

BFPC
Business & Facilities Planning Council
Tuesday, March 10, 2020
11:15am-12:45pm
OC116

MINUTES

Present: Michael Collins, Ana Hernandez (Student Rep), Esmeralda Abejar, Misty Griffin, Dan Lambros, Ashley Etchison, Patty Sanchez, Mike Angeles, Sam Lee, Kimberly Bell, Steve Marshall, Jim Thomas, Kaneesha Tarrant

Guests: Gregory Ferrer, Denise Terrazas, Kevin Fleming, Suzanne Seariac, Alex Zadeh, Justin Czerniak

1. Welcome
2. Public Comments
 - Dr. Collins noted what a great job BFPC did for the accreditation visit by providing detailed evidence that was fair as well as transparent by sharing the information regularly to the college constituency. The tri-chairs and committee were thanked and applauded for their diligent work.
3. Approval of Meeting Minutes from February 11, 2019 (Handout)
 - Motion to approve made by Sam Lee
 - Seconded by Kimberly Bell
 - Abstentions - 1
 - Motion passed
4. NC Building Namesake Displays and President's Wall Project Update–Kevin Fleming (Handout)
 - Overview of proposal was reviewed and discussed.
 - Courtney Buchanan reported in abstention, the following suggestions from faculty:
 - One person suggested to start with the first President (Dr. Brenda Davis) and not include the provosts.
 - Another questioned the timing of the proposal and suggested we wait until the new president is named.
 - Overall the responses were positive.
 - Motion to approve recommendation made by Kimberly Bell.
 - Seconded by Ashley Etchison
 - Abstentions - 0
 - Motion passed
5. Budget Updates – Esmeralda Abejar
 - Budget Allocation Model (BAM) Update
 - DBAC Subgroup continues to work FY 2020/2021 BAM.
 - FY 2020/21 FTES target include credit resident only.
 - FTES target for FY 2020/21 set at 7,587 a 3% increase over FY 2019/20 targets.
 - Adjustments made to FY 2018/19 FTES.

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- MVC 2018/19 FTES overstated
- NC to treat Athletics as a unique program
 - For FY 2019/20 budget, the Mean Cost per discipline was used.
 - For FY 2020/21 budget, the 2018/19 Median Cost per discipline will be used with an escalation of 12.46% to account for STRS, Contract and Cola increases
 - Realignment on FTES and expenses for cross course disciplines for Norco. (i.e. Engineering (CTE), Drafting Technology, Architecture, and Electricity (Unique).
- Due to realignment, 2018/19 Median Cost changed from \$3,779 to \$3,952 for CTE.
- Revenue Allocation for FY 2020/21 for Norco is estimated at \$42,460,888 after covering DO/DSS expenses.

• Cost / FTES and 2020-2021 Targets:

Revised 3/9/2020					
Revised BAM		Revised BAM			
FINAL BUDGET - FY 2019/20		FINAL BUDGET - FY 2019/20			
FY 18/19 MEAN USED FOR FY 19/20 FINAL BUDGET		FY 18/19 MEDIAN			
19/20 Revenue Allocation		20/21 Revenue Allocation			
Direct Instructional, Academic Affairs, Student Services, Business Services and Other Costs		(Assumed Contract, Cola & STRS Increase)			
Direct Instructional, Academic Affairs, Student Services, Business Services and Other Costs		Direct Instructional, Academic Affairs, Student Services, Business Services and Other Costs			
Norco College		Norco College			Percentage
Total FTES	7,367	Total FTES	7,587		23.12%
Direct Instructional & Academic Affairs Costs	29,544,512	Direct Instructional & Academic Affairs Costs	34,082,062		21.80%
Student Services, Business Services, and Other	10,339,579	Student Services, Business Services, and Other	15,249,886		23.12%
Total Norco College	\$ 39,884,091	Total Norco College Revenue	\$ 49,331,948		22.19%
		Less DO/DSS Expenditures College Portion	6,871,060		
		Total NC Revenue after District expenses	\$ 42,460,888		
Moreno Valley College		Moreno Valley College			
Total FTES	7,336	Total FTES	7,490		22.83%
Direct Instructional & Academic Affairs Costs	31,880,375	Direct Instructional & Academic Affairs Costs	36,972,007		23.64%
Student Services, Business Services, and Other	10,296,394	Student Services, Business Services, and Other	15,055,438		22.83%
Total Moreno Valley College	\$ 42,176,769	Total Moreno Valley College	\$ 52,027,445		23.40%
		Less DO/DSS Expenditures College Portion	7,246,494		
		Total MVC Revenue after District expenses	\$ 44,780,951		
Riverside City College		Riverside City College			
Total FTES	17,667	Total FTES	17,736		54.05%
Direct Instructional & Academic Affairs Costs	73,220,710	Direct Instructional & Academic Affairs Costs	85,312,001		54.56%
Student Services, Business Services, and Other	24,796,647	Student Services, Business Services, and Other	35,648,539		54.05%
Total Riverside City College	\$ 98,017,357	Total Riverside City College Revenue	\$ 120,960,540		54.41%
		Less DO/DSS Expenditures College Portion	16,847,644		
		Total RCC revenue after District expenses	\$ 104,112,896		
FY 20/21 Assumptions:		Total FTES District Wide		32,813	
Assumed Median district-wide cost for STEM, LA, CTE, SS, BS and Other		Direct Instructional & Academic Affairs Costs		156,366,070	
Assumed Actual Cost for Unique Programs		Student Services, Business Services, and Other		65,953,863	
Escalation calculation: Contract and Cola and STRS at 2% and 3.26% and 5.037% for FY 19/20		Total District Wide Cost		\$ 222,319,933	
Escalation calculation: Contract and Cola and STRS at 2% and 2.86% and 7.602% for FY 20/21		Less, DO/DSS Expenditures (1000-6999) excludes set-aside and Special Project Program Costs		30,965,198	
		Total Colleges Revenue after District expenses		191,354,735	
Net FY 19/20 Estimated apportionment and non-specific revenue for Distribution Less		20/21 Estimated Apportionment (does not include specific revenue)		\$ 222,319,933	
\$ 180,078,217					

- Summary: Revenue Distribution Comparison 2019/20 & 2020/21 (Handout).
- 2020/21 Direct Instructional and Academic Affairs 2018/19 cost and 2020/21 revenue (Handout).
- 2020/21 Student Services, Business Services, and Other (Handout).

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- District Office Treatment:
 - All Revenue will be allocated to the Colleges.
 - District expenses will be funded at the previous year level in FY 2020/21, accounting for all personnel cost increases i.e. COLA, Step/Column increases, PERS/STRS, Fixed Cost and H&W increases.
 - At year end, the colleges will cover actual expenses for the District via intra-fund transfer.
 - District ending balance spreadsheet in progress.
- BAM principals speaks to the carry-over for 2019/20, which did not take place. Currently, we are looking at 2020/21 to carryover the remaining balance into the next fiscal year a one time savings that will be placed in our holding accounts to pay for our strategic planning initiatives.
- Comprehensive College – draft plan presented to Chancellor, which is derived directly from our program reviews, in alignment with our strategic planning goals and objectives as well as our educational master plan (increasing our faculty ranks, grant funding institutionalization, sustaining operational funding, etc.).

6. Planning & Budget Manual Update and Review – Esmeralda Abejar (Handout)

- Documents can be found on the Norco College website under Business Services home page.
 - <https://www.norcocollege.edu/businessservices/Pages/index.aspx>
- The committee reviewed the Total Cost of Ownership (TCO) worksheet to use as needed for any department planning and program review resource requests.
- Intent of the manual is to have financial policies and procedures in one place.
- Business Services will continue to update forms/policies/procedures on the website and all employees are encouraged to familiarize themselves with the webpage to use it as a “go-to” for the most current forms/procedures/information as needed.

7. Standing Items/Reports:

- Facilities Project Update – Steve Marshall (Handout)
 - Committee reviewed and discussed items/projects that have been completed.
 - Steve discussed the following items that are close to completion:
 - SSV212 – pending quotes for paint/carpet/etc. (Estimated completion: Spring Break 2020).
 - Library Shelving Project – Currently in development phase.
 - STEM Solar Display Project – Installation scheduled for Friday, March 13.
 - ADA path of travel project – Corrections & various replacements as needed.
 - Some slopes did not meet DSA requirements after cement settled.
 - Completion estimate: by end of month.
 - Light controller installation – Near completion.
 - Replaced lighting controls in 5 buildings.
 - Amphitheater Shading – Ongoing planning phase.
 - Color selections and shade structure choices have been discussed.
 - Will go to DSA for approval next.

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- Soccer field turf replacement – Nearing completion.
 - Subgrade “under field” had zero damage, which is a direct correlation of the excellent care our staff has taken over the last 12 years.
 - Minor concrete projects on patio area will follow once field is done.
 - Hydration Station – Final location was installed last week.
 - Key Control – Beginning discussions for key logic.
 - Goal is implementation by fall term.
 - This will only target buildings that still use “brass” keys.
 - Upgrade security piece and data entry system.
 - Corral Coffee Center (Pete’s Coffee) – “Punch list” currently under review
 - Veterans Resource Center Update – Measure A looks to fail this voting cycle.
 - Looking at other opportunities for funding (State/private/etc.).
 - Project was originally 2.4 million dollars. If the bond had passed, the project was allowed 3.4 million. The architects are working on getting back to the original design and budget.
 - “Value engineering” will be applied as to not change the structure, so it will not need to go back through DSA, delaying the project further.
 - Site work is among the highest cost (raising the base, running utility lines, etc.).
 - Will go to bid soon to see what designs can be approved within our budget.
- Facilities Maintenance/Operations Update
 - None available at this time.
- Safety & Emergency Preparedness Update – Justin Czerniak
 - Evacuation drills have been canceled due to rain. To be rescheduled at future date yet to be determined.
 - 29 safety trainings have been completed including CERT, 2 were canceled yesterday.
 - Novel Corona virus COV19 - Corona Virus is a family of viruses including the common cold, SARS, MERS etc. This is just a new “Novel” strain.
 - Web link is located on all district Main pages, Health Services pages and Safety pages:
 - <https://www.rccd.edu/admin/bfs/risk/Pages/safety.aspx>
 - The process that our custodial staff have been doing for weeks includes the cleaning of hard, high touch surfaces wiped down and disinfectant applied.
 - Examples of hard high touch surfaces include: Tables, desks, door knobs, restroom surfaces, and floors.
 - A deep cleaning was performed in Health Services. This included the cleaning of all soft surfaces applied with disinfectant spray.
 - Examples of soft surfaces include: Chairs, cotton/polyester, couches, curtains, mats throw rugs.
 - The cleaning of special surfaces was applied with disinfectant spray.
 - Examples of special surfaces include: Keyboards, mice, monitors, and phones.

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- The use of surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol.
- There are ways you can help prevent the spread of illness and protect yourself:
 - Washing hands frequently with soap and water for at least 20 seconds.
 - Cleaning your hands often with an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
 - Avoid touching eyes, nose or mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing. Then wash your hands.
 - Social distancing – stay isolated from others – 3-6 ft.
 - All employees are encouraged to disinfect their work area desk/keyboard/phone/etc. as needed.
- If you are sick, please do not come to work.
- If you have medical related questions, contact your health care provider or the Riverside County Health department at (951) 358-5107 during business hours or the emergency line at (951) 782-2974. For general questions regarding coronavirus, call 2-1-1. You can also call the CDC hotline at 1-800-CDC-INFO.
- Everyone is invited to attend our Safety Committee meeting tomorrow (Wed, March 11) 9:00am-11:00 AM in CSS 217 for more information.
- There is also a Safety Town Hall meeting scheduled for April 7 12:50pm-1:50pm in HUM111.
- Instructional Media Services (IMS) Update – Dan Lambros (Handout)
 - IT101 A/V Upgrade – Proposal Approved:
 - Next Steps – Equipment purchases: PO issued.
 - Installation bid is next (due by March 18).
 - Estimated project completion: Spring Break 2020.
 - Interactive Screens for CSS217 and Business Park:
 - Equipment has arrived and Business Park has been completed.
 - CSS217 is currently scheduled for installation next.
 - STEM115: New A/V System:
 - Estimated completion: Winter 2020.
 - Projection screen replacement: WEQ7 and IT110.
 - Equipment has arrived and installation is currently pending.
 - Projection screen replacement: LIB121, IT124, IT206
 - Quote sent, waiting for PO issuance by purchasing department.
- Technology Support Services (TSS) Update - Mike Angeles (Handout)
 - Completed work orders:
 - Replacement computers & monitors: IT127 (33) and IT125 (33).
 - Surface Pro Cart (38) for HUM 208 has been delivered.
 - Counseling administrative computers (9).
 - HP Tables (40) for Dual enrollment have been delivered.
 - STEM302 (56) Additional software request for Spring 2020 (G. Graham).
 - IT124 Siemens/PLC software installed (P. VanHulle).

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- Standing work orders:
 - Move old IT125 computers to IT124 – In progress (Master image creation).
 - IT121 PC cascade to student computers SSV/ASNC (Imaging/prep in progress).
 - SSV200 Laptop cart – In progress.
- Projects:
 - 68 Admin/Faculty/Staff refresh computers have been ordered (ETA: Mid-April)
 - Estimated completion: Summer 2020.
 - A question was raised as to where the 7 new faculty will be located. An overall review of spaces are ongoing as well as discussions with Academic Affairs.
- STEM302 (60) – Quote submitted.

8. Good of the Order:

- Purchasing is asking everyone to begin year-end processing and planning early.
- Travel has been suspended through March 31, check with your immediate supervisors for more details as the restrictions may change from day to day during the health crisis.

9. Next Meeting: Tuesday, April 7, 2020 11:15am-12:45pm OC116

- Important note: This meeting date was moved up one week due to Spring Break.

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