

**Norco College**  
**Business and Facilities Planning Council**  
Tuesday, December 13, 2016  
8:30 a.m. – 10:00 a.m.  
ST107

**DRAFT**

**MINUTES**

*Present: Beth Gomez, Jim Thomas, Damon Nance, Diane Dieckmeyer, Mark DeAsis, Steve Monsanto, Jim McMahon, Eloy Bueno, Andy Aldasoro, Jan Muto, Ana Molina, Ricardo Aguilera, Sgt Richard Henry, Phu Tran, Monica Green*

- I. Call to order at – 8:38am
- II. Approval of minutes
  - Motion to approve November 8, 2016 meeting minutes by Jim Thomas
  - Seconded by Shirley McGraw
  - Abstentions - 2
  - Motion Carried
- III. Action Item
  - a. Technology Committee Program Review Recommendations (Handout)
    - Motion to approve list by Jim Thomas
    - Seconded by Jan Muto
    - Discussion – Shirley McGraw clarified the technology “refresh” request placement (replacement of 1/3 of all computers on campus at a time)  
We are currently on phase 2 of the replacement process.
    - Discussion item about Lynda.com: The committee asked Damon Nance for a future presentation on usage, cost, etc. Note: State Chancellor’s office has made Lynda.com is free to faculty/staff, but we pay for student use.
    - Abstentions - 0
    - Motion Carried
- IV. Information Items
  - a. New Business – Beth Gomez
    - i. Statewide Budget Proposal 2017-18
      - Chancellor’s office asking for \$800 million (\$550 million is specifically listed for high priority)
      - Mid-January will be the Governor’s initial proposal presentation.
      - The May revise will be submitted for a June approval target.

ii. Concur Travel (PowerPoint presentation)

- Statewide travel system opened up to Government agencies
- Single platform system, booking online, review/approve online, Norco College credit card option, faster reimbursements, etc.
- Reduces our current travel time process (automated approval, flexibility, mobile access, etc.)
- Mobile photo upload options (parking, meal receipts, etc.)
- Ability to delegate roles, control reporting, receive discounts and special perks like standing in the Enterprise Car Rental “government employees” line, unused tickets can be reused by other travelers, etc.
- The credit card used will be the “Ghost Card” and has an option to be assigned to individual users.
- Implementation Team will be working towards a July 1<sup>st</sup> start date. During the next 6 months they will be building approval trees, user lists, etc.
- Outside registration fees can be cheaper and may need to be purchased outside this particular system (One option may be to have a Norco College credit card to be used for this purpose)

iii. FTES

- Diane Dieckmeyer reported that for our Winter semester, we added 50 FTES. Our target was 550 and we are currently at 605, exceeding the goal. For Spring, we have added 30 FTES. Norco continues to be cautious to be sure not to overspend.
- The District is down overall, but Norco is doing great!

iv. Five Year Plan – Scheduled Maintenance (handout)

- Steve Monsanto discussed the current schedule plan
- We try to follow trends with the facilities master plan, which allows us to adjust or change the plan as needed.
- Our current scheduled maintenance plan goes through the year 2022.
- Building name matches the States fusion program (listed on our campus maps)
- Norco will expand on this plan to be prepared for the potential of a future bond proposal

v. Prop 39 Update

- The State provides us money to do certain upgrades or replacements that yield energy savings.

- We are finishing up year 3, looking at year 4 (5 year plan)
  - Year 1 - Exterior campus light upgrade to LED (included parking lots)
  - Year 2 – Interior building lighting upgrade to LED
  - Year 3 – Third Street lighting upgrade to LED. We also updated the bookstore building air conditioning to a more energy efficient system.
  - Year 4 plan is the CACT building air conditioning system upgrade as well as the IT building.
  - Year 5 plan is still pending (So Cal Edison)
  - In the future, we continue look at both solar or wind technology options.
- vi. Fuel Cell Update (Handout)
  - Steve Monsanto reported on savings over the past few years.
  - Consultants continue to assess how we can identify more savings.
  - Initial cost of the Fuel Cell came out of the Measure C funding.
- vii. Workgroup for Prioritization
  - A decision has been made for each Council to prioritize each of their own Program Reviews.
  - ISPC will continue to discuss how to improve the process and make sure the workload will remains equitable.
  - Discussion on what ideas the BFPC members have:
    - Some may find it's uncomfortable to voice your opinion or disagreements in front of other administrators, faculty, etc.
    - BFPC is college-wide, whereas Academic focuses solely on the Instruction side and Student Services focuses solely on the SSV side.
    - If the 3 VP's and President ultimately review all three finalized lists when making the decisions...why would they be needed to participate at the initial ranking level?
    - One idea is to have a smaller workgroup ranks the initial Business Services program review list, then bring their recommendations forward to BFPC for approval, then submit to ISPC.
    - Once the structure is finalized, the proposal will be brought back to BFPC for voting at a future meeting.
    - The measurement rubric will also be reviewed/updated/changed in the near future.

viii. Formal approval of BFPC membership

- New structure approved by ISPC on November 18, 2016
- 2 new faculty members will be identified and added to committee
- 10 Administrators (3 from Bus Svcs, 2 from SSV, 2 AA, and 3VPs), 5 Faculty, 5 Staff, 1 Student Representative.

ix. Car Charging Station(s)

- This topic is tabled to next meeting

x. Continued discussion on smoke-free campus topic

- Committee discussed if or how to move forward
  - The idea of keeping the area as a “social” gathering place would remain even if we ultimately remove smoking from the college
  - The state has not approved the ban, so Norco does not realistically have to take immediate action, but can plan a cessation campaign for the future.
  - If the government brings the ban forward again, this committee will address the topic then.
  - Look at updating standard signage in these areas, etc.

b. Standing Items – Beth Gomez

i. Facilities Master Plan Update

- Prop 51 passed! The MAC needed a bond when this measure passed, but the Governor Brown may not issue the bonds. The MAC is scheduled for Year 2 of the bond issuance, so we will have to see what happens with the Year 1 bonds.
- Beth is attending a budget update in January and will report at February BFPC meeting.

ii. Norco College Marquee Sign Placement Update

- Norco continues to meet with City of Norco and RCCD.
- It was discovered that Norco College does own Third Street (to Hamner), but the city does have easements on file.
- We are currently looking for sign placement at the southwest corner of Third/Hamner.
- Question was raised why we cannot have a 2<sup>nd</sup> entrance, since we “own” Third? The street was “deeded” when the College was purchased. Are the businesses contributing to our owning Third Street? The city has an easement that allows them to utilize the street and maintain it.

- There doesn't seem to be a viable solution that the City of Norco is willing to undertake in the near future
- Has this topic gone to the Norco City Council meetings? Not to our knowledge, but it may be addressed in the future as Norco College's enrollment cannot grow past 15,000 without a secondary entrance/exit.
- Idea – remove center median to create another lane?
- Idea – stop having the Police guiding people through?
- This topic can be addressed at Safety Committee

c. Remaining 2016/17 Meeting dates:

*(Timeframe 8:30am-10:00am in ST107)*

Tuesday, February 14

Tuesday, March 14

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

Tuesday, ~~May 9~~ May 16 *(Note: This meeting moved back 1 week due to the Budget Development calendar)*

V. Good of the Order

- Committee reminded to fill out the planning council survey (BFPC)

VI. Adjournment – 10:07am

**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.

2016 Norco College Annual Admin Program Review Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/ Non- No.#	Total Cost	Total Points	Recommendation (High/Medium/L)	Reviewer Comments	Recommendation Action
Instructional Support Services	Streaming System Replacement (Library)	Current streaming system is at end of life. Streaming is used to broadcast events and trainings held in CSS217. A new streaming system with mobile capabilities could be used to highlight events like graduation, concerts, etc throughout the college and stream on YouTube.	1	\$25,000.00	80	High	Upgrade to newer technology. Current technology outdated and no longer supported. If not updated, may no longer be able to use per IMC. Recommend non-proprietary equipment be purchased for use with youtube/facebook live streaming options	
Instructional Support Services	Library Student Computers	These library student computers are past their expected life cycle and beginning to fail regularly.	N	20 \$25,000.00	85	High	Item would be very helpful for students. In the 2015 and 2016 Technology Survey, over 30% of students accessed computers in the library and stated need for more computers.	
Instructional Support Services	Library Laptops for Student Checkout.	Technology Committee has recommended laptops be purchased for the Library to add to student computer access and flexibility of location for studying.	N	10 \$8,500.00	67	Medium	Great idea. Students stated in 2016 Technology Survey the need for charging stations on campus.	
Instructional Support Services	Library Portable Electronic Device Charging Station.	To provide charging for electronic devices while students are utilizing the library contributing to student safety and success.	N	1 \$1,500.00	67	Medium	Computer is 8 years old and is part of the oldest computers on campus. Part of the Refresh Plan in the Technology Strategic Plan, Group 1	
Instructional Support Services	Dell Custom Workstation Editing Computer (Library)	Computer purchased in 2008 and is part of 25% oldest computers on campus. Computer is slow and software upgrades require a newer computer in order to process video. Computer is out of warranty and cannot be repaired. Dual monitors, service contract for parts & repairs are included.	N	1 \$19,000.00	82	High	Three Computers are 5/6 years old and part of Group 2, Six computers are 4 years old and part of Group 3 of the Refresh Plan.	
Instructional Support Services	College Resource Center Computers (Grant & Student Equity)	The computers in the CRC used by faculty are aging and often shut down on their own. The computer used by the SCT Technicians and the Scantron computers are also failing.	N	9 \$12,000.00	75	Medium		
Instructional Support Services	College Resource Center Laser Printer (Grant & Student Equity)	The printer that supports the computers used by faculty in the CRC is old and malfunctions. A new printer would better support faculty needs.	N	1 \$1,000.00	69	Medium		

Instructional Support Services	Self-Serve Copier for IT 200 (Grants & Student Equity)	The self-serve copier in IT 200 is past its expected life cycle and constantly malfunctions. A new copier and a 5-year service agreement is needed to better support instructional needs of full-time faculty located in and near IT 200.	N	1	\$32580.00	58	Low	3291 students use Lynda.com. Great resource for students. Subscription is LyndaCampus for students. Staff accounts are free. Current subscription ends on 6/30/17.
Instructional Support Services	Lynda.com Technology Training Database Subscription Renewal	Current subscription will expire on June 30, 2017. Provides technology training to faculty, staff and students addressing goals 1 and 4 of the Norco College Technology Strategic Plan.	I	1	\$25,000.00	80	High	Part of the Refresh Plan in the Technology Strategic Plan, Group 2. Computers in this grouping are as old as 6 years.
Technology Support Services	Technology Recommendation Office Equipment Refresh	Group 2 in the Replacement Refresh Plan of 77 office computers as well as monitors; Part of the Technology Strategic Plan	N	1	\$109,000.00	80	High	Part of the Refresh Plan in the Technology Strategic Plan, first group for labs. IT121 is 4 years past its efficiency date per Micro and IT125 lab computers no longer meet the needs of the Gaming Lab
Technology Support Services	Technology Recommendation Lab Refresh	Replace 108 computers as part of the Replacement Refresh Plan in the computer labs IT 121, CACT, and IT 125. This is Group 1.	I	1	\$162,000.00	80	High	The IMC Department will design and prepare a quote for this request. Request states new but it is a replacement of current equipment.
Technology Support Services	Library Classrooms AV Systems Upgrade (108, 109, 110, 121)	The classrooms AV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AV system is currently out of warranty and repair costs will increase.	I	4	\$80000.00	71	Medium	The IMC Department will design and prepare a quote for this request. Request states new but it is a replacement of current equipment.
Technology Support Services	Theater 101 Classroom AV System Upgrade	The classrooms AV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AV system is currently out of warranty and repair costs will increase.	I	1	\$50000.00	72	Medium	The IMC Department will design and prepare a quote for this request. Request states new but it is a replacement of current equipment.
Technology Support Services	WEQ2 Classroom AV System Upgrade	The classrooms AV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AV system is currently out of warranty and repair costs will increase.	I	1	\$15000.00	68	Medium	

Technology Support Services	CSS217 Projection System Upgrade	The classrooms AVV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AVV system is currently out of warranty and repair costs will increase.	N	1	\$25,000.00	63	Medium	The IMC Department will design and prepare a quote for this request. Request states new but it is a replacement of current equipment.	
Technology Support Services	IT101 and IT117 AVV Cabling Infrastructure Upgrade	The classrooms AVV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AVV system is currently out of warranty and repair costs will increase.		2	\$15000.00	68	Medium	The IMC Department will design and prepare a quote for this request. Request states new but it is a replacement of current equipment.	
Technology Support Services	Conference Room Video Conferencing System Upgrade	The conference rooms AVV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AVV system is currently out of warranty and repair costs will increase.	N	5	\$85000.00	60	Medium	The IMC Department will design and prepare a quote for this request. Request states new but it is a replacement of current equipment.	
Technology Support Services	Conference Rooms AVV System Upgrade/Update including Christie Brno System	The conference rooms AVV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AVV system is currently out of warranty and repair costs will increase.	N	4	\$60,000.00	60	Medium		
Technology Support Services	CSS Video Wall AVV Technology Upgrade	The AVV System is approaching its end of life cycle. Cabling infrastructure and equipment needs to be updated to accommodate high definition devices and resolution. Also, the AVV system is currently out of warranty and repair costs will increase.	N	1	\$75,000.00	62	Medium	The IMC Department will design and prepare a quote for this request. Request states new but it is a replacement of current equipment.	

## NORCO FACILITIES 5 YEAR SCHEDULED MAINTENANCE PLAN

Year of Funding	State Category	District Category	Work Description	Building Name	Age of Bldg.	Cost Estimate
2017-2018	Other	Ops/infrastructure	Turf Removal and Replacement with Drought Tolerant Planting Material	Campus Wide		\$ 50,000.00
2017-2018	Roof	Flood protection	Tile roof replacement Phase 3	G	19	\$ 400,000.00
2017-2018	Mechanical	Operational Systems	Replacement of AC/ Chillers F2/Water Cooling System Phase I	F2		\$ 400,000.00
2017-2019	Mechanical	Operational Systems	Elevator Upgrades	A	25	\$ 80,000.00
2018-2019	Mechanical	Ops/infrastructure	Infrastructure HVAC Phase 2/ Water Pipes	Campus wide		\$ 400,000.00
2018-2019	Other	Ops/infrastructure	Interior Painting of classrooms	N	20	\$ 30,000.00
2018-2019	Roof	Flood protection	Tile roof replacement Phase 2	N	23	\$ 250,000.00
2018-2019	Mechanical	Operational Systems	Replacement AC/ Chillers F2	F2		\$ 400,000.00
2018-2019	Other	Ops/infrastructure	Repipe water lines Phase 1	Campus wide		\$ 200,000.00
2018-2019	Mechanical	Operational Systems	Elevator Upgrades	N	21	\$ 80,000.00
2018-2019	Mechanical	Operational Systems	Infrastructure HVAC 4 pipe system replacement Phase I	Campus wide		\$ 400,000.00
2019-2020	Other	Ops/infrastructure	Automation of Irrigation System	Campus Wide		\$ 65,000.00
2019-2020	Other	Ops/infrastructure	Irrigation/Plumbing System Upgrade/ Elevator Upgrades	Campus wide		\$ 400,000.00
2019-2020	Mechanical	Operational Systems	Elevator Upgrades	C	25	\$ 80,000.00
2019-2020	Other	Operational Systems	Fire life safety replacement of alarm panels	A,B,G,N,S		\$ 150,000.00
2019-2020	Other	Ops/infrastructure	Repipe water lines Phase 2	Campus wide		\$ 200,000.00
2020/2021	Other	Ops/infrastructure	Automation of Irrigation System	Campus Wide		\$ 100,000.00
2020/2021	Mechanical	Operational Systems	Generator Upgrades including new transformers switches			\$ 65,000.00
2020/2021	Other	Ops/infrastructure	Carpet Replacement in ATEC classrooms	N	20	\$ 30,000.00
2020/2021	Other	Infrastructure	Interior Painting of Library	G	20	\$ 75,000.00
2020/2021	Other	Ops/infrastructure	Domestic water piping replacement	Campus wide		\$ 250,000.00
2021/2022	Exterior	uncertain	Exterior Painting Campus Wide	Campus wide		\$ 220,000.00
2021/2022	Other	Ops/infrastructure	Interior Painting of classrooms	B,C,D,G,N		\$ 225,000.00
2021/2022	Other	Ops/infrastructure	Exterior Painting of buildings	B,C,D,G,N		\$ 200,000.00
2021/2022	Exterior	Infrastructure	Exterior Painting buildings A,B,C,D,E	A,B,C,D,E		\$ 180,000.00
2021/2022	Mechanical	Operational Systems	Elevator Upgrades	G	21	\$ 85,000.00
<b>Total</b>						<b>\$ 5,015,000.00</b>

Month	Edison Electric	Fuel Cell Electric	Total Electric	Edison Cost	Projected Edison Cost	Electrical Savings
Jul-13	376,896		376,896	\$88,032.67	\$88,032.67	\$0.00
Aug-13	409,675		409,675	\$102,745.51	\$102,745.51	\$0.00
Sep-13	436,078		436,078	\$109,196.37	\$109,196.37	\$0.00
Oct-13	345,084		345,084	\$45,968.77	\$45,968.77	\$0.00
Nov-13	327,059		327,059	\$41,176.17	\$41,176.17	\$0.00
Dec-13	288,130		288,130	\$30,948.41	\$30,948.41	\$0.00
Jan-14	290,205		290,205	\$35,612.95	\$35,612.95	\$0.00
Feb-14	294,060		294,060	\$36,387.15	\$36,387.15	\$0.00
Mar-14	314,466		314,466	\$38,861.21	\$38,861.21	\$0.00
Apr-14	371,818		371,818	\$44,850.77	\$44,850.77	\$0.00
May-14	366,194		366,194	\$57,802.61	\$57,802.61	\$0.00
Jun-14	373,110		373,110	\$95,714.67	\$95,714.67	\$0.00
Jul-14	417,094		417,094	\$103,476.09	\$103,476.09	\$0.00
Aug-14	408,058		408,058	\$105,273.75	\$105,273.75	\$0.00
Sep-14	471,924		471,924	\$119,894.43	\$119,894.43	\$0.00
Oct-14	438,602		438,602	\$55,700.10	\$55,700.10	\$0.00
Nov-14	368,974		368,974	\$47,650.05	\$47,650.05	\$0.00
Dec-14	196,290		196,290	\$30,604.99	\$30,604.99	\$0.00
Jan-15	195,382		195,382	\$60,654.14	\$60,654.14	\$0.00
Feb-15	94,678	213,514	308,192	\$23,544.78	\$76,642.02	\$53,097.24
Mar-15	100,390	297,596	397,986	\$19,834.97	\$78,633.73	\$58,798.76
Apr-15	84,366	287,998	372,364	\$22,789.73	\$100,586.43	\$77,796.70
May-15	101,640	294,113	395,753	\$30,350.05	\$118,173.19	\$87,823.14
Jun-15	139,564	237,758	377,322	\$53,339.89	\$144,208.49	\$90,868.60
Jul-15	184,532	282,144	466,676	\$75,771.84	\$191,624.75	\$115,852.91
Aug-15	213,644	189,856	403,500	\$84,880.85	\$160,310.72	\$75,429.87
Sep-15	240,016	256,910	496,926	\$96,353.17	\$199,488.35	\$103,135.18
Oct-15	143,366	279,243	422,609	\$28,545.16	\$84,144.37	\$55,599.21
Nov-15	60,658	269,630	330,288	\$19,716.21	\$107,356.45	\$87,640.24
Dec-15	17,688	295,593	313,281	\$7,677.20	\$135,974.72	\$128,297.52
Jan-16	18,676	297,346	316,022	\$9,695.16	\$164,054.61	\$154,359.45

Feb-16	71,048	278,355	349,403	\$17,697.30	\$87,032.57	\$69,335.27
Mar-16	68,330	283,630	351,960	\$17,635.16	\$90,836.69	\$73,201.53
Apr-16	78,046	269,556	347,602	\$22,775.24	\$101,436.58	\$78,661.34
May-16	89,200	297,731	386,931	\$28,622.39	\$124,157.96	\$95,535.57
Jun-16	281,160	143,771	424,931	\$80,657.99	\$121,902.41	\$41,244.42
2013-2014	4,192,775	-	4,192,775	\$727,297.26	\$727,297.26	\$0.00
2014-2015	3,016,962	1,330,979	4,347,941	\$673,112.97	\$1,041,497.42	\$368,384.45
2015-2016	1,466,364	3,143,765	4,610,129	\$490,027.67	\$1,568,320.16	\$1,078,292.49
2015-2016 change	-65.0%		10.0%	-32.6%	115.6%	

<b>2016/2017 BFPC Committee</b>	
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*

**Nov 8, 2016 - BFPC Approved**

**Nov 16, 2016 - ISPC Approved**

# Norco College

Business & Facilities Planning Council Meeting  
Tuesday, December 13, 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	Colleen Kohler
Guest (Please print name) Ana Molina	Guest (Please print name)
Guest (Please print name) Jim McManer	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)