

BFPC

Business & Facilities Planning Council

Tuesday, October 9, 2018

11:15am-12:45pm

ST 107

MINUTES

Present: Ricardo Aguilera, Andy Aldasoro, Kimberly Bell, Travonne Bell, Courtney Buchanan, Michael Collins, Ashley Etchison, Richard Henry, Nate Ilo (ASNC Student Rep), Tenisha James, Dan Lambros, Sam Lee

Guests: Justin Czerniak, Sarah Caperton, Javier Sierra, Peggy Campo, Kevin Fleming

- Welcome and Introductions – Dr. Collins
- Public Comments
 - None
- Approval of Meeting Minutes from September 11, 2018 (Handout)
 - Motion to approve made by: Kimberly Bell
 - Seconded by: Courtney Buchanan
 - Motion approved unanimously
- Budget Update - Dr. Collins
State Update:
 - LAO disseminated it's broad 19-20 Budget and Legislative request (sent out to the BFPC)
 - Adjustment of the formula #'s related to the SCFF- 5% increase
 - Comprehensive Support for All Students
 - Reforms to Cal Grant- more eligibility
 - More support for Equity and Achievement efforts
 - More funding to realize the College Promise
 - Improved quality through support of educational professionals
 - College-wide professional development
 - Ongoing support to support faculty
 - Pilot program to improve faculty diversity
 - Expanded Access to work-based learning within Guided Pathways
 - Statewide leadership for educational equity
 - Greater capacity for Chancellor's office
 - Better library support for community colleges statewide

District Update:

- DBAC sub-group working through BAM revisions – continuous improvement and respond to the SCFF. Chancellor will not accept an FTES split, true cost of programs among other factors considered. Currently evaluating expenditures of instructional programs at the colleges, and trying to identify a way to compare them across all the colleges.

- BFPC BAM revisions recommendations were included in DBAC draft. Sent to ISPC for review. Will be coming back to BFPC after revision recommendations are collected from all colleges.
- Feedback was requested from ISPC via email by the Sept. 26th, no feedback was provided at that time.

Norco Update:

- Financial & Technical Analyst working very hard, many hours to develop the FTES cost accounting for college instructional programs. It is not easy work, also trying very hard to be consistent throughout the colleges...although direction has been hazy at times. Will present to BFPC when completed.
 - Dr. Campo inquired as to whether the cost analysis will be done by dept. or discipline, it was noted that it will be done by discipline and TOPs codes.
 - Business Services continues to finalize and submit year-end budget reports for categorical programs
 - Final training for the Concur travel approval electronic process. This will require a pilot program at NC and training throughout the college to implement fully.
 - Identifying and organizing Resource Allocation Requests for 18/19 tied to program review. Now that we have an approved budget, the college can evaluate funding opportunities. The goal is to bring the requests to November BFPC meeting for review.
- Accreditation Update - Dr. Collins
 - NC is continuing its work to develop Standard IIIB and IIID responses. Dr. Collins discussed his work with District Services staff to support the Norco College draft, specifically the IIID-Financial Resources component.
 - Old Business
 - Fall 2018 Parking Demand Count Review-Sgt Henry (Handout)
 - Sgt. Henry discussed the opening of the term and the impact on parking lots.
 - Additional staff stalls were installed for the opening of the term, with the College Police keeping data records related to parking lot loading and issues.
 - Sgt. Henry outlined how staff spaces open up when College Police begins citing students after the two week grace period.
 - Sgt. Henry discussed how College Police patrols the nearby neighborhoods where student parking appears to occur. College Police patrols for any student dropping trash, blocking driveways, not adhering to signage, and just being visible to the neighbors.
 - Dr. Collins asked for any proposed changes to the current parking lot plan or stall counts. No proposed changes being offered.
 - New Business
 - Third Street/STEM Traffic Flow Solution – Justin Czerniak
 - At the last Safety Committee meeting, a recommendation was made to keep the barricades on 3rd Street and Kennedy Way in place, eliminating the option to turn left onto 3rd St. This was in response to concerns to pedestrian safety issues, and the increase in safety if straight traffic is maintained on 3rd St.
 - Sgt. Henry stated the HAWK system is working well. Additional signage might be a solution for drivers that don't know what to do when they encounter the flashing red lights.

- A motion was made by Andy Aldasoro, seconded by Kimberly Bell, to make the recommendation to ISPC to keep the barricades up on 3rd St. and Windy Way. Motion passed unanimously.
- BFPC Statement of Purpose Review and Update Discussion-Dr. Collins
 - Dr. Collins led a brief discussion on the review and evaluation of the BFPC Statement of Purpose that was determined in 2013.
 - Dr. James noted that the current statement limits BFPC to only prioritizing resource requests from program review, while the activities of BFPC have surpassed this purpose in recent years.
 - Dr. Collins recommended that the planning council review the current statement of purpose and bring some ideas to the next BFPC meeting for discussion.
 - Dr. Campo noted it would be a good idea for all the planning councils to have a joint meeting to clarify and gain an understanding of the purpose of each planning council.
- Indirect Reinvestment Policy – Kevin Fleming (Handout)
 - Dr. Fleming attended the meeting to discuss the proposed draft Grant Funding/Indirect Cost Reinvestment process to ensure proactive and transparent communication.
 - Discussion ensued regarding the origin of grant indirects, the effect on overall college funding, how the funds will be carried over year to year, etc.
 - Dr. Fleming noted the draft policy will go next to ISPC for discussion there.
- First Quarter Budget Performance Report – Dr. Collins (Handout)
 - Dr. Collins presented the Norco College Budget Performance Report for the first quarter of the fiscal year. It was noted the college’s budget has performed well, is under budgeted expenditures at this time, however it is to be expected as the first quarter is the least costly from an instructional perspective.
 - Norco College carryover/one-time funds budget performance was also presented.
 - The next budget performance report will be presented after the second quarter.
- FY 18-19 New Classified-Management Positions Distribution-Dr. Collins (Handout)
 - Dr. Collins informed BFPC of the budget augmentation for classified/management positions that was provided in the FY 18/19 budget. The districtwide allocation to all the colleges was \$800k, and was split in accordance with the current FTES split per the budget allocation model.
 - Norco’s share of the \$800k was \$184,800.
 - Discussion was had regarding how to allocate the additional funds. A brief history of the college’s recent re-organization took place, and the opportunity to permanently fund some of the positions that are currently being funded on alternative revenue streams due to the re-organization.
 - The BFPC asked that the nature potential funding opportunities for two of the positions (Ed Advisor, Outreach & Recruitment Services Specialist) be evaluated and brought back to BFPC prior to making a recommendation on allocating the additional \$184,800 in budget augmentation.
- Norco College Mission Statement Review – Dan Lambros (Handout)
 - This item was tabled to be brought back to the November BFPC meeting.

- Standing Items
 - Facilities Project Update – Dr. Collins (Handout)
 - Dr. Collins provided a spreadsheet that outlined the current Norco College facilities projects that are planned or are being undertaken as a result of previous planning.
 - Technology & IMC Update – Dan Lambros (Handout)

Business Services Projects/ Initiatives Update
10/5/2018

Project Initiative	Status	Next Steps	Notes:
NCACT2 Computer Replacement	Completed		Completed Spring 2018
LIBRARY Computer Replament	Completed		Completed Summer 2018
NAT109 Computer Replacement	Completed		Completed Summer 2018
IT 202 to STEM 115 Move	Completed		Completed
Office Moves In Progress	In Progress	In Progress	
Computer Inventory College Wide In Progress	In Progress	In Progress	
ATEC 114 whiteboards installation	Completed	Completed	Completed
New interactive projection systems (LRC)	Completed	Completed	Completed
STEM 301 new Interactive Projector	Completed	Completed	Completed
ITEC 125, 127 and CACT 2 Classroom Technology A/V upgr	Completed	Completed	Completed
DRC Interactive Projector	Completed	Completed	Completed
<u>WEQ 6A Classroom A/V Installation</u>	In Progress	Shipment/ Installation	
OC 116 Conference Room A/V Installation	In Progress	Waiting for PO	
Library 108 Classroom A/V Installation	In Progress	Waiting for PO	

- Safety & Emergency Preparedness Update – Justin Czerniak
 - Justin Czerniak provide an update on the planned new emergency phones on campus, discussed the successful emergency preparedness informational fair, outlined the college’s efforts related to the upcoming California Shakeout drill on October 18, and announced the planning of a Community Emergency Response Team training.
- Good of the Order
 - Dr. Lee announced that a planning meeting is taking place with a constituency-based group to discuss repurposing CSS-217 into an event/lecture/instruction/gaming/e-sports environment.
- Next Meeting: Tuesday, November 13 11:15am-12:45pm ST107