

BFPC

Business & Facilities Planning Council

Tuesday, November 13, 2018

11:15am-12:45pm

ST 107

MINUTES

Present: Michael Collins, MK Pena (new ASNC Student Rep), Andy Aldasoro, Jim Thomas, Ricardo Aguilera, Misty Griffin, Ashley Etchison, Courtney Buchannan, Tanisha James, Samuel Lee

Guests: Jim McMahon, Javier Sierra, Peggy Campo

- Welcome – Dr. Collins
- Public Comments
 - n/a
- Approval of Meeting Minutes from October 9, 2018 (Handout)
 - Motion to approve made by: Ashley Etchison
 - Seconded by: Tanisha James
 - Abstentions: 2
 - Motion carried
- Budget Update - Dr. Collins
 - Cash flow report update.
 - College continues to track under budget through October.
 - An update will be reported to BFPC in the second quarter.
 - BAM Revision Board Report (Handout).
 - DBAC sub-committee continues to update the BAM revision project.
 - One item under review is costs per FTES by instructional division and how do they compare across the district.
 - New allocation formulas continue to be reviewed and revised.
 - Awarding of certificates, BOGW, equity, student success, will not be considered in budget allocation at this time. The focus will be on instructional costs for the colleges.
 - Fiscal year 2018/19 is funded using the old FTES split formula. Moving forward for future fiscal years has yet to be determined, as the sub-committee continues to look at all aspects.
 - Other multi-college districts are going through BAM revisions and our district should continue to monitor their progress as well compare ideas that may benefit our district in the future.
- Accreditation Standard III.b and III.d Update - Dr. Collins
 - Committee met with the Vice President of ACCJC on October 31.
 - Teams continue to work on draft revisions, and the next deadline is in December.

- Old Business
 - Norco College Mission Statement Review (Handout)
 - Committee reviewed draft version that was presented at ISPC
 - Initial comments are overall positive but a few concerns were that it might be too long and the word use “self-agency” was discussed as there is no real clear definition.
 - Committee felt the 1st paragraph was ok
 - Committee felt the 2nd paragraph was ok
 - The word ‘Scholarship’ has different meanings to some - academic vs financial
 - Is the reader to assume the word ‘Partnerships’ are referring to community and/or students?
 - The College Mission is to guide us as an institution and not necessarily directed to the students.
 - Another observation was the word ‘education’ seems to be missing from the statement, but the word ‘scholarship’ may be in place of it.
 - 3rd paragraph
 - Self-agency discussion
 - Ashley Etchison commented on the importance of clearly defined wording: One example is how the state is currently marketing CTE as just “Career Education” instead of Career & Technical Education. Again, this is for marketing purposes only.
 - BAM Principals draft review – Dr. Collins (Handout)
 - Committee reviewed the handout of the revised draft budget allocation model (BAM)
 - “Less is more” approach to the wording and the intention is not to re-state the law.
 - 50% law is for the district – the individual colleges may not necessarily meet the 50% law as stated.
 - Items 9 – 13 on the draft were inserted as core values to reference in the future as needed.
 - Development of core principals is important, and they should be used as guidance as each college develops their budgets in the future.
 - Item #4 refers to variable costs, suggestion and discussion to possibly change the word variable to total?
 - Since the goal is to review and revised annually, a suggestion was made to add this statement as item #10.
 - BFPC Statement of Purpose draft review – Dr. Collins (Handout)
 - 1st reading of draft by committee
 - The draft may also be shared with Greg Aycock in Institutional Research for additional feedback.
 - One idea that has been suggested previously, is to pull together every planning council to review all statements of purpose in the future. Who are we, what is our purpose, and perhaps create a participatory handbook.
 - The members discussed how to distinguish between a “Council” and a “Committee”. In short, a council is by appointment, and a committee could be appointed or considered volunteer. Each with a specific purpose or directive.
 - The difference may be how the member are identified or elected.
 - Historically the three councils were developed to feed recommendations into ISPC, then on to the Committee of the Whole, and finally the President.

- A question raised on the wording of allocations that was crossed out on the draft: Is this the body that determines budget allocations for the entire college? Committee discussion ensued.
 - Committee agreed that specific wording may limit the BFPC to just an annual process of rankings. We want to be sure to encompass communication, recommendations on various projects, and other tasks that may be needed in the future.
 - 2nd Reading of draft #2 will be reviewed at the next meeting and we will continue to discuss our role as BFPC moving forward.
 - Classified Management Budget Augmentation Update – Dr. Collins
 - Some positions at Norco College continue to be partially funded by one-time funds. Some examples: Dean of Instruction is at 33% one-time funding, DOI AAIII 33%, Outreach Recruitment Specialist is at 100% as well as an Ed Advisor position.
 - Discussion took place of how do we know who is on Grant funding? When does it expire? Are they going to be institutionalized/categorical/soft funded, and who do they report to?
 - A current project idea is to identify and “inventory” all Norco College grant positions that are categorical/soft funded. It will list who the position reports to and when the grant is set to expire. This project is estimated to be completed by February 2019. The data can then be reviewed and discussed.
 - One council member suggested contacting Dr. Ocegüera, who may already have a spreadsheet that showed all the grant positions here at Norco.
- New Business
 - Business Services Program Review Resource Request Ranking
 - The council was provided a preliminary ranking of the following resources for the Business Services areas:
 - Equipment
 - Facilities
 - Professional Assessment
 - Professional Development
 - Staffing
 - The Equipment-Technology request list was provide to the council for review, but the actual ranking recommendations will be completed by the Technology Committee.
 - The Council members discussed what was historically done in the past, what our next steps are moving forward, and how we might make the process better in the future.
 - It was noted that in the past, the requestors would come in to provide the council with additional data or answer any questions they might have.
 - The Academic Planning Council is currently following the same process that the BFPC is.
 - Dr. Lee shared that the ISPC’s review of our recommendations would not necessarily lead them to re-rank the findings, but they could if they see any glaring issues or have concerns.
 - All recommendations will then be sent to our President’s Cabinet for finalization.
 - Ideally in January, the areas can begin planning/processing the ordering requisitions.
 - It was noted that a suggestion from last year is to consider all requests under \$5,000 to be “operational costs” and not be listed on the resource requests.
 - This process continues to be a work in progress and we hope to continue to make improvements each year.

- A question was raised as to where more data could be found on the resource requests. The council was reminded that all the resource lists were derived from the departments Program Reviews and that they are always available on the college website.
- The committee heard from one of the members who ranked the list and gave a brief perspective.
- There was a discussion about one specific position listed on the staffing resource ranking. This is a current district position that is being requested for full time at the college.
 - Would this be considered a de-centralized function and/or responsibilities absorbed by the college?
 - Some concern and discussion ensued about where the request came from and how it became ranked so high.
- The council agreed that the internal staff and management would have the most expertise and knowledge on how to appropriately rank the requests. With that discussion concluded, it was agreed that one additional Business Services employee would also rank the staffing positions.
- The council then agreed to the next steps:
 - The following Business Services Program Review resource lists will be sent forward as BFPC recommendation to ISPC as presented:
 - Equipment
 - Facilities
 - Professional Assessment
 - Professional Development
 - The Equipment-Technology list will be ranked by the Technology Committee, reviewed by BFPC, and then forwarded to ISPC for review.
 - The Staffing list will be tallied with the additional member ranking, and emailed to all Council members review and vote for recommendation to move forward to ISPC.

A motion was made by Jim Thomas to approve the Business Services program review resource ranking recommendations lists as presented for: Equipment, Facilities, Professional Assessment, and Professional Development.

- Seconded by: Ashley Etchison
- Abstentions: None
- Motion carried

Addendum: After the meeting, the council member shared with Dr. Collins that they opted not to submit their staff ranking to be included in the tally as discussed. Therefore, the staffing list will be submitted to ISPC as originally presented to BPFC.

- Standing Items:
 - Facilities/M&O Update
 - Handout only
- Next Meeting: December 11, 2018 11:15am-12:45pm ST107

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.