

BFPC
Business & Facilities Planning Council
Tuesday, May 12, 2020
11:15am-12:45pm
CCCConfer/Zoom

MINUTES

Present: Michael Collins, Esmeralda Abejar, Mike Angeles, Kimberly Bell, Courtney Buchanan, Ashley Etchison, Misty Cheatham-Griffin, Tenisha James, Dan Lambros, Steve Marshall, Patty Sanchez, Kaneesha Tarrant

Guests: Justin Czerniak, Adam Lyter, Alice Montemayor, Antonio Muniz, Jim McMahon, Quinton Bemiller, Maureen Sinclair, Sal Herrera, Suzie Schepler, Sigrid Williams, Kevin Fleming, Alex Zadeh, Greg Ferrer, Rachel Rodriguez

1. Welcome and Roll Call
2. Public Comments
 - None
3. Approval of Meeting Minutes from March 10, 2019 (Handout)
 - Motion to approve made by Steve Marshall
 - Seconded by Kimberly Bell
 - Abstentions - 1
 - Motion carried
4. Budget Updates – Esmeralda Abejar and Dr. Collins
 - Dr. Collins prefaced the budget update by reporting about the COVID-19 effects on our state budget. The State Chancellor stated this budget crisis will most likely dwarf what we witnessed in 2008.
 - The state budget “May Revise” is due this week (Thursday, May 14). The report should provide a foundation of what the budget deficits will look like, but the detailed funding issues info will follow in a later report. (The true revenue picture will be more clear in the summer/fall). Dr. Collins will send updated memo once the Governor releases the report.
 - The State of California may release various budget reserves to support education, but we are not sure about the future of grant funding or the student center formula plan.
 - Currently, we have a \$1.3 million district-wide food service shortfall and approximately a \$1.7 million parking services shortfall. Job loss numbers indicate that we are in fact, in a recession.
 - State and Local budget reserve levels are insufficient and unable to support services for an extended period of time.
 - Physically reopening of schools is uncertain. Our district has developed a taskforce to work on a plan for to prepare for a reopening of the college, most likely observing the current guidelines (masks/social distancing/etc).
 - Norco College is estimated to receive approximately \$3.5 million of CARES ACT funding. \$1.76 million is for direct student aid to support enrolled students with greatest need and \$1.76 million will be to support campus costs related to significant changes due to COVID-19 (i.e. help faculty to convert classes from in person to online, training for online teaching, replenish lost revenue for food svcs/parking, allocating student aid funds, etc).

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.

- All Colleges are directed to conserve resources (focus only on critical need items, services, etc.).
- Norco College COVID-19 expense report presented to Board of Trustees, then to the State, and will finally be submitted to FEMA as a reimbursement request.
- Norco College ending budget balance will be minimal, if at all, in the 19/20 fiscal year, with a slight deficit showing currently using expense projections.
- 20/21 budget year FTES should be ok, as we will be using P1 FTES for determining apportionment.
- Revenue may be held back at the beginning of the year, depending on how much state revenue is realized. Cash deferrals require reliance on local reserves.
- Scheduled maintenance funding and instructional equipment funding may be limited, info may be provided in the “May Revise” report.
- The District will use the new BAM funding model to determine FTES-based apportionment to colleges.
- Currently, the seven (7) new NC faculty positions are funded in the 20-21 Tentative Budget
- In the future, our 2021/22 budget year may be concerning. We will continue to watch for student enrollment and FTES declines over the next few semesters, and how State revenue rebounds as we move past the COVID-19 issue.
- The legislation has June 15 as the deadline to approve the state budget. The Governor will most likely revise in September/October as State revenue figures come in.

Question raised: Is Norco still looking at backfilling current vacancies and retirements? Dr. Collins stated that the Administration is prioritizing critical needs and discussions are ongoing. The Chancellor and H/R have yet to determine if 100% of all current district vacancies and retirements will be filled at this time.

- Budget Allocation Model (BAM) Update – Esmeralda Abejar
 - DBAC subgroup continues to meet to develop the BAM
 - FY 20/21 FTES target include credit resident only
 - FTES target for FY 20/21 set at 7,587 at 3% increase over FY 19/20 targets.
 - Adjustments made to FY 18/19 FTES:
 - MVC 18/19 FTES overstated
 - NC to treat Athletics as a unique program
 - For FY 19/20 budget, the Mean Cost per discipline was used.
 - For FY 20/21 budget, the Median Cost per discipline will be used with an escalation of 12.46% to account for STRS, Contract, and COLA increases.
 - Due to realignment on engineering (CTE), Drafting technology, Architecture, and Electricity (Unique) the 18/19 Median Cost changed from \$3,779 to \$3,952 for CTE.
 - Revenue Allocation for FY 20/21 for Norco is estimated at \$42,460,888 after covering DO/DSS expenses.
 - All apportionment revenue will be allocated to the colleges
 - Specific revenue will be allocated to the college earning that revenue.
 - District expenses will be funded at the previous year level in FY 20/21. All personnel costs increased i.e. COLA, Step/Column increases, PERS/STRS, fixed costs and H&W increases.
 - At year end, the colleges will cover actual expenses for the district via intra-fund transfer.
 - District ending balance calculation projection. Any remaining funds will be kept at the college vs. going back to the district. Only critical items should be purchased at this time.
 - Tentative Budget will be board approved on June 18, 2020

Revised BAM		Direct Instructional, Academic Affairs,	
19/20 Revenue Allocation		20/21 Revenue Allocation	
Direct Instructional, Academic Affairs,		Direct Instructional, Academic Affairs,	
Norco College		Norco College	
Total FTES	7,367	Total FTES	7,587
Direct Instructional & Academic Affairs Costs	29,544,512	Direct Instructional & Academic Affairs Costs	34,082,062
Student Services, Business Services, and Other	10,339,579	Student Services, Business Services, and Other	15,249,886
Total Norco College	\$ 39,884,091	Total Norco College Revenue	\$ 49,331,948
		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
Direct Instructional & Academic Affairs Costs	31,880,375	Direct Instructional & Academic Affairs Costs	36,972,007
Student Services, Business Services, and Other	10,296,394	Student Services, Business Services, and Other	15,055,438
Total Moreno Valley College	\$ 42,176,769	Total Moreno Valley College Revenue	\$ 52,027,445
		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
Direct Instructional & Academic Affairs Costs	73,220,710	Direct Instructional & Academic Affairs Costs	85,312,001
Student Services, Business Services, and Other	24,796,647	Student Services, Business Services, and Other	35,648,539
Total Riverside City College	\$ 98,017,357	Total Riverside City College Revenue	\$ 120,960,540
		Less DO/DSS Expenditures- College Portion	\$ 16,847,644
		Total RCC Revenue after District Expenses	\$ 104,112,896
19/20 Estimated Apportionment (does not include specific revenue)		20/21 Estimated Apportionment (does not include specific revenue)	
\$ 180,078,217		\$ 222,319,933	
FY 20/21 Assumptions:		***FY 20/21 District Expenses/Revenue Included in College Allocation***	
Assumed Median district-wide cost for STEM, LA, CTE, SS, BS and Other		***FY 19/20 Did not include Expense/Revenue in College Allocation***	
Assumed Actual Cost for Unique Programs			
Escalation calculation: Contract and Cola and STRS at 2% and 3.26% and 5.037% for FY 19/20			
Escalation calculation: Contract and Cola and STRS at 2% and 2.86% and 7.602% for FY 20/21			

- Quarterly Budget Report – 3rd Quarter (Handouts)
 - Detailed spreadsheets were provided and reviewed.
 - Holding accounts were reviewed as of March 31, 2020.
 - Current estimated balance of one time funds: 2.2 million.
 - 2020/21 Revenue Allocation summary reviewed (Instructional and non-instructional)

Question raised: In regards to one-time funding of technology, is Norco College running like “business as usual”? Dr. Collins stated that we are not in a "business as usual" environment, we will take into consideration the current refresh cycle schedule, what funds will be available for these investments, and what are the highest area of needs, etc. We are determined to keep our computer/audio/visual technology current and fully functional.

5. COVID-19 Expense Tracker – Dr. Collins

- Norco is currently identifying what expenses the college has incurred to date, during the current crisis, as well as what is anticipated to be spent directly on the COVID-19 response.
- The expense reports were board approved, sent to the state chancellor’s office, then will be forwarded on to FEMA for reimbursement.
- We will continue to monitor items such as tracking the laptops that were loaned out (how do we replace some that break or don’t come back), various cleaning and safety supply costs, flip phones for student services to assist students remotely, among many other expenditures.

6. Veterans Resource Center (VRC) Project Budget Update – Dr. Collins

- The VRC project has been DSA approved for approximately 2000 sq. ft.
- Regulatory environmental compliance has been met, structural drawings completed, and constructability review has been undertaken.

- The project is currently projected at \$4.2 million, which is \$1.35 million short of the available budget.
 - The college is unable to bid project until the budget shortfall is met. The college met with district to discuss the budget overview of project, and was directed to exhaust all external funding options.
 - Another memo will be formally drafted to request funds from the district, but may be difficult to obtain during this crisis with so many competing funding requests and shortfalls.
 - If the additional funding cannot be determined, we may have to remove items or project management approach in order to proceed.
7. BFPC Survey of Effectiveness Results Discussion – Dr. Collins (Handout)
- The results for the Spring 2020 BFPC Survey of Effectiveness was provided and reviewed.
 - BFPC members were asked to fill out the survey between April 21 through May 1, 2020.
 - Members were thanked for their participation in this very important annual survey.
 - An area of improvement identified by one committee member was a review of the BFPC charge and areas of responsibility.
8. Standing Items/Reports:
- Facilities Project Update – Steve Marshall (Handout)
 - A detailed Norco College project spreadsheet was provided and reviewed.
 - Inevitably some projects may have or will be placed on hold during the crisis.
 - Amphitheater shading project submitted to DSA for review.
 - Elevator refurbishment project – final draft being reviewed and will be sent out to bid.
 - Key control – developing key logic for plan in core groups, then work with manufacturer.
 - State Prop 39 (energy efficiency) funds made available to replace remaining exterior wall lights with LED around campus.
 - Faculty office space being identified in many areas around campus for incoming new faculty hires. The proposed office spaces are being reviewed by an architect for compliance, mechanical needs, and safety.
 - Facilities/Maintenance/Operations Update - Jim McMahon
 - Grounds - Turf maintenance (every other week)
 - Weed control and landscape maintenance once a week
 - Mowing, edging and blowing of campus on a bi-weekly basis.
 - Line trimming as needed.
 - Spraying of weeds from the center of campus outwards. Flower beds, cracks, parking lots, tree wells and slopes.
 - Using a combination of Round up and Surflan (pre-emergent combination)
 - Hedge trimming on corners/entrances/etc.
 - Light trash pickup.
 - Irrigation repairs: nozzles, cracked pop ups, leaky valves.
 - Irrigation scheduling 10% increase due to heat wave.
 - Maintenance (every other week)
 - Walk buildings checking operating conditions/leaks
 - Check all mechanical rooms
 - Check on boilers, chillers and handlers
 - Check on all golf carts for operating condition i.e.: battery levels, charging and tires.
 - Check and adjust schedule for HVAC use in buildings through EMS
 - Grounds and M&O crew were given praise for their hard work on the campus during this crisis.

- Safety & Emergency Preparedness Update – Justin Czerniak (Handout)
 - A detailed handout was provided documenting the timeline of action by the college/district during the current COVID-19 crisis.
 - RCCD has current updates listed on their dedicated webpage, as well as a hotline for any questions that employees might have.
 - Latest public health updated: County board of supervisors voted to lift restrictions in Riverside County, which leads to guidelines as directed by the State of California.
 - The curve that was in place was doubling every 4 days, now doubles every 19 days.
 - Stay at home orders still in place by Governor.
 - Face coverings “highly recommended” by Governor vs. previously “required” by the County. Some businesses will still require them. For our warehouse pickups, we will keep asking for face masks and social distancing until we hear otherwise.
 - Summer classes are all online, with just couple of potential face-to-face labs. Fall lecture classes will be online with potential selected face-to-face labs and CTE/STEM classes being made hybrid.
 - Reminder that a taskforce has been created by the Chancellor, to develop a plan for the physical re-opening of our colleges.

Question raised: What is the PPE (personal protective equipment) stock levels currently at Norco College? Currently Norco College has face coverings (not n95 rated) for our Facilities/Custodial staff, but PPE is not currently provided college-wide by the district. Justin Czerniak and Dr. Collins will make a note of bringing the PPE issue to the reopening task force for discussion. (Face masks/hand sanitizer/etc).

- Instructional Media Services (IMS) Update – Dan Lambros
 - IT 101 Upgrade
 - Installation was postponed due to equipment backorder. Installation will take place in May or later.
 - Projector Screens WEQ 7 and IT 110
 - Installation is complete
 - CSS 217 Replacement of defective projector and interactive display
 - Projector installation is complete
 - On hold for interactive display – Date TBD
 - Projector screens IT 124, IT 206 and LIB 121
 - PO issued, waiting for delivery
 - Interactive displays for ST 107 and 108 (Engagement Center)
 - PO issued, waiting for delivery
 - Audio systems for LIB 109 and 110
 - Equipment has arrived. Waiting for installation (Date TBD)
 - Third Street LED marquee update
 - Firmware upgrade to cellular device
 - Improvements to the TEMP sensors

- Improvements to the ambient light sensors
- Time frame: Late June
- Please note: Upgrades will take place remotely and sign will be off during the process. Will update college with exact date and time.
- Norco College is currently preparing for virtual commencement using the “Marching Order” software. 1,399 eligible graduates uploaded into the system with links for each graduate to create custom graduation picture/info/etc. There is filming taking place in TH101, for Dr. Greens speech, Student and Faculty speaker speech. These will also be imbedded into the live virtual commencement on June 12 at 2:30pm.

Question raised: District office stated Trustee Figueroa would like to add a greeting/speech to all 3 colleges virtual commencements. The deadline to upload on website is 2 weeks prior to Commencement date, but Dan will follow up with vendor to confirm.

Question raised: Are the items ordered such as equipment, being received on campus during the closure? Norco has been receiving items regularly from the RCC Warehouse on Wednesdays and distributing as needed on Fridays during a designated time frame.

Question raised: Is the equipment arriving being RCCD asset tagged? Norco will work with Chris/Riv to catch up on tagging any missed items once the college opens again.

Question raised: Who currently has access to the Norco warehouse? Dr. Collins confirmed that only Business Services managers have access to our warehouse during the closure, and college police routinely monitors the area.

- Technology Support Services (TSS) Update - Mike Angeles
 - Completed Work Order:
 - SSV200 Laptop – Completed
 - Student HP Laptops reimaged/released – 240 (3/19)
 - Staff/Faculty laptops - 117 + (3/19)
 - On- Hold 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
 - 20 New Dell Computers for staff.
 - Remote Support:
 - TSS providing remote support Mon-Fri 7:30-4:30.
 - Work Order request received via Helpdesk from 3/16/20-4/30/20.
 - Incident Report/Service Request = 35 – Resolved
 - Current Open remote support request = 0
 - On Hold Work order = 6 (Non priority, required to be onsite)
 - Email Support request received/sent from 3/16 - 4/30 = 250>
 - Tech Support provided via Zoom sessions as needed.
 - During first week of closure: TSS imaged, prepared, and distributed over 400 laptops for students/staff/faculty/etc. (More than Riv or MVC).
 - The TSS team received praise for all their hard work during this crisis.

9. Good of the Order:

- Etrieve training is underway for electronic submission of employee leave requests and absence affidavits. The new process will be implemented college-wide beginning June 1, 2020. Business Services has been testing the program since October 2018, Academic Affairs began in Fall 2019, and Student Services is now being trained for use. Lenny Riley has been conducting various “zoom” trainings for all staff, managers, and record keepers.

10. Next Meetings: Fall 2020 / Spring 2021 – Dates TBD

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