

**Discussion:** Lorena Newson resigned and Jason Parks will replace her as STEM Director, Jesse Lopez received a promotion and will be leaving the institution and not be replaced. Debra Mustain will take over his responsibilities.

**Questions:** Interdisciplinary Study Tutor Training, what is this? This is a course offered to Tutors to train them. Melissa Bader does not oversee this, why is her name associated with this?

There are currently two new hires associated with this organization proposal?

Why does Math have two department chairs?

**Student Services:**

Integrated Plan and Equity are the biggest changes to come to Student Services. College Receptionist would be moved to Admissions & Records. Cashier & Students Accounts usually is Business Services (having those discussions now) as we build auxiliary services.

**Questions:** Would it be possible to have a Function Map & Org Chart. Will this bypass Program Review? How will it impact the General Fund? Is there a sliding scale for how much of Jason Parks salary will be approved Dept. of Ed.?

Why is College Safety missing from the organization proposal?

**Note:** This is an informational item, after Business & Facilities Planning Council then the VP's will meet, and then it will go back to Academic Planning Council, then Student Services Planning Council on the 20<sup>th</sup>, then ISPC on the 21<sup>st</sup>

B. Norco College Mural      **TABLED**      (Quinton Bemiller)

**New Business**

A. None

**Standing Items**

A. Facilities Update      (Javier Sierra)

Attachment included.

Hawk System be activated this Saturday at 10:00am. How this system operates will be a NOR-AL. Will speed bumps be added?

\*DRC Front Door

B. Technology Report, IMC Update      (Dan Lambros)

Attachment included. Commons Area at JFK needs a permanent technology solution.

Can we donate a computer?

C. Emergency Preparedness      (Justin Czerniak)

Training schedule attachment included. Proposal for date change. Proposal for early evening course for

D. Special Projects      **TABLED**      (Jim Reeves)

**III. Good of the Order 12:46**

Next meeting April 3, 2018

May 18<sup>th</sup> Active Shooter Drill

Remaining 2017/18 Meeting dates: Tuesday May 8, 2018

**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.

## Institutional Organization Conversation Timeline

Date	Meeting
March 13, 2018	Business & Facilities Planning Council (BFPC)
March 14, 2018	VP Meeting
March 16, 2018	Academic Planning Council (APC)
March 19, 2018	Academic Senate
March 20, 2018	Student Services Planning Council (SSPC)
March 21, 2018	VP Meeting
April 4, 2018	Institutional Strategic Planning Council (ISPC)
April 4, 2018	VP Meeting
April 18, 2018 (Action Item)	Institutional Strategic Planning Council (ISPC)
May 18, 2018	Committee of the Whole (COTW)

***\*AA Reorg and Advancement Ad-hoc Committees meetings TBA***

# Norco College

## Proposed College Advancement Initiative

Revised: March 12, 2018

### Introduction

The ability of not-for-profit institutions to advance their missions is to some extent reliant on the institutions ability to promote their programs and develop support for the organization from a variety of constituencies. In higher education, these constituencies, or stakeholders, are not only students, faculty and staff but include members of the local community, elected officials, local businesses and service organizations, foundations, corporate entities and the media.

Advancement efforts in institutions of higher education are typically focused around representing the institution on several key fronts including the following:

- Identify and develop funding opportunities from local, state and federal sources. To serve as the campus liaison to government agencies for the purpose of securing grant funding.
- In collaboration with the RCCD Foundation, develop corporate, foundation, and private donors.
- Developing and executing a strategic communications plan.
- Oversees the development of electronic and print materials that represent the College and its programs to outside constituencies.
- Develop and oversee a branding campaign that promotes the institution's mission, identity and strategic objectives.
- Develop an Annual Fund effort that brings resources to the annual budget including unrestricted gifts, operational support and student financial assistance in the form of scholarships.
- Serve as a clearinghouse for College events intended to represent the College to outside constituencies.

### Next Steps

In order to develop a plan to move forward with recommendations about initial staffing needs, a work group will be convened to prepare a proposal for further consideration. The proposal will include consideration of the following:

- What Advancement/ Development models are currently in use? See sample position descriptions (the Work Group has requested additional examples of California Community Colleges who have Advancement Functions).
- How is this role differentiated from the District Foundation role?
- What needs to be included in a position description for leadership in this role? Where in the organization should this position be placed?
- What staffing needs will be required at start-up of this initiative at the College?
- What role will this office have in the oversight of existing outreach, marketing and publication efforts at the College?

- How will the College fund this position?

#### Reorganizing Existing College Resources

- Grants development, oversight and administration
- College Marketing Efforts
- External Relations/ Outreach
- Communications
- College Branding
- Legislative liaison
- Committee responsibility related to marketing, communications and development activities
- Provide oversight to outwardly focused College events.
- Media relations

The College anticipates that the Advancement work group will be convened through the spring semester with updates/ recommendations available for review to College governance councils throughout the semester.

Business Services Projects/ Initiatives Update  
4/13/2018

Priority	Project Initiative	Status	Next Steps	Notes:
A	NCACT2 Computer Replacement (30)	(Pending) for requisitions to be placed	Waiting for delivery	Tentative replacement Summer 2018 for Fall
A	LIBRARY Computer Replacement (55)	Requisitions have been placed	Waiting for delivery 1/2 are delivered	Tentative replacement Summer 2018 for Fall
A	NAT109 Computer Replacement (30)	(Pending) for requisitions to be placed	Waiting for delivery	Tentative replacement Summer 2018 for Fall
A	ATEC 114 whiteboards installation	Waiting for delivery	Installation	
C	Library 108 replacement lectern and new A/V system	Pending design documentation on lectern. The new A/V system is designed already	Documentation of lectern design will be sent to faculty for suggestions	IMC staff will provide design options
B	Media system streaming upgrade for CSS 217	With TECH Committee	Prepare purchase requisition	
A	Theatrical stage lighting for performances	Proposal was submitted for funding	Prepare purchase requisition	
B	New interactive projection systems (LRC)	Proposal was provided	Prepare purchase requisition	New LED automated lighting
A	HUM 105 projector replacement	Projector has arrived	Waiting for installation	3 new projectors for new LRC space
A	New Digital Signage Kiosk for Library	IMC is reviewing options and will prepare a quote	Prepare Quote	New laser optic projector
A	IT 101 and ATEC 210 Classroom A/V Upgrade	Sent over estimates	Waiting for approval of funds for formal quote	
	Priority Ranking:			
	A: Currently in Progress with anticipated completion this fiscal year			
	B: Currently in Progress with completion date and/or budget under review			
	C: Investigating/ reviewing options - no completion date or budget set			

## Tentative Schedule of Classes to prepare for full scale drill on May 18th

### March

Day	Class	Type	Location	Time	Who
3/13/2018	Stop the Bleed	In person	CSS Upper Lounge	12:50-1:50	Anyone
3/20/2018	Building and Floor Captain Training	Online	Target Solutions	Self Paced	Anyone
3/27/2018	Personal Protective Equipment (PPE)	Online	Target Solutions	Self Paced	Anyone
3/29/2018	Evacuation techniques and staging locations PT 1	In person	TBD	12:50-1:50	ET, B&FC, EO

### April

Day	Class	Type	Location	Time	Who
4/3/2018	Evacuation techniques and staging locations PT 2	In person	TBD	12:50-1:50	ET, B&FC, EO
4/9/2018	Table-Top Disaster Simulations	In person	travel from building to building	8:00-5:00	Anyone
4/10/2018	Mass Shooting Violence Prevention	In person	CSS 217	8:30-12:00	Anyone
4/10/2018	Stop the Bleed	In person	CSS Upper Lounge	12:50-1:50	Anyone
4/10/2018	Mass Shooting Violence Prevention	In person	CSS 217	1:00-4:00	Anyone
4/11/2018	First Aid, CPR and AED	In person	CSS 217	08:30-2:30	Anyone
4/17/2018	ICS, SEMS, NEMS	In person	TBD	12:50-1:50	Anyone
4/19/2018	Size up Considerations	In person	TBD	12:50-1:50	ET, B&FC, EO
4/26/2018	Radio communications	In person	TBD	12:50-1:50	ET, B&FC, EO

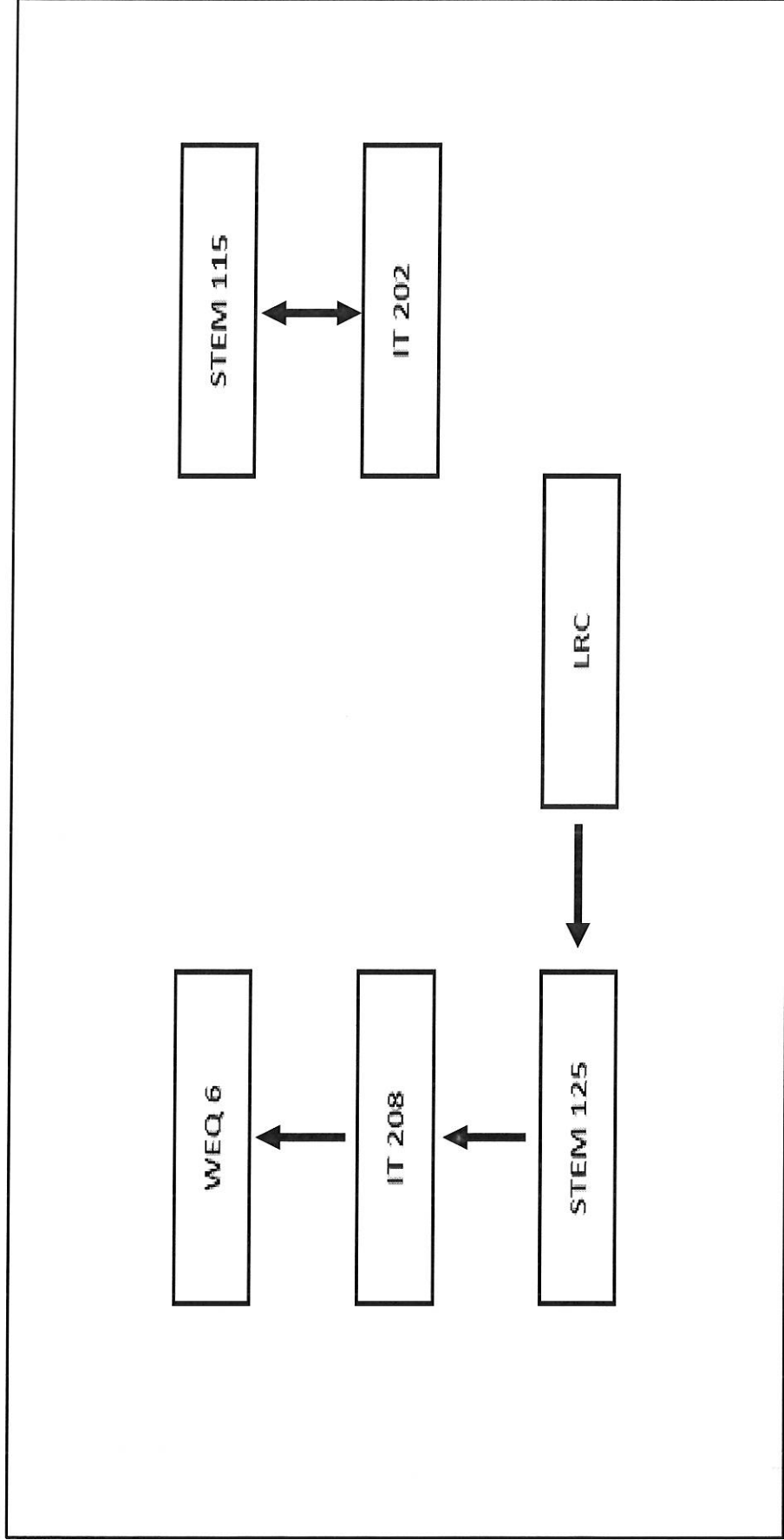
### May

Day	Class	Type	Location	Time	Who
5/1/2018	Forms and Documentation	In person	TBD	TBD	ET, B&FC, EO
5/3/2018	Disaster Psychology	In person	TBD	TBD	Anyone
5/4/2018	EOC Operations	In person	TBD	TBD	ET, B&FC, EO
5/8/2018	Stop the Bleed	In person	CSS Upper Lounge	12:50-1:50	Anyone
5/10/2018	Evacuation and Control of a classroom	In person	TBD	12:50-1:50	Faculty, ET, B&FC, EO
5/11/2018	Evacuation and Control of a classroom	in Person	TBD	TBD	Faculty, ET, B&FC, EO
5/15/2018	Evacuation and Control of a classroom	In person	TBD	12:50-1:50	Faculty, ET, B&FC, EO
5/17/2018	TBD	In person	TBD	12:50-1:50	
5/18/2018	Full Campus Evacuation Drill	In person	Full Campus	TBD	Anyone

Anyone                      Students, Faculty, and Staff  
 ET, B&FC, EOC        Evacuation Teams, Building and Floor Captains & anyone involved with Emergency Operations



## Summer Projects Sequence



Space Project Tracking Sheet

Project Name	Project Budget	Status	Major Highlights, Timelines or Updates	Request date	Project Requester	Anticipated Completion Date
LRC Game lab move	\$0	1 - Request	Move Lab to STEM 125 and redesign space <b>Estimated start after June 8th 2018 Item (2)</b>	2/1/2018	Kevin Fleming	TBD
IT 202	\$0	1 - Request	Redesign from Classroom to Computer Lab - <b>Move items from STEM 115 Estimated start after June 8th 2018 Item (3)</b>	2/1/2018	Kevin Fleming	TBD
STEM 115	\$0	1 - Request	Redesign from Computer Lab to Classroom move from IT 202 <b>Estimated start after June 8th 2018 Item (3)</b>	2/1/2018	Kevin Fleming	TBD
STEM 125	\$0	1 - Request	Redesign and Move game lab from LRC to STEM 125 <b>Estimated start after June 8th 2018 Item (2)</b>	2/1/2018	Kevin Fleming	TBD
STEM 116	\$0	1 - Request	Shade for glass doors and Possible HVAC Fix	1/3/2018	Gustavo Ocegüera	TBD
STEM 304	\$0	1 - Request	Carpet and blackout shade for glass entrance door	1/3/2018	Gustavo Ocegüera	TBD
CSS 217	\$150,000	1 - Request	Remodel for Efficiency - Have a flexible classroom / event space	1/19/2018	Samuel Lee	TBD
Door at Health Center	\$0	1 - Request	Add a privacy swinging door to keep students from walking into the back	1/3/2018	Lisa McAllister	TBD
IT 208	\$0	1 - Request	Move Honors classroom from <b>STEM 125 Estimated start after June 8th 2018 Item (2)</b>	2/1/2018	Kevin Fleming	TBD
West End Quad Classroom - B	\$0	2 - Proposal	Move classroom from <b>IT 208 STEM Estimated start after June 8th 2018 Item (1)</b>	2/1/2018	Kevin Fleming	TBD
West End Quad Classroom - A/B	\$0	2 - Proposal	Split into two spaces and additional podium. <b>Estimated start after June 8th 2018 Item (1)</b>	12/4/2017	Kevin Fleming	TBD
SSV 107 - Veterans Area Reconfiguration	\$0	3 - Proposal	Reconfiguration of space. Space diagram and send revisions under review	11/6/2017	Jim Reeves	TBD
LRC - Carrol and Lab Walls	\$0	- Proposal & 1 declin	Add doors 3/4 height walls to existing study Carrols, Sliding Doors new tables. Add wall in lab space - Grant Funded	12/12/2017	Albert Jimenez	TBD
CSS 205A - 2nd floor/Student Life New Office	\$0	3 - Proposal	Add office, project design under review	9/7/2017	Mark Hartley	TBD
Chairs for A&R	\$2,250	3 - Under Review	Chairs for staff - Prioritization list	1/5/2018	Mark DeAsis	TBD
Whisper Booth relocation	\$0	4 - PO in Progress	move booth and connect to power - Fire department call out	12/7/2017	Fire Dept	TBD
Chairs for CSS 205	\$3,000	4 - PO in Progress	Chairs for staff - Prioritization list	1/3/2018	Mark Hartley	TBD
LRC - Front Counter Demo	\$0	5 - WIP/Install	Demo of front counter space	1/8/2018	Albert Jimenez	TBD
President's Office - Wall	\$11,772	5 - WIP/Install	Project design was approved and schedule for installation	4/10/2017		2/2/2018
SSV 206	\$5,157	6 - Closed	Fire system update	10/20/2017		1/2/2018

**Status key**

- 0 - On Hold
- 1 - Request
- 2 - Proposal
- 3 - Under Review
- 4 - PO in Progress
- 5 - WIP/Install
- 6 - Closed