

Business and Facilities Planning Council

February 16, 2016

9:00am – 11:00am

ST-107

Meeting Minutes

Present: Beth Gomez (Admin Tri-Chair), Phu Tran (Faculty Tri-Chair), Dan Lambros (Staff Tri-Chair), Monica Green, Richard Henry, Shirley McGraw, Jan Muto, Steve Monsanto, Damon Nance, Gustavo Ocegüera, Erin Power, Jim Thomas, Tricia Hodawanus (Guest) Denise Terrazas (Recorder)

Absent: Mark DeAsis, Diane Dieckmeyer, Koji Uesugi, Tanya Wilson

- I. The meeting was called to order at 9:05 a.m.
 - a. Motion to move agenda item III. A. Committee Meeting Date and Time to the top of the agenda. MSC (Muto/Thomas) Approved. The committee discussed changing the committee meeting times to the college hour 12:50-2:30pm either on the first or fourth Tuesday of the month avoiding the third Tuesday due to department meetings. The committee agreed to the change in meeting time and a new calendar invitation will be sent out.

II. Action Items

- a. Approval of the minutes from the December 8, 2015 meeting. MSC Green/McGraw Approved. One abstention (Ocegüera)

- b. Technology Committee Recommendations (Ruth Leal/Damon Nance)

The lists of technology requests were presented to the council as recommendations from the technology committee. Ruth advised that the APC list is not complete, the revised list will be presented at the next meeting.

A motion was made to act on the lists presented acting on the remaining APC requests at the next meeting knowing that they are not a high dollar value. (Thomas/Lambros) Approved. One abstention (Muto)

The rubric used to rank the requests includes a question about technology plan alignment and it into consideration age and programmatic needs for each item. A suggestion was made to more clearly note the items on the list that are already a part of the replacement plan. Once items are funded we need to identify which items are part of the technology re-fresh; Business Services will track this information. A question was raised about the accuracy of the number of computers listed for LRC do they include the numbers for the gaming lab as they have recently been replaced. Information is pulled directly from program review;

however all requests will be researched and validated prior to funding. Ruth will follow-up with Gustavo regarding this request. Old computers are repurposed whenever possible, and the rest are sent to surplus.

III. Information Items

a. OPEB Update (Beth Gomez)

In the past, the District utilized a pay as you go method paying out of the operating budget for post employee retirement health benefits. Due to the liability a recommendation was made by ACCJC for the district to fund OPEB. An investment committee has been appointed and has recommended using the CalPers OPEB irrevocable. The committee discussed the three investments strategies and chose the moderately conservative middle of the rode plan. Beth is a member of the ad-hoc committee that will monitor the performance of the plan.

b. Budget Update (Beth Gomez)

Beth provided a budget update. Additional information will be provided at the May Revise.

c. Proposed Reserve Calculations (Beth Gomez)

To address a structural deficit the District is asking the colleges to identify budget that can be put into a holding account to assist with the budget deficit. Beth shared the different strategies being discussed to address the issue. The committee discussed the options and raised the following questions/comments/concerns:

- Two years is a short amount of time to fix a problem that has been in place for years.
- Strategies are in place that have increased spending, why are we spending money on those things when there is a structural deficit?
- Is a 5 year a better strategy? What are the economic projections?
- Budget has been operating on more revenue than we get, or we haven't filled vacant positions.
- Is this separate from our 5% reserve?? Yes, we need to look at our numbers, if we have been conservative and have built up a reserve we should not be penalized for good planning.
- If we looked at the District positions, maybe they should not be filled. For example, VC, Ed Svc has not been filled, that position alone could be 200K; why not pull that money to this?
- Look at balance of carryover for last 5 years, if the district has maintained X amount for 5 years, why are we not dealing with that first?
- Talk about the savings from the reorganization of the VC Ed Services.

- Why are trying to fix this when the BAM issues are not complete. We haven't finished what we have started.
- Two year would make sense, but since there is an economic weakness it might be better longer term.
- Has there been discussion about a charge back system that includes parameters for colleges to be billed for District services?
- Since many of our positions are grant funded will there be a buy back and salary savings to ensure that those savings stay here. Currently, those allocations stay at the college if a grant pays for part of a position? Can those savings be applied to our deficit?
- Why is this coming at the heels of a golden handshake? The timing seems bad.

Fixing deficits are a positive move for the college and funds will not be removed from the budget. After we identify the dollar amount and the monies will be put in holding accounts for each college.

d. Health Services Signage (Steve Monsanto)

Facilities will be installing larger signs for better visibility and indicating other services in the area. Health Services information will also be advertised on the electronic billboards. Dr. Muto suggested one near the bus stop. Once the locations of the signs are determined, Steve will bring the positioning back to the committee.

e. Hover Boards (Beth Gomez)

The District's Student Code of Conduct clearly states that motorized vehicles are not allowed on campus but we need signage. We do have signs that say that skateboards are prohibited, perhaps they should be updated to include motorized vehicles and point to the student code of conduct. Committee agrees that 3-4 signs throughout campus at the entrances would be beneficial. Dan will include the same verbiage on the electronic sign loop.

f. Commencement Venue (Beth Gomez)

There has been a suggestion to use the Citizen Bank area for the 2017 commencement ceremony. This venue is used frequently as a one-stop shop for graduation ceremonies. Beth brought the suggestion forward to get the committee's feedback. Committee members had concerns about the finals schedule, the expense of the venue, having to pay for parking and losing the connectedness to the college that students and faculty get from holding the ceremony on site. For the next agenda Beth suggested looking at the pros and cons of both items and including the student perspective. The decision needs to

be reached soon as we are looking into locking in a five year contract with the current vendor to reduce future costs of the rental equipment.

IV. Good of the order

At the next meeting we will discuss committee assignments. Beth will reach out to CSEA for replacement classified staff members.

Dates to note:

- March 10th at college hour – the time capsule will be raised in Mustang Circle.
- Norco College's Silver Jamboree celebrating our 25TH Anniversary will take place March 12th 6-8pm the event is casual with western wear encouraged.

Meeting adjourned: 10:22am

Minutes submitted by: Denise Terrazas