

## Business and Facilities Planning Council

May 17, 2016/9:00am/ST107

### Meeting Minutes

Present: Beth Gomez (Admin Tri-chair), Dan Lambros (Staff Tri-chair), Ricardo Aguilera, Andy Aldasoro, Leona Crawford, Mark DeAsis, Richard Henry, Shirley McGraw, Steve Monsanto, Jan Muto, Damon Nance, Erin Power, Gustavo Ocegüera

- I. The meeting was called to order at 9:07am.
- II. Approval of the minutes from the April 24, 2016 meeting. MSC (Nance/DeAsis) Approved.
  - 1 Abstention (Aldasoro)

III. Action item

- a. Tentative Budget Development – Approved to move forward to ISPC, with the understanding that the stability plan is deferred until finalized. (MSC Muto/Gustavo) Approved.

- i. Discussion on Budget Stability Plan

Beth is in support of the plan as the accreditation standard is set for a percentage of the reserve to be calculated on ongoing expenditures only and this is reflected in the plan.

Beth reviewed the Proposed Reserve Calculation Change and Budget Stability Plan documents with the committee noting changes. This is a work in progress and some important changes must be made before the college will support the plan, these include 1) Reserve balances (deficits) for other unrestricted general fund Resources (Community Education, Performance Riverside, Bookstore, Customized Solutions) will be included in the 1% contingency for the entity responsible for the Resource and 2) Entity generated budget savings will remain at the entity level and will be recorded as a component of the 1% entity contingency. The 1% entity contingency will not be available to appropriate for spending purposes until such time as the 1% level has been exceeded. The 1% entity contingency will not be considered part of the Districtwide 5% reserve requirement. However, if the 5% budget reserve requirement is not achieved, the entity contingency can be used to provide for Districtwide 5% reserve requirement in accordance with the Budget Stability Plan/Reserve Calculation process.

The committee reviewed the Budget Change Summary noting changes in FTES. As a district we are behind in FTES, although Norco College is not. The college has been increasing enrollment efforts in summer and fall with mass mailings and advertising of summer classes. Mark reported these efforts have yielded a 17-18% increase. One strategy that was brought forward is the aligning the deadline that comes before the refund deadline to allow faculty to fill seats. This was

approved at DEMC and will be in effect this summer, hopefully we will see a positive result. Jan recommended moving the W deadline up. Mark noted last day to withdraw is a Title V regulation and the date of census is the time we are funded for. Pedagogy also needs to be considered with class offerings depending on discipline. We have not stabilized the BAM and the gap is widening.

#### IV. Information Items

##### a. New Business

- i. Accreditation Action Plan - This committee has one of the four actionable improvement plans for accreditation. III.B.2.a – The College will refine and develop a procedure for implementation of Total Cost of Ownership. Erin shared an update on our TCO tool which has been assessed regularly by the technology committee. Standard costs of equipment have been added as a result of that assessment. Mark inquired about the estimated replacement costs to include inflation. This will be included in the updated Total Cost of Ownership tool. The update should be complete and made available for use by the end of summer.
- ii. Norco College Bookstore - Beth gave an update on the bookstore, 15-16 numbers have gone up in sales by about \$150K. The bookstore has done a lot with faculty to get books identified sooner, there was an increase in sales of about 6%, and a decrease in textbook rentals. The cost of caps and gowns is really high. Student Life has some out to loan however, this needs to be communicated to students. Mark suggested an e-mail blast. Another approach would be to purchase a stock of gowns. We have students who don't walk because they cannot afford the cap and gowns. Gustavo suggested using the ASNC student fee to purchase a gown for every graduate.
- iii. Grad Guru App – Gustavo shared information on an app that will help us get information out to students using technology that students appreciate. On average we look at our phones 150 times a day. This is a popular app, 13 community colleges and other 4 year institutions using the app which also has won several awards. Demos have been given to build support for using this app.

- Free to students
- No advertising
- Push notifications, so no need to open the app
- Does not go against text plan
- Allows to customize messages and select cohorts of students to target
- Designated managers to control content
- Easy to use
- Cloud based, does not require tech support
- Does not collect student information, FERPA compliant
- Timeline reminders
- Tips (Ed plan) provides link to sign up for appointments and add to calendar
- Badges are standardized, can be customized (earn badges for incentives)

- \*currently self-reporting, looking for ways to verify.
- Multiyear pricing that reduces the cost over all. Working on getting RCC and MVC on board.
- Student ID's - to build a customized group to build into the app using their student id; this is not identifiable information. Why student ID and not a mobile number of email.
- Success is in marketing, part of the fee is a full marketing plan.
- Tomorrow it is being presented to ASNC.
- General recommendation to move forward to pilot with special funded programs.
- Fall implementation, does not replace, but supplements what we have doing.
- Title V and Equity fund, incentives would be arranged within departments.
- Usage reports can help us determine if this is a viable tool that the college wants to continue.
- Recommends three years with unlimited.
- Will help promote the portal.

V. Good of the Order

a. May Revise – Beth

The May Revise was just released, Beth highlighted and reviewed the changes since January. The next step is to see what the Governor signs for the final budget, which we will report on next fall.

b. New Smoking Legislation – New laws are being passed that increase the smoking age from 18-21 and classifies schools as non-smoking areas. This means the college will likely be headed towards being a non-smoking campus.

c. Shirley reminded the committee that tomorrow at 6:00am the data migration to Office 365 will begin for Norco College.

Meeting adjourned: 10:45am

Minutes submitted by: Denise Terrazas