

Norco College
Business and Facilities Planning Council
Tuesday, March 21, 2017
8:30 a.m. – 10:00 a.m.
ST107

MINUTES

Members Present: *Ricardo Aguilera, Andy Aldasoro, Kimberly Bell, Eloy Bueno, Diane Dieckmeyer, Ashley Etchinson, Monique Franklin Pierce, Beth Gomez, Monica Green, Richard Henry, Jan Muto, Jim Reeves, Jim Thomas, Phu Tran* **Guests:** *Jim McMahon, Patty Sanchez, Damon Nance, Mark Hartley, Ana Molina,*

- I. Call to order 8:32am Phu Tran
- II. Approval of minutes
 - a. February 14 meeting minutes
Motion to approve Monica Green
Seconded by Phu Tran
Abstentions 2
- III. Action Item
 - a. Spring Meeting Schedule Doodle Poll
We need to figure out spring schedule now that spring is here. It looks like we have 9:00am as the majority, Dr. Tran has a class at 9:40, 2 spring meetings left. Do we want to keep at 8:30 or keep move to 9:00? Does 8:30 present a problem to anyone, no. Move to keep meeting time at 8:30am.
Motion to keep meeting at 8:30 am
No Abstentions
- IV. Information Items
 - a. New Business
 - i. Food Pantry Mark Hartley
Good morning, I want to give update on the food pantry I am here representing Equity, ASNC and Student Life. As chief student conduct person, homeless and hungry students often encountered. Malnutrition is a present challenge among this population of students. Mentioned at Academic Senate as well, the motion had already taken place to have an initiative to have food donated to us and a location has been

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established to store nonperishable food items. The corral has a second location to sell food items that never took off. This space will be used to store food items by donation to establish a pantry. Cal State has a food pantry that myself as well as Dr. Ocegüera recently visited. They currently are open two days a week for three hours and as needed otherwise to make sure those with a present need get the food they need. We want to identify the hungry and homeless within our school to serve them. Marketing strategy from Cal State is a food packet including food with a shelf life of a year. Financial Aid, Student Life, Health Services, EOPS would have these bags of food items. In the meantime we can provide them these packets while we continue to create our pantry. A handout will also be included with health resources (mental, physical) a notecard will be included and a database will be created to track the needs of this population. To continue to monitor their needs, classes are volunteering to serve within our food pantry. No official name yet is available yet. One professor has named it the Trough. A contest will be held to create a new name making this happen will be a community effort. A starting point is needed (handout given) with items that store easily, open to ideas to make this happen. Question from Beth Gomez we had an event in February (potluck) we asked people to give nonperishable items currently stored in the warehouse. Where do we need to send these items? Answer: In a month (4.21.17), the food pantry location will be ready to collect items exclusively. Jan –there is always food in LRC from personal collection of items for students. Question: Can we not use plastic bags that aren't recyclable? Can we use paper bags, or reusable bags that students could return to the pantry with to refill? None of the items currently need to be resealed. Plastic bags can be reusable because it's transparent to see what options and perhaps be able to choose. Question: Have you looked at UCR pantry? A church donates to them each month. A more ecological approach would be appreciated. Is everything going to be prepackaged? What Cal State San Bernardino does is they already have items ready

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to go, student show up and items are ready in a reusable shopping bag. Students are aware of what items will be in the bag and the resources available. Jan Muto willing to donate money to purchase reusable bags. A foundation account will be started with a payroll deduction option. There are special times during the year like holidays when families have gatherings to have special meals. Perhaps a warm meal option during those times. We could give out large items like turkeys or hams. Suggestions: create holidays that are not religious or ethnically based. End of the semester celebration? Contact Mark Hartley if any questions

ii. Little Theater

Jim Reeves

Most of you are aware that the little theater is out of commission for four weeks now. Met with the insurance adjuster from the district. This is going to slow down the process, they believe they will be able to restart the remediation process to re-open after spring break for classroom and community use.

iii. District Functional Map

Dr. Dieckmeyer

(Graphic shown) This is the 2013 District Functional Map that was done, the idea is to look at all the standards and decide for each standard is the college the "P" Primary person or is the District "D" or is it "SH" for Shared. Meetings have taken place to discuss who has primary responsibility, the District or the College. Thus far only two colleges have gained their own accreditation. The colleges are supposed to have primary responsibility not the district. We are not as concerned as before in demonstration that the college has primary responsibility. There was a suggestion to go through the process again because of outdated information. Currently there is no desire to have an outside consultant so revisions will begin in house. We will be reviewing the District Plan, if we see that something is a District resource or a Norco resource then we can review. RCC has given us their work to use as a model and Rancho Santiago lent their format as well which is currently preferred. What we have to do as a part of our exercise is consider the functions related to the standard and the substandard. Therefore, we ask

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ourselves what are the functions associated with the mission review, approval, and alignment. What are our functions? Dieckmeyer (administrator), Ruth Leal (classified), Melissa (faculty), and Dean of Institutional Effectiveness will look over the functions then distribute to the shared governance to review and adjust anything specific to their functions. With those functions, you will have the conversation about how to input data and add things that appear to be missed. Question: If we are held to the standard, why aren't we just doing the standard? Aaron Brown would prefer to see the colleges do both. The Rancho Santiago is the preferred to be done which is due April 21st to the District. The end result should be one agreed upon function map for accreditation rounds and district strategic plan to garner more resources for the college. Question: are we supposed to indicate what it is or what it should be? The function map should serve what we are actually doing not what we are planning. The Standards are the driving force of everything. It is thought that we should follow the map based on what we know about ACCJC as well as administrator experience. Is there a way to specify college present and college future? Separate function and plan? If we move from this model the district can adapt it to another model. This will go to SSPC, which meets the 26th of April. Will go to Aron and let him know we will not be able to have it completed by April 21. We will just do standard only and include current and planned. Then aside we could do the Rancho Santiago after completing. Two additional columns would be transparent for the vision of the college.

iv. Safety Taskforce *TABLED* Jim McMahon

v. EAB Secret Shopper Dr. Green

Norco College is a member of the Educational Advisory Board, this group provides research and guidance to the needs of Norco. Every year we are able to contract to come do a training, professional development, or secret shopper. We had a secret shopper on campus that evaluated our onboarding process to look at each step of the process and rate it. The report is quite long and therefore not distributed

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today. There is an executive summary and findings; the second is to facilitate dialogue and findings the third is the evaluation and best practices. Green indicates we hit the mark, yellow and red needs improvement. Norco received yellow and red. It's very detailed, I'd like to send it out to councils that will be looking at it. Don't print but look at the areas that are relevant. For BFPC review signage and parking. Prospective new students don't know where to park and once parked where to locate what they need. Next Meeting lets discuss items that affect BFPC. Where can we improve signage to help students find their way and navigate around campus. We can do a better job on signage it's been in program review for years.

b. Standing Items

i. Artwork on Campus Subcommittee Update Quinton Bemiller

On March 2nd Maria Jurado, Jim Reeves, Monic Green, discussed the need of inventory system for current and new art. There are system softwares for art galleries, but it is not yet known if something like this is needed. We discussed housing artwork, there's a good amount of space not being used that can be. Discussed which art will be on display and what will be stored. Where does the artwork go and a need for standardized plaques for artist information. Need to develop a policy for donated artwork and see if the district has one or the foundation has one currently in place. We need to find out if are regulations of the disposal of those (donated) items. Want to be able to legally accept items on the behalf of Norco College not the district. Subcommittee will discuss and return with researched items. Looking at RCC that has had an artwork gallery quite some time and discovered there is no policy in place. Checking to see if CCLC has a policy that can be district standard. Cal Poly Pomona had no policy in place either with all their work. All items need to appraised and insured and stored in archival conditions in air conditioning. Center for Social Justice should have quotes in place for cost. The pieces we have currently in the college, what is currently up needs to be included in any database created. Revamp Art 111 class is

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a gallery study class this will be part of CTE program where students will be able manage key pieces of this process.

- ii. Facilities Master Plan Update Beth Gomez
We are pressing secondary road access March 29 meeting with all stake holders in this process City, College, District...we have an access and safety problem. Goal is to have a direction to move forward with. That is scheduled so at the next meeting of BFPC will have an update. Are we going to have a secondary road and where will it be? Or will we have a secondary site? At the Active Shooter Panel Dr. Nolte stated the issue with their active shooter incident on campus was one way in one way out.
- iii. Norco College Marquee Sign Placement Update Beth Gomez
We have design and bid specks and knowledge that we own Third Street. There's an issue with the property lines. No one knows how the crooked line was done. The fencing is done along the property line. Get an official title report done to discuss the property lines cant place sign till property line is figured out.
- iv. DBAC Update Beth Gomez
The meeting was supposed to take place Friday but was cancelled. The DBAC subgroup is trying to figure out how to equitably allocate resources for new employee allocation for the of hiring classified employees and management employees. It was an equal amount the district would like a portion of the allocation, no planning then no allocation is the opinion of some. A holding allocation is proposed Norco proposed allocation by head count. IT wasn't met with enthusiasm. We'll see what this budget development cycle looks like. All we can do is share information when we receive it. Will keep you updated. Any feedback? We recommend head count (BFPC).
- v. Concur Travel Implementation Monique Franklin Pierce
We had our first Concur Travel Implementation Meeting on March 10th. Each campus was responsible for creating a workflow to be included in the Customer Design Workbook & Norco submitted theirs yesterday.

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Our workflow will remain the same Traveler->Supervisor->Budget Approver->Area VP->VP Business Services->President->Payables Approve travel request and expense reimbursements on any of their devices Receive email notification when something enters their que. Reviewer access will be available admin assistants to proof items prior to administrator review Generated travel requests will have 24 hours to be approved before new rates will be applied. Requesters will have a ghost credit card to hold reservations an immediately lock in rates. While traveling upload travel receipts from any device with a camera to that specific travel package from the Concur App. Cut the approval process time in half if not more alleviating the wet signature collection. One issues at other colleges is faculty and counselors who travel, do they make their own reservations? Depends if you have an assistant or not training will be needed for all travelers in the process.

vi. Budget Update Beth Gomez

We're waiting for May revise for any changes one thing that to be stuck by is looking at k12 partners layoffs of a couple hundred teachers. Will this catch up to the College eventually? Are we feeling this in the Inland Empire? Anaheim Unified looking at a couple hundred as well. We are currently concerned. Does local control have anything to do with this? UCR is working on a grant for teacher prep programs courses offered here and their based on teacher shortages. Low enrollments and class consolidation and whole district revamping. Could be regional, or charter school based. Still proponing for not so much in growth but a base increase as opposed to growth. 1.34 statewide growth proposed. Increase of base is desired. Leveraging all funds having comprehensive plan for student success and resources. Focus on better job with existing students.

vii. Space Modification Update Ana Molina

List provided of updates completed and in process. Coming next is EOPS area, two counselor's offices and adding another cubical in financial aid area for an administrative assistant. In STEM adding more reception areas for more staff. In Presidents office a wall for separation of student services and

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the assistant area.

On that note, Norco College is the model for the District for space utilization. Through collaboration this is being achieved.

Remaining 2016/17 Meeting dates:

Tuesday, April 4 *(Note: This meeting moved up 1 week due to Spring Break)*

Tuesday, ~~May 9~~ May 16 *(Note: This meeting moved back 1 week due to the Budget Development calendar) want to coincide with District resources*

- V. Good of the Order – Spring Cleaning Initiative at Norco focus on faculty spaces and instructional spaces small projects

9:49am

- VI. Adjournment

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