

# Business and Facilities Planning Council

October 11, 2016

8:30am-10:00am

ST-107

## Meeting Minutes

Present: Beth Gomez (Admin Tri-chair), Phu Tran (Faculty Tri-Chair), Daniel Lambros (Staff Tri-Chair), Crystal Schenkel (ASNC Student Rep), Ricardo Aguilera, Andy Aldasoro, Diane Dieckmeyer, Ashley Etchison, Steve Monsanto, Jim McMahon, Jan Muto, Jim Thomas, Denise Terrazas (Recorder)

I. Meeting commenced: 8:43am

II. Approval of minutes  
September 13, 2016 Meeting Minutes  
MSC Thomas/Aldasoro Approved. No Abstentions.

III. Action Item

- a. Tree Removal Project – Steve Monsanto  
Motion to approve the plan to remove and replace memorial tree.  
MSC Dieckmeyer/Thomas Approved. No Abstentions.

Discussion: One of the trees planted as a memorial for the spouse of a Norco faculty member is posing a safety concern. The tree is twenty years old and leaning over. The grounds department recommends removing and replacing the tree and updating the plaque. In consideration of the sentimental value of the tree to the faculty member, he has been advised of the plan to move forward with the replacement plan. The new tree will be deep rooted with improved irrigation practices to avoid this issue in the future.

IV. Information Items

a. New Business

i. Smoking Legislation Update – Beth Gomez

The Governor vetoed the proposed ban on smoking on college campuses leaving the decision to become a smoke-free campus up to the colleges. The result of this is that we will not be moving forward based on the mandate, however this does not mean we are prohibited from continuing efforts toward a smoke-free campus. There was a general consensus of the committee to use the momentum of the mandate to continue plans for becoming a smoke-free campus. Feedback from the students is one of acceptance for phasing out the smoking circle. This will be on action item at the next meeting for the council to vote on.

ii. Other Post-Employment Benefits (OPEB) Update – Beth Gomez

Accreditation standards state that benefits for retirees must be funded rather than paying as we go. The District has put all of the budget set aside for paying benefits as we go into a trust adding \$250K a year to begin paying off the obligation of approximately \$27 million. Money from the trust is earning interest and continues at the medium risk level. There is currently no long range plan for paying down the obligation to fully fund retiree benefits as is recommended. Beth will keep the committee updated as information becomes available.

iii. Program Review Prioritization Discussion – Beth Gomez

There was discussion about each council ranking their own requests however this will not be implemented until next year. This year we will continue to rank requests as we have in the past. Technology requests will be prioritized by the technology committee and sent forward as recommendations for the council's review. Additionally we will use the same rubric until the process is updated next year.

Our next meeting is November 8<sup>th</sup> however we need to set another meeting review and discuss requests, Beth proposed Tuesday, November 1<sup>st</sup> at the same time. Departments will be invited to the meeting on November 1<sup>st</sup> to provide more additional information and context to assist the council in fine tuning their rankings. Beth asked that all prioritizations be completed and returned by **October 25<sup>th</sup>**.

Next steps:

- ✓ Tricia will send out ranking sheets, rubric, link to program reviews
- ✓ Complete initial prioritization/rankings by October 25<sup>th</sup>
- ✓ Next meeting, Tuesday, November 1<sup>st</sup> (add time and location)
- ✓ Invite departments to provide more information/context to requests
- ✓ Meet on November 8<sup>th</sup> to fine tune, discuss, and vote on prioritization

lists

Changes to formatting of request lists:

- Remove faculty position request on page 4 (Ranked by APC)
- Separate out grants requests
- Add a line for repeat requests and where they ranked in previous years (Staff & Equipment list only)

iv. BFPC Membership Review – Beth Gomez

The committee reviewed the current membership composition. It was noted that there are a high number of administrators. Beth brought up the point that this is one of the only administrative councils of the college that extends beyond the department of Business Services. The committee discussed the need for additional faculty members to serve on the committee. Jim and Jan will contact Peggy Campo regarding this request. In terms of administrators, the recommendation was to base membership on the function

of the position as it relates to the operations of the college. Beth proposed including management positions for technology, facilities and grounds as this is the only council where we have representation for Business Services. All of the Vice Presidents should serve on the council as its charge for prioritizing requests for budget allocations, augmentation, staffing, equipment and facilities include both instructional and administrative needs. Separate from the VP's membership, the proposal was made to appoint two administrators from Academic Affairs and two administrators from Student Services to serve on the council. Council members discussed removing Police from voting membership into an ex officio capacity. Jim noted that it is important to involve Police in our governance structure, inquiring where the police fit in if they are not a part of this council. This item will be brought forward for a vote at the next meeting.

v. Amphitheatre Permanent Shade Project Update – Beth Gomez

Tabled for the next meeting.

b. Standing Item:

i. Facilities Master Plan – Beth Gomez

There is a State bond on the ballot this year. If it passes there is a good chance the Multimedia and Arts Center (MAC) will be approved. Jan raised the question of plans for the art gallery and other buildings that the MAC will replace. Beth will bring both the repurposing plan and the parking plan to the next meeting. Beth noted that states funds do not pay for parking lots. This poses a potential problem if the MAC building is approved as it will be the District's responsibility to pay for the parking lot, prior estimates of cost were around \$2 million. Beth reminded the committee that this is the reason why ticketing is so important because it helps to maintain the parking lots and offset costs for growth planning. Council members would like to see more transparency in how the funds are divided amongst the colleges. Other items for further discussion include 1) installing a kiosk to assist with directions, and reducing long lines at permit stations, 2) better advertising for the pay to park app, 3) charging parking fees for large college events such as commencement.

ii. Marquee Sign Update – Beth Gomez

Meetings are taking place with the college president and city manager regarding the ownership of Third Street. The reason this is important is because ownership determines whether or not we go through DSA. Another meeting will take place next week. Beth will provide an update of the outcome at the next council meeting.

Meeting adjourned: 9:52am

Minutes submitted by: Denise Terrazas



# California governor vetoes ban on public smoking at colleges



BY JULIET WILLIAMS

*Associated Press*

SACRAMENTO, CALIF. — Gov. Jerry Brown has vetoed plans to ban smoking and tobacco use on public university campuses in California.

The governor announced Monday that he took action on legislation that would have banned tobacco use on all 136 California State University and community college campuses. It would have prohibited chewing, dipping, smoking or vaping natural or synthetic tobacco products at the schools, which have about 2.5 million students and 100,000 staff and faculty.

The bill would have allowed school trustees and board members to decide whether to fine campus smokers up to \$100. In a veto message, the Democratic governor noted that the schools' governing boards already have that authority "and are fully capable of setting smoking policies on their campuses."

The money would have gone to support education programs at the campus where the violation occurred. Supporters said the bill would have helped decrease the harmful effects of nicotine and secondhand smoke.

Brown also announced that he signed legislation allowing state inspectors to seize and destroy used cigarette stamps, which are affixed to cigarette packaging to show tobacco has been legally purchased. It comes in response to inspectors recently finding large collections intended for reuse.

Brown has not yet taken action on another bill that would ban tobacco and electronic cigarettes at state parks and beaches in an effort to protect the environment from cigarette butts and prevent wildfires. People caught violating the law would face fines of up to \$250.

The governor earlier this year approved tougher tobacco regulations as part of a special legislative session on health care, including boosting the legal age to buy tobacco to 21 and extending existing regulations governing tobacco to electronic cigarettes.

Californians also will weigh another attempt to raise taxes on cigarettes and other tobacco products at the November ballot box. Proposition 56 would raise the per-pack tax on cigarettes by \$2 and raise taxes on other tobacco and vaping products.

The tobacco industry has launched ads against the measure and is expected to spend heavily to try to defeat it.

**Riverside Community College District**  
**OPEB Irrevocable Trust Activity - CalPERS CERBT**  
**For the Year Ended June 30, 2016**

Revenues		
Contributions	\$ 1,389,946	
Investment Earnings	69,252	
Total Revenues	<u>1,459,198</u>	<u>\$ 1,459,199</u>
Expenditures		
CERBT Administrative Expense	190	
Investment Expense	139	
Distributions for Retiree Health Insurance	1,100,000	
Total Expenditures	<u>1,100,329</u>	<u>1,100,329</u>
Revenues Over (Under) Expenditures		\$ 358,870
Beginning Fund Balance		<u>-</u>
Ending Fund Balance		<u><u>\$ 358,870</u></u>

**Riverside Community College District**  
OPEB Irrevocable Trust Activity - CalPERS CERBT  
For the Period Ended August 31, 2016

Revenues		
Contributions	\$ 2,320,000	
Investment Earnings	29,339	
Total Revenues	<u>                    </u>	\$ <u>2,349,339</u>
Expenditures		
CERBT Administrative Expense	163	
Investment Expense	119	
Distributions for Retiree Health Insurance	-	
Total Expenditures	<u>                    </u>	<u>281</u>
Revenues Over (Under) Expenditures		\$ 2,349,057
Beginning Fund Balance		<u>358,870</u>
Ending Fund Balance		<u><u>\$ 2,707,927</u></u>

# California Employers' Retiree Benefit Trust (CERBT) CERBT Strategy 2



July 31, 2016

## General Information

### Information Accessibility

The CERBT Strategy 2 portfolio consists of assets managed internally by CalPERS and/or external advisors. Since it is not a mutual fund, a prospectus is not available nor is information available from a newspaper source. This summary is designed to provide descriptive information. CalPERS provides a quarterly statement of the employer's account and other information about the CERBT. For total market value, detailed asset allocation, investment policy and current performance information, including performance to the most recent month-end, please visit our website at: [www.calpers.ca.gov](http://www.calpers.ca.gov).

### Portfolio Manager Information

The CalPERS Investment Committee and Board of Administration directs the investment strategy and investments of the CERBT. Under that direction, CalPERS Investment staff manages fixed income, treasury inflation-protected securities and commodities assets; and State Street Global Advisors (SSgA) manages the global equity and real estate investment trust assets.

### Custodian and Record Keeper

State Street Bank serves as custodian for the CERBT. Northeast Retirement Services serves as record keeper.

### Expenses

CERBT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. The larger the fee, the greater the reduction of investment return. Currently, CERBT expenses are 0.10% which consist of administrative expenses borne by CalPERS to administer and oversee the Trust assets, investment management and administrative fees paid to SSgA to manage the global equity and real estate trust assets, and recordkeeping fees paid to Northeast Retirement Services to administer individual employer accounts. The expenses described herein are reflected in the net asset value per share. CERBT's actual expenses may differ from the amount currently being accrued due to factors such as changes in average fund assets or market conditions. The expense accrual rate may change without notice in order to reflect changes in average portfolio assets or in expense amounts. The CalPERS Board annually reviews the operating expenses and changes may be made as appropriate. Even if the portfolio loses money during a period, the fee is still charged.

## What Employers Own

Each employer choosing CERBT Strategy 2 owns a percentage of this portfolio, which invests in pooled asset classes managed by CalPERS and/or external advisors. Employers do not have direct ownership of the securities in the portfolio.

## Price

The value of the portfolio changes daily, based upon the market value of the underlying securities. Just as prices of individual securities fluctuate, the portfolio's value also changes with market conditions.

## Principal Risks of the Portfolio

The CalPERS CERBT Fund provides California government employers with a trust through which they may prefund retiree medical costs and other post-employment benefits. CERBT is not, however, a defined benefit plan. There is no guarantee that the portfolio will achieve its investment objectives nor provide sufficient funding to meet these employer obligations. Further, CalPERS will not make up the difference between actual health care premiums for payment of future benefits provided to retirees should CERBT assets not be sufficient to cover future obligations.

An investment in the portfolio is not a bank deposit, and it is not insured nor guaranteed by the Federal Deposit Insurance Corporation (FDIC), CalPERS, the State of California or any other government agency.

There are risks associated with investing, including possible loss of principal. The portfolio's risk depends in part on the portfolio's asset class allocations and the selection, weighting and risks of the underlying investments. For more information about investment risks, please see the document entitled "CERBT Principal Investment Risks" located at [www.calpers.ca.gov](http://www.calpers.ca.gov).

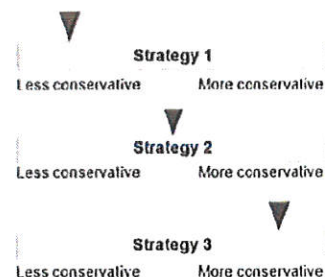
## Fund Performance

Performance data shown on page 1 represents past performance and is no guarantee of future results. The investment return and principal value of an investment will fluctuate so that an employer's units, when redeemed, may be worth more or less than their original cost. Current performance may be higher or lower than historical performance data shown. For current performance information, please visit [www.calpers.ca.gov](http://www.calpers.ca.gov) and follow the links to California Employer Retirees' Benefit Trust.

## CERBT Strategy Risk Levels

CalPERS offers employers the choice of one of three investment strategies. Risk levels among strategies vary, depending upon the target asset class allocations. Generally, equities carry more risk than fixed income securities.

Asset Class Target Allocations	Strategy 1	Strategy 2	Strategy 3
Global Equity	57%	40%	24%
Fixed Income	27%	39%	39%
Treasury Inflation-Protected Securities	5%	10%	26%
Real Estate Investment Trusts	8%	8%	8%
Commodities	3%	3%	3%





# California Employers' Retiree Benefit Trust (CERBT) CERBT Strategy 2



July 31, 2016

## Objective

The objective of the CERBT Strategy 2 portfolio is to seek returns that reflect the broad investment performance of the financial markets through capital appreciation and investment income. There is no guarantee that the portfolio will achieve its investment objective.

## Strategy

The CERBT Strategy 2 portfolio is invested in various asset classes in percentages approved by the CalPERS Board. The specific percentages of portfolio assets allocated to each asset class are shown under "Composition". Generally, equities are intended to help build the value of the employer's portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assume more risk) compared with strategies invested in a higher percentage of bonds.

Compared with CERBT Strategy 1 and Strategy 3, this portfolio consists of a moderate allocation of equities, bonds, and other assets. Historically, equities have displayed greater price volatility and therefore, this portfolio may experience comparatively less fluctuation of value compared to CERBT Strategy 1 but more fluctuation of value compared to CERBT Strategy 3. Employers that seek a moderate approach to investing may wish to consider this portfolio.

CalPERS Board may change the list of approved asset classes, in composition as well as targeted allocation percentages and ranges at any time.

## Assets Under Management

As of the specified reporting month-end, the aggregate total of assets under management for all CERBT Strategies was **\$5,410,376,968**.

## Composition

### Asset Class Allocations and Benchmarks

The CERBT Strategy 2 portfolio consists of the following asset classes and corresponding benchmarks:

Asset Class	Target Allocation <sup>1</sup>	Target Range	Benchmark
Global Equity	40%	± 2%	MSCI All Country World Index IMI (net)
Fixed Income	39%	± 2%	Barclays Capital Long Liability Index
Treasury Inflation-Protected Securities ("TIPS")	10%	± 2%	Barclays Capital Global: US TIPS Index
Real Estate Investment Trusts ("REITs")	8%	± 2%	FTSE EPRA/NAREIT Developed Liquid Index (net)
Commodities	3%	± 2%	S&P GSCI Total Return Index

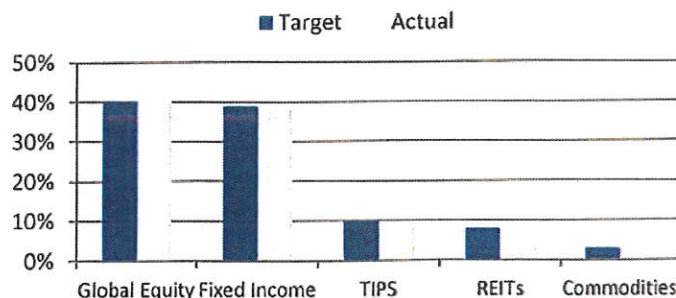
<sup>1</sup> Allocations approved by the Board at the October 2014 Investment Committee meeting

## Portfolio Benchmark

The CERBT Strategy 2 benchmark is a composite of underlying asset class market indices, each assigned the target weight for the asset class it represents.

## Target vs. Actual Asset Class Allocations

The following chart shows policy target allocations compared with actual asset allocations as of the specified reporting month-end. CalPERS may overweight or underweight an allocation to a particular asset class based on market, economic, or CalPERS policy considerations.



## CERBT Strategy 2 Performance as of July 31, 2016

	1 Month	3 Months	Fiscal YTD	1 Year	3 Years*	5 Years*	Since Inception* (October 1, 2011)
Gross Return <sup>1,3</sup>	2.52%	4.12%	2.52%	4.93%	5.76%	-	8.25%
Net Return <sup>2,3</sup>	2.51%	4.10%	2.51%	4.84%	5.65%	-	8.12%
Benchmark returns	2.49%	4.00%	2.49%	4.66%	5.42%	-	8.02%

Performance quoted represents past performance, which is no guarantee of future results that may be achieved by the fund.

\*Returns for periods greater than one year are annualized.

<sup>1</sup> Gross performance figures are provided net of SSGA operating expenses.

<sup>2</sup> Net Performance figures deduct all expenses to the fund, including investment management, administrative and recordkeeping fees

<sup>3</sup> See the Expense section of this document.

Statement of Transaction Detail for the Quarter Ending 06/30/2016  
 Riverside Community College District  
 Entity #: SKB7-1832356320-001



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
04/19/2016	Contribution	\$58,283.36	\$13.956507	4,176.071	WIRE 2016041500349 904	
05/11/2016	Contribution	\$31,244.02	\$13.887454	2,249.802	WIRE 2016050900300 542	
06/07/2016	Contribution	\$32,037.33	\$14.125548	2,268.042	WIRE 2016060700267 647	
06/22/2016	Contribution	\$31,381.70	\$14.047956	2,233.898	WIRE 2016062100287 927	
06/22/2016	Distribution	(\$1,100,000.00)	\$14.047956	(78,303.207)		

Client Contact:  
 CERBT4U@CalPERS.ca.gov

If you have any questions or comments regarding the new statement format please contact CERBT4U@CalPERS.ca.gov



**Market Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$1,274,369.02	\$0.00
Contribution	152,946.41	1,389,946.41
Distribution	(1,100,000.00)	(1,100,000.00)
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	31,822.07	69,252.36
Admin Expense	(154.39)	(189.78)
Investment Expense	(112.92)	(138.80)
Other	0.00	0.00
Ending Balance	\$358,870.19	\$358,870.19
YTD Accrual	0.00	0.00
Grand Total	\$358,870.19	\$358,870.19

**Unit Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Units	92,774.640	0.000
Unit Purchases from Contributions	10,927.813	103,702.453
Unit Sales for Withdrawals	(78,303.207)	(78,303.207)
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	25,399.246	25,399.246
Period Beginning Unit Value	13,736,178	
Period Ending Unit Value	14,129,166	14,129,166

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov

**Norco College**  
**Business & Facilities Planning Council**  
**COMMITTEE MEMBERS**

*As of 9/27/16*

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	

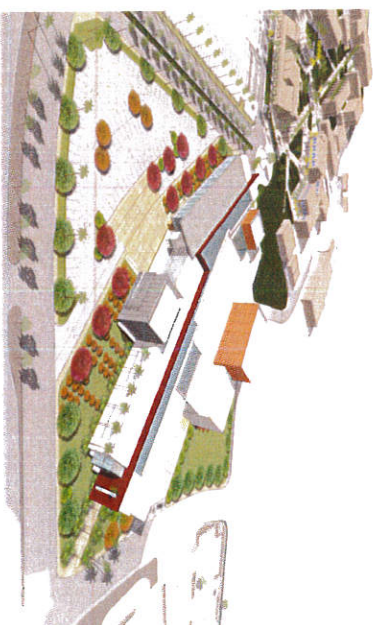
Administrators:     **10**  
Faculty:               **3**  
Staff:                  **5**  
Students:             **1**

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.

