

Norco College
Business and Facilities Planning Council
Tuesday, November 8, 2016
8:30 a.m. – 10:00 a.m.
ST107

DRAFT

MINUTES

Present: Beth Gomez, Mark DeAsis, Phu Tran, Jim Thomas, Damon Nance, Dan Lambros, Steve Monsanto, Ricardo Aguilera, Jim McMahon, Andy Aldasoro, Crystal Schenkle (ASNC) Eloy Bueno, Ashley Etchison, Jan Muto, Shirley McGraw, Jim McMahon, Robbie Bishara (ASNC)

- I. Call to order – 8:35am

- II. Approval of minutes
 - a. October 11, 2016 meeting minutes (Handout)
 - Motion to approve by Jim Thomas
 - Seconded by Dan Lambros
 - Abstentions – 0
 - Motion carried

 - b. November 1, 2016 ranking review and discussion meeting minutes (Handout)
 - Motion to approve by Jim Thomas
 - Seconded by Mark DeAsis
 - Abstentions - 2
 - Motion carried

- III. Action Item
 - a. Discussion: Proposal to become a smoke-free campus - Beth Gomez
 - Suggestion – Should the law eventually be signed, we could develop a smoking cessation program while advertising the change.
 - Committee discussed health reasons and reiterated we are the only college in the District that allows smoking on the campus.
 - Comment: There maybe the certain number of students might leave the school if this courtesy is removed before the law actually goes into effect? We should continue to give the students the personal freedom to choose until then.
 - Suggestion: Have another meeting open to all staff, students, faculty, community, to attend and voice their opinions.
 - The law may ultimately state that each Community College can decide if the wish to be smoke-free, instead of a straight ban across the board.

- Suggestion – Should the law ban all smoking, we should create/keep the existing social areas to keep the same group/groups together, to keep and promote that sense of community.
- Comment: Should we have to ban smoking entirely, Students may congregate in nearby neighborhoods, or go behind buildings, etc. causing fire hazards and/or problems for our neighbors.
 - Motion to table to next meeting – Jim Thomas
 - Seconded by Jan Muto
 - Abstentions – 0
 - Motion Carried

b. BFPC membership restructure proposal - Beth Gomez (Handout)

- Motion to approve by Jan Muto
- Seconded by Phu Tran
- Abstentions – 0
- Motion Carried
- This item will now be forwarded to ISPC

IV. Information Items

a. New Business

i. BFPC prioritization list finalized (Handout)

- Finalized and approved list was sent to ISPC on November 1, 2016.
- Next year, each council is looking at the following prioritization responsibility: BFPC will rank all the Business & Facilities area Program Review requests. SSPC will rank all the Student Services area Program Review requests. And APC will rank all the Academic Affairs Program Review requests.
- Each of the finalized lists will still be forwarded to ISPC for recommendation to the President.
- Discussion – Will the three Vice President's be voting on all councils? Could APC include some students and classified staff as "ad-hoc" just for the ranking process?
- This topic will continue to be discussed, a process proposal will be developed, and vetted through the strategic planning process.

ii. Amphitheatre permanent shade update - Beth Gomez

- Discussions and district involvement will be necessary due to DSA requirements and the estimated size of the project.
- Topic – Tabled to future meeting

iii. Barnes & Noble Bookstore update - Beth Gomez (Handout)

- Discussion – Can we create a forum in which faculty/students can discuss their needs and ideas directly with the bookstore? (Invite corporate and/or regional reps)
- Suggestion: We should look at all the details/terms of the contract to see what our options/restrictions are? This could give us a better understanding of how the markup system works on new/used books. Also, stocking issues (Not enough books, or sending books back, etc.)
- Suggestion: Could Faculty communicate with the bookstore early-on if they do not plan on changing their book? Also look at the 80% rule to see if that still applies in this “digital” enrollment age?
- Suggestion – Have the forum during college hour and/or end of the day so faculty and staff have options and opportunity to attend.

iv. College Budget Update - Beth Gomez (Handout)

- Academic Salaries - 48.12% (We continue to meet the 50% district-wide calculation rule) Note: Counselors are outside this rule, unless they are in the classroom.
- Services/Operation Expenditures - 10.62%
- Inter-fund/Intra-fund Transfers 1.61%
- Employee Benefits - 23.77%
- Classified Salaries - 13.89%
- Capital Outlay - 0.64%
- Books and Supplies - 1.36%
- Discussion – Committee was not surprised to see that the majority of funding are tied to salaries/benefits.
- Suggestion – More details on discretionary funding (Example: What is the difference between books/supplies and services/operating costs?) Perhaps create another chart that breakout the 4000's-6000's with showing more details.
- Suggestion: Create another chart for categorical funds/or grants (Fund 12) Perhaps Gustavo Ocegüera to present on grants at a future BFPC meeting?
- Beth agreed to create 2 additional charts, send to BFPC committee for review, and then forwarded to ISPC.

b. Standing Item

i. Facilities Master Plan Update – Beth Gomez

- MAC - Multimedia Arts Center (Handout)
 - This topic will be tabled to a future meeting due to the pending outcome on Prop 51. Potential bond measures will be determined by the results from today's voting.
- Parking lots
 - This project has an estimated 2 million dollar price tag.
 - Future funding for this project will be hard to come by no matter what avenue we attempt, but the discussion remains ongoing.

ii. Norco College Marquee Sign Placement Update – Beth Gomez

- Norco College continually meets with our Architect and City of Norco.
- We are now beginning regular discussions involving the District on this topic.
- The formality of “deeding” back Third Street to the City of Norco, has never taken place for numerous reasons. This topic is also tied to the secondary entrance for Norco College.
- Our goal is to work together with the Architect, District, CNUSD, and the City of Norco to find a mutually beneficial outcome.

c. Remaining 2016/17 Meeting dates:

(2nd Tuesday New time 8:30am-10:00am in ST107)

Tuesday, December 13

Tuesday, February 14

Tuesday, March 14

Tuesday, April 4 *(Note: This meeting moved up 1 week due to Spring Break)*

Tuesday, May 9

V. Good of the Order

- Business Services Open House – December 1 12:50pm-1:50pm CSS Upper Lounge
 - Donate a new/unwrapped toy to receive a raffle ticket. (All toys will be donated to the children of our CalWORKs students)

VI. Adjournment – 9:47am

BFPC Statement of Purpose



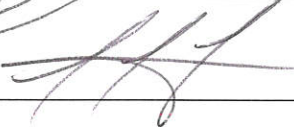
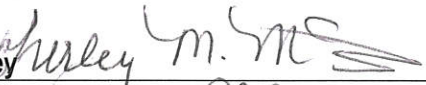
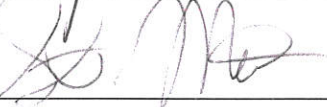

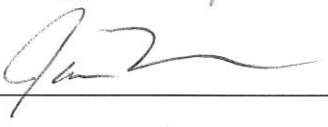



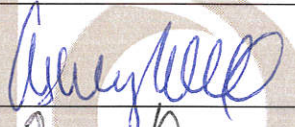

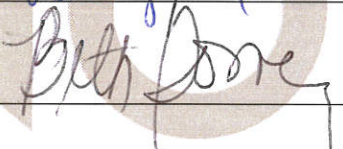
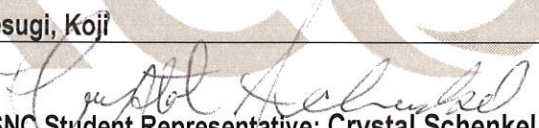
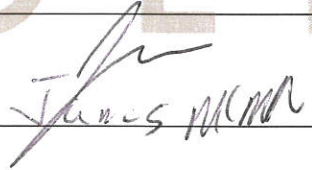
(Approved by BFPC on May 14, 2013)

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.

Norco College

Business & Facilities Planning Council Meeting
 Tuesday, November 8, 2016 ST-107 8:30am-10:00am

ATTENDEES

Aguilera, Ricardo 	Lambros, Dan 
Aldasoro, Andy 	McGraw, Shirley 
Bell, Travonne	Monsanto, Steve 
Bueno, Eloy 	Muto, Jan 
DeAsis, Mark 	Nance, Damon 
Dieckmeyer, Diane	Thomas, Jim 
Etchison, Ashley 	Tran, Phu 
Gomez, Beth 	Uesugi, Koji
Green, Monica	ASNC Student Representative: Crystal Schenkel 
Henry, Richard	
Guest (Please print name) 	Guest (Please print name) Robbie Bishop
Guest (Please print name)	Guest (Please print name)
Guest (Please print name)	Guest (Please print name)
Guest (Please print name)	Guest (Please print name)
Guest (Please print name)	Guest (Please print name)

2016/2017 BFPC Committee	
Aguilera, Ricardo	Staff
Aldasoro, Andy	Staff
Bell, Travonne	Staff
Bueno, Eloy	Staff
DeAsis, Mark	Administrator
Dieckmeyer, Diane	Administrator
Etchison, Ashley	Administrator
Gomez, Beth	Administrator
Green, Monica	Administrator
Henry, Richard	Administrator
Lambros, Dan	Staff
McGraw, Shirley	Administrator
Monsanto, Steve	Administrator
Muto, Jan	Faculty
Nance, Damon	Administrator
Schenkel, Crystal	Student
Thomas, Jim	Faculty
Tran, Phu	Faculty
Uesugi, Koji	Administrator

CURRENT:

Administrators - 10
 Faculty - 3
 Staff - 5
 Student - 1

*** PROPOSAL:**

Administrators - 10
 Faculty - 5
 Staff - 5
 Student - 1

***PROPOSAL:**

*Administrator make-up: 3 Business Svcs, 3 VP's, 2 Student Services, 2 Academic Affairs
 Faculty: Add 2 additional for a total of 5*

NORCO
COLLEGE



Barnes & Noble

Bookstore Update
Business & Facilities Planning Council Meeting
November 8, 2016

Rush Review - Aug & Sep 2016



Barnes & Noble College is committed to bringing you an unmatched retail and digital learning experience.
Below are the results we achieved together during the Aug & Sep 2016 rush period.

Store:

387 Riverside Norco

	2017
Rental Availability	64.1%
Rental Penetration Rate	50.8%
Digital Availability	31.0%
Digital Penetration Rate	4.4%

Sales (in-store & online)

	2016		2017		% Change
	\$	Units	\$	Units	
New Textbooks	\$820,778	7,191	\$683,468	7,806	9%
Used Textbooks	86,731	1,597	54,757	1,064	-37%
New Textbook Rentals	53,885	1,102	66,151	1,439	23%
Used Textbook Rentals	61,465	1,709	47,182	1,438	-23%
Digital Textbooks	3,212	55	5,220	106	63%
Total Textbooks	\$932,172	11,654	\$856,779	11,983	3%
\$ Students Saved	\$140,339		\$116,354		
% Students Saved	14.4%		12.1%		

Trade Books

General Merchandise
Convenience

Total Sales

Online Sales (included in above figures)

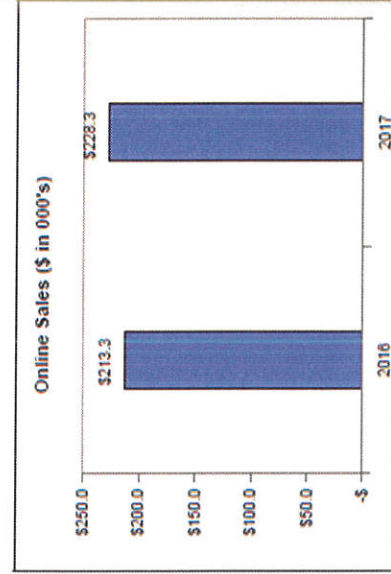
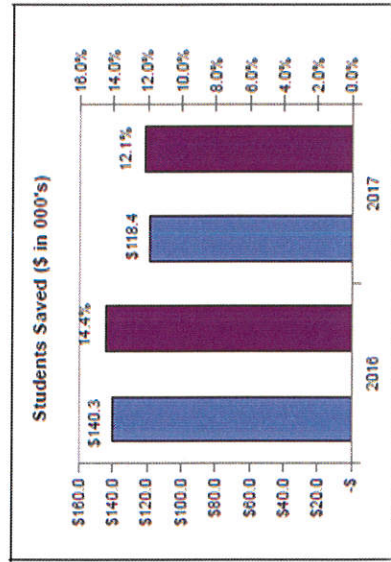
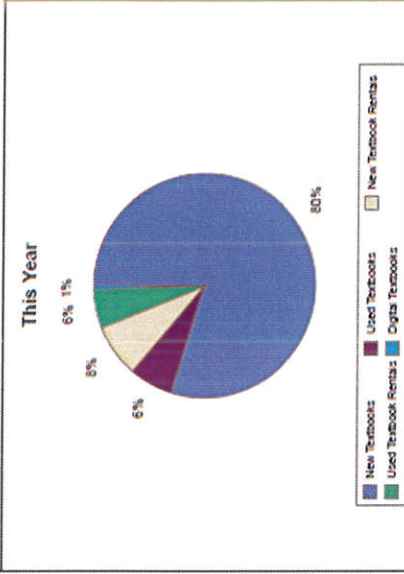
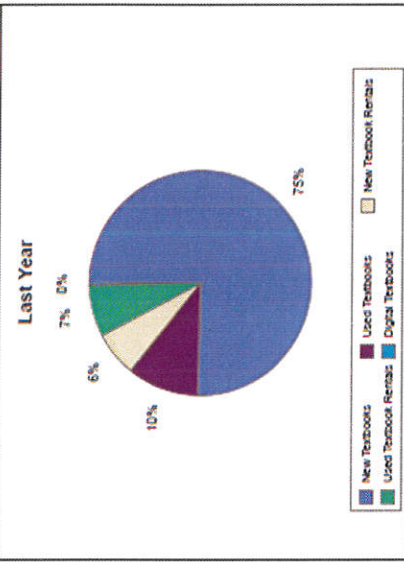
Textbooks
General Merchandise
Online Sales

Trade Books	3,423	254%
General Merchandise	57,090	-5%
Convenience	28,281	-1%
Total Sales	\$917,292	3%
Textbooks	\$227,604	7%
General Merchandise	655	-88%
Online Sales	\$228,259	7%

Store:

387 Riverside Norco

Textbook Unit Sales Mix



Fall 2016 Rush Recap

(August 14 – September 10)

Financial Overview

	TY Sales	LY Sales	%	TY YTD Sales	LY YTD Sales	%
Total Text Sales	738,000	699,800	5.5%	976,307	924,375	5.6%
New Text	598,800	527,200	13.6%	761,060	678,367	12.2%
Used Text	39,500	70,900	-44.3%	79,298	116,481	-31.9%
New Text Rental	56,500	46,700	21.1%	65,510	54,682	19.8%
Used Text Rental	38,900	52,400	-25.6%	64,162	37,984	-9.7%
Digital	4,300	2,600	63.6%	6,278	3,760	67.0%
General Merch.	36,500	37,900	-3.8%	112,702	108,788	3.6%
Web	153,500	140,000	9.5%	260,544	242,154	7.6%
Total Sales	776,100	738,400	5.1%	1,093,760	1,041,663	5.0%

Fall 2016 Rush Recap

(August 14 – September 10)

Voucher programs

- EOPS \$56,764.75
- Student Equity \$15,100.69
- Norco CalWORKs Dept. \$1807.90
- Off campus vouchers \$41,156.31
- AR Sales Totals \$114,829.65 14.8% of sales

BN Scholarships

- Fall \$848.00
- YR to date \$5330.41
- Remaining \$82.00
-

Library donations 36 textbooks

- \$5,098.08
-

Web Sales (August 14th – September 10th)

- Orders processed 1,722
- Average Transactions \$115.00
- Total Sales: \$153,500 19.8% of sales

Fall 2016 Rush Recap

(August 14 – September 10)

Adoptions/Textbooks

- Adoption % day one of classes was 97%
- 730 course offered
- 30 courses without books first week of the term (no adoptions)
- Textbook Sell-Thru 60% of inventory

Textbook News



1. Fall Adoptions

- Emails went out weekly with the adoption deadline as May 16
- Adoption percentage the week before the start of the term 97%,
Out of 730 total courses offered, 117 courses were listed as "No Text book required" By professor
- Courses Without Books report was emailed started on June 1

2. Price Match

For the fall term the bookstore participated in the new Price Match Program. If a student finds a lower price on Amazon or BN.com the bookstore will match or refund the difference to the student. Price matching includes New, Used and Used Rental textbooks.

3. Trade Books

Bargain books continually do well. The composition of the store's trade books selection shows that children's books do better than reference books combined. For this reason we will only be receiving orders of children's bargain books in the future, except for the traditional holiday order.

Fall 2016 / Rush Recap

August 14 – September 10

Rush Promotions



- Aug. 29 – Sept. 2
- Sept. 5 – 9
- Sept. 27-29
- Sept. 27 – 29



- BOGO entire stock of Tee (In-store and Online)
- 25% Off Entire Stock of Champion (In-store and Online)
- Flash Sale, 50% off Clearance items
- Flash Sale BOGO entire stock of hats



Throughout Rush samples of Pure Silk, 3M Command Strips and Goodness Knows Snack Squares were passed out to students.

Additional Marketing promotional discounts were provided to students through hand and web order inserts.

- DirectTV \$24.99/month, plus \$5 discount when they sign up for NFL Sunday Ticket
- Shutterfly \$20 credit towards Shutterfly personalization décor and keepsakes
- Grubhub \$7 off first order of \$15 meals
- Online Offers
 - Visa Checkout promotion \$25.00 off purchase of \$75 (or more), plus free shipping
 - Free Backpack and mouse with a purchase of a HP Laptop
 - Pack of BIC Pencils for \$1 when students buy a Five Star 1 subject notebook

Campus Outreach

- Donated bags for Summer Advantage with coupons
- Presented to parents Summer Advantage Orientation
- Participated in Norco open house gave away supplies and hoodies and Rockstars
- Open the weekend before and the weekend after, during the first week of the semester

Focus Month of October and November

- 2nd 8 week courses begin
- Adoptions for winter term will begin the week of October 10
- Adoptions for the Spring term will begin the week of November 14
- Instructors who will possibly be using the same textbooks for the spring will be contacted to request early adoptions to prevent inventory being sent back to publishers
- Starting to return books back to the publisher, with the exception of 2nd 8 week classes
- Clearance flash sale at the end of the month
- Nov 7-20th Champion sale
- As in the past, we will be hosting a Faculty/Staff Appreciation event in November

Questions?

NORCO
COLLEGE
BFPC 11/8/16

Norco College

2016-2017 Adopted Budget

General Fund- Resource 1000 Expenditures

Services and Operating
Expenditures \$3,655,308 ,
10.62%

Interfund/Intrafund
Transfers \$553,399 , 1.61%

Employee Benefits
\$8,185,428 , 23.77%

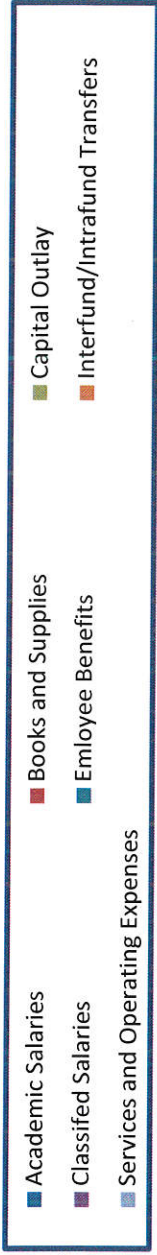
Classified Salaries
\$4,783,605 , 13.89%

Capital Outlay \$219,063
, 0.64%

Books and Supplies
\$467,729 , 1.36%

Academic Salaries
\$16,566,507 , 48.12%

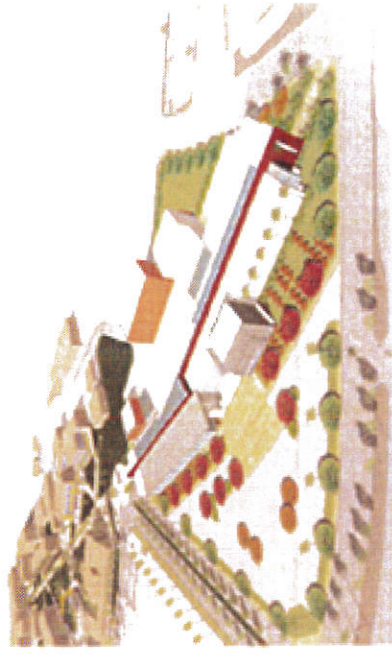
Total \$34,431,039



NEW FACILITIES

MULTIMEDIA + ARTS CENTER (MAC)

“The arts are an essential element of education, just like reading, writing, and arithmetic... music, dance, painting, and theater are all keys that unlock profound human understanding and accomplishment.”



William Bennett
Former US Secretary of Education

The Multimedia + Arts Center (MAC) will position Norco College to become a leader in multimedia/arts education by attracting students through project-based, interdisciplinary learning supported by a single facility for Art, Commercial Music, Dance, Music, Photography, Simulation + Game Development, and Theater Arts. Students will be exposed to all of these programs in one creative environment. The program elements are aligned on a central spine that links to the main campus promenade. The MAC is the eastern terminus of this axis. The central spine of the MAC is a two-story “public space” providing visual and physical connections between floors. It is a space for display and critique, a place where students interact with the public and each other through their work.

The program spaces are hyper flexible. Practice spaces become performance — the black box, a rehearsal space during the day, becomes a performance venue at night. Performance spaces become practice — the dressing rooms, used as a back-of-house function for evening theater, become practice space for dance or movement therapy during the day. The theater loading area also supports the art gallery and art studios.

The spaces can function independently by department curriculum and/or they can function together as a singular curriculum and artistic whole. This facility will be a state-of-the-art premiere environment for students that will move on to start their own businesses as entrepreneurs or develop new work with established studios.

