

BFPC
Business & Facilities Planning Council
Tuesday, December 11, 2018
11:15am-12:45pm
ST 107

MEETING MINUTES

Present: Michael Collins, Courtney Buchanan, MK Pena, Kimberly Bell, Travonne Bell, Ashley Etchison, Misty Griffin, Jim Thomas, Tenisha James, Andy Aldasoro, Ricardo Aguilera, Kaneesha Tarrant, Mark DeAsis, Dan Lambros

Absent: Sam Lee, Richard Henry

Guests: Greg Ferrer, Javier Sierra, Peggy Campo

- Welcome - Dr. Collins
- Public Comments
 - Courtney Bell posed a question about the ownership of the lot on Third and Hamner (west of the RV lot). She is interested in doing research/activities with her archeology class. Dr. Collins confirmed some of the property does belong to Norco College.
- Approval of Meeting Minutes from November 13, 2018 (Handout)
 - Motion to approve made by: Courtney Buchanan
 - Seconded by: Ashley Etchison
 - Abstentions: 2
 - Motion carried
- Budget Updates - Dr. Collins
 - State Updates:
 - The Legislative Analyst Office (LAO) projects moderate growth for 2019/20 fiscal year. The 2019/20 projects a 3.1% increase in Prop 98 funding, over their revised 2018/19 estimate and the cost of living (COLA) adjustment could be covered along with other various commitments.
 - The topic of future volatility of the economy and the Prop 98 guarantee, is overall positive for the 2019/20 budget year.
 - District Updates:
 - DBAC subgroup continues to review the total cost of instruction per FTES, by discipline. Discussions are ongoing about how costs vary by college and what unique programs/disciplines are at each with a higher cost of instruction. (Cannot compare these unique particular programs across the district)
 - Classes at Norco such as Electronics/Gaming/Construction could potentially have a higher cost and must be pulled out to be looked at separately.
 - On December 18, the DBAC subgroup will be looking at equity and simplicity in the BAM model while determining how the district spreads costs throughout the model.
 - A question was posed on if these committees are looking at long-term costs?
 - They are currently looking at continuous 3-year cost/FTES averages.

- Programs/Disciplines are evaluated to see the impacts of implementing new programs.
 - Dr. Collins will continue to report back to BFPC in February.
 - It is anticipated that the 2019/20 BAM will have no budget reduction for any of the colleges.
 - The Chancellor has stated that he aims to continue to build more comprehensive colleges at Norco and Moreno Valley. We are all encourage to attend the various Chancellor forums for more information on his vision for the district.
- Norco College Update:
 - Budget performance remains positive through November, although it is still relatively early in the fiscal year. After the second quarter, we can start projecting year end balances and plan for reinvesting in our students with budget savings.
 - At the next BFPC meeting, Business Services will present a second quarterly performance report, detailing how the college performed in first two quarters and discuss projections. Our goal is to have more transparency on how we are performing as a college.
 - Business Services is always looking for an opportunity to identify budget savings. One example is a recently completed cell phone analysis. We found there is an opportunity to identify waste and improve tracking of employees that leave, transfer, etc. We are now trying to find out what accounts can be cancelled without paying fees. This is one of many projects business services is undertaking to identify savings and reduce waste.
- Accreditation Update – Dr. Collins
 - Standard III.b and III.d – The team continues to meet and work on the drafts.
 - III.b has a really rough draft completed, and ready to review by the teams. Kris Anderson has suggested to streamline and edit down to the most critical information that points directly to the evidence.
 - III.d is a much larger project that has 12-13 sub-standards embedded within it, many of which are district managed. Norco will write to our college perspective, then it will be turned over to the district for review/update as all 3 colleges must be similar in wording, process, etc.
 - The goal is to have both rough drafts done by the end of December.
- Old Business
 - BFPC Statement of Purpose Review and Update Discussion-Dr. Collins
 - A rough draft was presented at the 11/13 meeting.
 - The committee discussed and it was suggested to table the item until all three strategic planning councils begin to collaborate and develop a clear direction for each of the councils in early spring.
- Standing Items
 - Facilities Project Update – Dr. Collins
 - The Norco College Facilities Master Plan (FMP) services contract is scheduled to be approved at the Board of Trustee meeting tonight.
 - The FMP Committee initially researched and reviewed 12 vendors. They then selected 3 to interview. The successful candidate chosen was The DLR Group and sent forward to the District.
 - Vendors commented positively on the interview process and tour of the college by the committee members.

- One of the members commented about how DLR group “did their homework”. Their presentation and plan to utilize technology by not only meeting with the students/community/staff/faculty, but by creating a webpage that is interactive in nature to bring everyone together in the planning process. They also incorporated the “Big Us” plan and responded on the spot to the committee questions and vision. Overall strength in every area and their energy really showed through.
 - Dr. Collins thanked the constituency group for their hard work in the screening process through the final selection of DLR.
 - The Norco College Facilities Master plan is estimated to be complete by June 2019. The document should be a vision looking 5, 10, even 20 years into the future for Norco College. This could potentially inform a bond measure in the near future.
- Veteran Resource Center (VRC) Update: The selected architects (Ruhnau Clarke) is currently working on drawings. The department of toxic substance control (DTSC) is being consulted due to the fact that this land is former military property and regulations state they must be involved and the California Environmental Quality Act regulations must be strictly adhere to. We are currently moving forward with the project and using the current budget that has been identified. As soon as the conceptual drawings are completed a presentation will be made to BFPC.
- A formal construction timeline has yet to be developed, but the estimated ground breaking should begin in Fall 2019 or Winter 2020.
 - Design features and past concerns will be incorporated into drawings. Still in the very early design phases of this project.
 - At one point, there was an opportunity to look at developing a larger complex with housing, etc., but that will be future phases.
 - Phase 1 is 3000 sq. ft. and will only focus with the appropriation that we were originally awarded.
- Ingalls Hall/CRC Update: Norco College and The California Rehabilitation Center (CRC) have initiated a feasibility study for the Ingalls Hall project. There is an opportunity for the College to purchase a 6300 sq. ft. 3 story building that was built in the 40’s. Although the purchase price would be minimal, Norco College would have to do extensive renovations by adding electrical, mechanical, plumbing, etc. and the building might not meet the current seismic requirements. We would also have to research and identify where that funding could potentially come from.
- Amphitheater Shading Project Update: A vendor and landscape architect came out to survey the area and present options. Phase 1 of the project would focus on shading for the seating areas. Future phases would look at options to shade the entire bottom area to promote more use and student engagement.
- ASNC has earmarked \$100,000 for this project, and the college will contribute the additional \$200,000 to complete phase 1.
- ADA compliance for Lot B & D: Funds have been set aside to improve accessibility from parking lots B&D. Highly traveled entry points by Student Services and The Corral, will have improved grading and accessibility.
- Parking Lot B Resurface Update: Job walk and bidding process has been completed. We are currently awaiting the vendor performance bond and insurance paperwork. The goal is to complete the project during the January holiday closure. (Grind down and fill cracks, pot holes, slurry lots, and re-stripe)

- CSS217 Flexible Space Remodel Update: The plan is to remove the fixed seating and create a more flexible space that can be used for events/instruction/gaming. IMC will be meeting with technology vendor(s) for ideas on how to best set up the room (lighting/audio/etc.) and continue to receive proposals. Funding aspects are to potentially utilize the grants funding for the equipment/technology only. The furniture/remodel, etc. will come from another funding source. All required DSA/ADA compliance issues will be addressed.
- LED Lighting Replacement Project Update: the district is currently going out for bid with the estimated completion being the end of February.
- CACT HVAC Replacement Project Update: The district is currently going out for bid with the estimated completion being the end of February.
- Library Roof Project Update: The project will begin in summer 2019, but we repaired the roof to get us through this rainy season. Changes in requirements caused us to update the specs on the project to avoid restructuring the entire roof (allowable weight – same or less...clay tile roofs are heavier than traditional options).

○ Technology & IMC Update – Dan Lambros (Handout)

Project Initiative	Status	Next Steps	Notes:
Computer Inventory College Wide Completed	Completed	None	
WEQ 6A Classroom A/V Installation	Completed	None	
OC 120 Conference Room A/V Installation	Completed	Completed	
Library 108 Classroom A/V Installation	In Progress	Installation	Early January
ATEC 210 and 211 Classroom A/V Upgrade	?	None	None
IT 124 Classroom A/V Upgrade	In Progress	None	

- TSS recently completed the college-wide inventory on all academic and administrative computers, in order to keep our refreshment plan updated and on schedule.
- WEQ6a – New audio/visual equipment installed
- OC116 – A/V system completed. Control systems for Emergency Operations Center will be added as budget allows.
- ATEC210/211 will be upgraded and mirror the technology in LIB108
- ATEC205 CACT 1 has failing equipment that is on schedule to be replaced
- College projectors will be changed out with laser/lamp-less projectors and energy efficient with faster warm up time as budget allows. IT127/125 currently have them installed. The Theater may still use the old lamps due to the length of travel for the light
- The district technology folks continue to identify “dead-spots” around campus and try to resolve as budget allows. (Work in progress)
- New desktop phone replacement college-wide, successfully completed.
- PA system repair (siren): Out of state representative being sent to service the equipment. The estimated completion date is January/February.
- Theater performance lighting for stage has been updated (LED/automated control/etc.)

○ Facilities/M&O Update- Javier Sierra (Handout)

- DRC and CSS furniture delivery due next week (scheduled after finals as not to disrupt service to students)
- 211 & 219 – EOPS changes/remodel, carpet and furniture delivery- scheduled for the end of January.
- Business Park: Construction “punch list” has been completed and additional storage will be arriving soon. The minor restroom issue has been addressed.
- Director of VRC Door- assigned as an internal work order, not a bid project. Estimated time of completion is next week.

- Safety & Emergency Preparedness Update – Justin Czerniak (Handout)
 - **Active shooter training at Norco College 02-08-2019.**
This hands-on course is designed to provide students, faculty, and staff with an in-depth experience that is highly effective, realistic, and extremely safe. Conducted by the RCCD Police here at Norco College each of up to four scenario-based locations. We estimate no more than 30-40 individuals per group/location with no more than 160 individuals that will be able to participate in this training event. If you were involved in Fall Flex, this is a similar event.
 - **Emergency Operations Center (EOC) Training 02-19-2019**
This initial training is for selected staff to set up EOCs at each college and at the district office and will be facilitated by Lisa Martin, Director of Emergency Management from UCR. Follow up sessions will be scheduled at each college and at the district office to include disaster and other emergency scenarios.
 - **Norco College wide Evacuation Drill 02-22-2019** (Time yet to be determined)
 - **IIPP-Illness and Injury Prevention Plan** (Handout)
The Safety Team with the support of the California Schools Joint Powers Authorities (CSJPA) has updated the IIPP and is seeing support to get this revision approved by the RCCD board of trustees.

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The IIPP is a basic written workplace safety program. Required by Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP. An effective IIPP improves the safety and health in your workplace and reduces costs by good management and employee involvement. The 8 required Injury and Illness Prevention Program.

- **EOP-Emergency Operations Plan** (Handout)
The Safety Team has updated the core of the EOP and is seeing support to get this revision approved by the RCCD board of trustees.
- Good of the Order
 - The new Director of Business Services, Esmeralda Abejar, was announced. Her area of responsibility will be:
 - Budget & Finance
 - Cashiers
 - CRC
 - Food Services
 - The Director of Facilities interviews are currently scheduled, with the hope of announcement at the January board.
- Next meeting: Tuesday, February 12, 2019 11:15am-12:45pm ST107