

Business and Facilities Planning Council
Tuesday, December 8, 2015
9:00am – 11:00am
ST-107

Meeting Minutes

Present: Beth Gomez (Admin. Chair), Phu Tran (Faculty Chair), Dan Lambros (Staff Chair), Christian Castillo (Student Representative) Monica Green, Steve Monsanto, Shirley McGraw, Jan Muto, Damon Nance, Erin Power, Jim Thomas, Koji Uesugi Denise Terrazas (Recorder)

Absent: Richard Henry, Gustavo Ocegüera, Tanya Wilson

- I. The meeting was called to order at 9:03am.
- II. Approval of minutes from the November 10, 2015 meeting. MSC (Thomas/Muto) Approved. 4 Abstentions (Castillo/Dieckmeyer/DeAsis/Green)

Approval of minutes from the November 17, 2015 prioritization meeting. MSC (Muto/Uesugi) Approved. 4 Abstentions (Castillo/Dieckmeyer/DeAsis/Green)
- III. Action Items
 - a. 2015 Administrative Program Review Rankings

Workspace is an issue at Norco as we continue to grow within our limited space. Following are questions/comments raised by the committee regarding the committee ranking space:

- If we are providing a recommendation on equipment, does space fall under the same category as something we need to get the job done?
- If we are hiring faculty we know we will have to provide office space per the faculty contract. Additionally, if we are ranking staffing and hiring according to the ranking, it assumes that we will find the space.
- It is unclear when we were ranking staff, that work spaces issues were considered. Furthermore, when faculty positions are ranked, what consideration for office space is given?
- Throughout the year and outside of this process, staff positions that are filled through the funding of certain grants also require office space that may impact the needs for space that are vetted through the program review process.

The committee discussion calls attention to processes that need to more closely align. Recommendations were made to filter requests in the categories of strategic and operational and adding a threshold of \$5K to equipment requests.

Motion 1: Move to accept the reports as submitted MSC (Muto/Thomas) Approved.

Motion 2: Review the process procedures and timeline for the consideration of all program review requests, FY15-16 it is recommend the administration move forward with budget decision-making. MSC (Muto/Dieckmeyer) Approved.

IV. Information Items

a. 5 year scheduled maintenance plan (Steve Monsanto)

The five year plan was extended from 2015-19 2016 -2021 and includes– tile roof replacements, CRC, Student Services, Theatre, Interior Painting campus-wide determined based on need. Carpet replacement is determined based on age and need. This year the state allowed landscaping, because of the draught. Fire alarm system upgrades are scheduled to be done in 2021. How is safety considered in terms of planning? Does a consultant come out to help us consider safety in terms of FMP? District has put in the budget to hire a safety coordinator through Risk Management fund, when that person comes on board, they will have a program review, and have some feedback to emphasize those needs for our college.

b. Instructional Equipment (Erin Power)

Erin shared a handout of the report sent to CCCC's on Instructional needs reporting. The report is informational, it does not determine how much we get but could help determine the big pot of money. We can look at in more detail, and update all years if needed. The methodology, is it the same? No, it is up to the colleges, it expresses a need. This could be better projected using a two year rather than a one year, more consistent numbers? At what point will we need to replace the equipment on a 5 year end of life cycle. Erin can update the methodology to make better projections with a 10 year peak. IT online in 2010, does this include those projections, yes in 2014-15. Scheduled maintenance and Instructional equipment share this pot of money and the college determines how it is spent.

c. Electric Car Charging Station (Dan Lambros)

Dan provided a quote for the charging station as a follow up to a faculty request. The Turbo Dock 16 charger features a phone app to let customer know when their car is charged. The charger requires power and a concrete footing, single station is one car, \$1798/plus tax/shipping. Installation can be done in-house or professional installation comes with 3 year warranty. The college determines how best to manage the stations i.e. access code, per user, charge by code as the chargers are programmable; the device also accepts payments. If you want to upgrade, you have to buy a new one. The charging stations are self-regulated and contained except for monitoring the space/police. If the parking fund can pay for these, something like that, it would be beneficial to test at least one station on campus. Steve will look into rebates, and how we could potentially move forward with more information and installation information.

d. Facilities Mater Plan (Beth Gomez)

i. Update on Road and Marquee Sign

Beth met with the City of Norco and Chris Carlson regarding the route of the new road which is currently presenting a problem; they have asked District/College to put together these points to bring forward to the city for discussion. With regard to the marquee sign, it has been determined that Third Street is owned by the college. An encroachment permit from the city will be required. We have

developed a scope of work to include some of the verbiage on the sign specs for when we go out to bid. DSA approval is very complicated and our bid is specific to the design that we like. The sign monthly fee for communication requires a wireless broadband on the establish connectivity of the sign; \$30-40/monthly.

Meeting adjourned: 10:48am

Minutes submitted by: Denise Terrazas