

BFPC
Business & Facilities Planning Council
Tuesday, October 13, 2020
11:15am-12:45pm
Zoom

MINUTES

Present: Esmeralda Abejar, Andy Aldasoro, Kimberly Bell, Courtney Buchanan, Michael Collins, Ashley Etchison, Dan Lambros, Sam Lee, Steve Marshall, Kaneesha Tarrant, Jim Thomas.

Guests: Justin Czerniak, Ana Molina, Mehran Mohtasham, Leigh Ann Jones (DLR), Jim McMahon, Rod Oathout (DLR), Sean Avery (DLR), Kevin Fleming, Vivian Harris, Hussain Agah.

1. Welcome – Dr. Collins
2. Public Comments – Dr. Collins
 - None
3. Approval of Meeting Minutes from September 8, 2020 – Dr. Collins
 - Motion to approve by – Dr. Lee
 - Seconded by – Dr. Thomas
 - Abstentions – 0
 - Motion carried
4. District Solar Study Summary – DLR Group: Leigh Ann Jones, Rod Oathout, Sean Avery
 - Brief overview presentation (Handout)
 - Goals and objectives in line with RCCD board policies and State of California laws and regulations
 - Currently in the feasibility phase (Evaluation/Development/Refine/Finalize Plan)
 - Schedule and timeline review: Spring 2020 through goal of final report on 12/30/20.
 - Future phases briefly reviewed: Development phase & Execution Phase
 - Norco College location options reviewed:
 - CSS Rooftop
 - East Ground Mount (Near JFK)
 - Northeast Ground Mount (Behind JFK)
 - Northwest Ground Mount (in front of softball fields)
 - Battery storage placement location will most likely be located at the back of college (near existing generator, etc.)
 - Presentation lists calculation inputs and assumptions for each option. Also details financial parameters such as loan options, PPA-power purchase agreement (3rd party power provider) option, and carbon equivalence reporting, and typical interest rates, utility costs, etc.
 - Battery consumption options were also reviewed (Loan option vs PPA option)

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- Various options were reviewed to outline which options would ultimately work best for Norco College (PV + BESS Options: Net Zero, 50% Offset, and 25% Offset).
- A question was raised about the equipment security: Each system will be fenced in and the college can install cameras as needed.
- Another question was raised about canopies over existing parking lots: At this time, the parking lots are going to be built out in the first two phases of our Facilities Master Plan, so other locations were selected due to this fact.
- Future campus solar options was reviewed, always keeping in line with our existing Facilities Master Plan.
- The report will also include detailed “solar ready guidelines” to use for any future building on campus as needed.
- Next steps were detailed:
 - The campus goals are to target the 25% and 50% options to obtain financial viability. (Financial numbers will inevitably change as project nears fruition).
 - Report is being vetted through the various college and district committees as it makes its way to the December Board of Trustees review and potential approval.

5. Strategic Planning and Governance Manual – Dr. Kevin Fleming

- BFPC will evolve the “Resources Council”
 - The council will be tasked to create a new charter/mission.
 - The committee structure make-up proposal is: 5 Admin/3 Faculty/3 Classified /1 Student
 - A suggestion was made to increase the number of classified staff on the committee. Dr. Fleming asked if Andy Aldasoro would send a detailed email, so he can vet the idea through the appropriate process.
 - Strategic EMP objectives will focus on ACCJC Standard III
 - Leadership council will meet on 4th Thursday each month during the main terms of Fall and Spring. (Estimated start date of Fall 2021)
 - Council will mainly focus on college goals: 9, 10, 12
 - Current draft of the Strategic Planning and Governance Manual can be found on the ISPC webpage.
 - As a reminder, all college council meetings are open college/community wide.

6. Secondary Location Analysis – Dr. Kevin Fleming

- Presentation reviewed by committee (Handout)
- Report developed between November 2019 through April 2020 (Current draft and updates are also available for review on Institutional Research webpage).
- Report highlights data on access, growth, service area, etc. This information is intended to be used as a guide for any future expansion if funding ever becomes available. (Future bond measures, etc.)
- The report also looked at potential future programs, location size, etc.

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7. Budget Update – Esmeralda Abejar

- Budget Allocation Model (BAM) Update
 - DBAC subgroup just met today, and is currently strategizing on how they will continue to update the current BAM draft model. More updates to follow at future BFPC meetings.
- 1st Quarter Budget Performance Report:
 - Presentation was reviewed by committee (Handout)
 - Adopted budget reviewed has not approved yet, the presentation reflects the tentative budget revenue and expenses.
 - The adopted budget is scheduled to be approved at the October 20th 10 board meeting. The performance report will be updated and presented at the November BFPC meeting.
 - Utilities/costs are lower than last year, resulting in a credit that will be divided by all 3 colleges.
- Student Fees Update
 - Spring 2020/Summer 2020 – EW grade drop refunds have been made.
 - Backlog of student fees: 2019/2020 AR balance is \$158,000. The Fall 2020 balance is approximately 1.5million.
 - The district is working with colleges to possibly implement a collection program to obtain outstanding fees from the students. The hope is to have something in place by Spring 2021.
 - A questions was raised: Can we brainstorm on how the Faculty could possibly assist in helping the students financial burden? (Example: Switch from hardcover books to electronic, possibly condense content, etc.)
 - The district has also considered the possibility of a payment plan or some other form of reimbursement in the future.

8. Standing Items/Reports:

- Facilities Project Update – Steve Marshall
 - Committee reviewed detailed spreadsheet (Handout)
 - Amphitheater Shading Project – Contractor identified with a goal of completion in December 2020.
 - Key Control Project – Committee identified and will begin meeting this week.
 - Veterans Resource Center (VRC) – Groundbreaking ceremony scheduled to be taped in late October and will be presented virtually.
- Facilities/M&O Update – Jim McMahon
 - Currently preparing for the VRC groundbreaking ceremony.
 - M&O working hard to keep HVAC up and running throughout campus.

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- Campus lighting continues to be monitored and updated as needed.
- Grounds remain impeccable throughout the campus.
- Custodial staff continue to work hard in keeping the college facilities clean and sanitary daily.
- Safety & Emergency Preparedness Update – Justin Czerniak
 - College-wide first aid and AD units serviced in October.
 - Currently finishing all fire extinguishers and vent hood systems inspections.
 - PPE well stocked throughout the District (Masks/hand sanitizer/etc.)
 - Fall safety audit being finished in preparation of re-opening labs, etc.
 - Great shakeout will be held virtually on October 15 (more info to come).
 - Student vans fire extinguishers refurbished and first aid kits updated.
- Technology Support Services (TSS) Update – Mike Angeles
 - Completed Work Orders:
 - Prepped/Reimaged 32 Dell laptops + docking station for Faculty
 - Prepped/Reimaged 50 Dell laptops
 - Setup host licensing computer for G. Graham Constructor Class
 - Standing Work Orders:
 - Providing tech support to all students, staff, faculty and admin for the district wide issue of Microsoft licensing with Windows 10 and all version of MS Office.
 - Continue reimaging returned laptops from LRC
 - Preparing plan for the reimaging of laptops during winter semester.
 - Remote Support for Students, Staff, Faculty and Admin:
 - TSS providing remote support Mon to Fri, 8am-4pm
 - (1) TSS team member onsite M-W-F, 8am 1pm
- Instructional Media Services (IMS) Update – Dan Lambros
 - IT 101 Upgrade:
 - Installation was postponed due to equipment backorder. Installation will take place in May – Completed Spring 2020
 - Projector Screens WEQ 7 and IT 110:
 - Installation is complete – Completed Spring 2020
 - CSS 217 Replacement of defective projector and interactive display:
 - Projector installation is complete
 - On hold for interactive display
 - Projector screens IT 124, IT 206 and LIB 121:
 - PO issued, waiting for delivery - Completed Spring 2020
 - Interactive displays for ST 107 and 108 (Engagement Center):
 - PO issued, waiting for delivery Waiting for Installation. – Completed Fall 2020
 - Audio systems for LIB 109 and 110:
 - Equipment has arrived. Waiting for installation - Completed Spring 2020

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- 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 - Changed to later date: Upgrade not available until October 30

Please note: Upgrades will take place remotely and sign will be off during the process. TSS will update college with exact date and time accordingly.

9. Good of the Order

- Torn banners across campus will be removed/replaced as needed (ongoing project)

10. Future Meeting Dates:

- Tuesday, November 10, 2020
- Tuesday, December 8, 2020
- Tuesday, February 9, 2021
- Tuesday, March 9, 2021
- Tuesday, April 6, 2021 (*Note: moved up 1 week due to Spring Break*)
- Tuesday, May 11, 2021

Note: All 2020-21 BFPC meetings will be via Zoom until further notice

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