

Minutes
Business & Facilities Planning Council
December 12, 2017
ST 107 (11:15—12:45pm)

In attendance: Ricardo Aguilera, Andy Aldasoro, Kimberly Bell, Patty Sanchez, Sam Lee, Ashley Etchison, Jim McMahon, Dan Lambros, Jan Muto, Jim Reeves, Jim Thomas, Phu Tran, Eduardo Medina-Romero
Guests: Justin Czerniak, Jim Beckham

Approval of Minutes:

November 14, 2017 meeting minutes

Motion to approve: Jim Reeves

Seconded by: Jan Muto

Abstentions: None

I. Action Items

None

II. Information Items

A. Prioritization Follow-up (Jim Reeves)
Attachment from COTW revised memo, computer tech should read permanent increase to full time. Is there a conversation regarding space when new managers & faculty are hired taking place at Presidents Cabinet? Yes.

New Business

B. Staff & Faculty Parking Spaces (Andy Aldasoro, Sgt. Richard Henry)
No model currently in place at District level, it is left up to each college to assess the need of parking spaces for staff. Parking committee is sending a recommendation to remove all Deans and below parking spots to each college President. This initiative is being supported by all faculty & staff on parking committee. Sgt Henry has provided an inventory for all parking spaces for Norco that will need to be updated when this recommendation is made to Dr. Reece. What is Norco's Capacity Model as we grow? When CSS was re-striped about 3 rows of staff spots were replaced by spaces for Deans and 2 rows (20 spots) of parking spaces.

Standing Items

A. Facilities Update (Jim McMahon)
Attachment provided
-Road Repair: 3rd bid received today
-Shade Structure: initiative being carried by Dream Team workgroup
-Marquee Sign: special projects update

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.

-Facilities Master Plan, Prop 39: year four projects currently under way

B. Space Utilization Process Review (Justin Czerniak)

Attachment provided. Request to bring back process map with feedback from initial proposal and how this intertwines with the current program review space requests.

C. Technology Report, IMC Update (Dan Lambros)

Attachment included.

Technology Quick Fix implemented by Mike Angeles & Ricardo Aguilera will be in CRC during college hour to provide support for district equipment technology requests.

Beginning January 4th 2018.

D. Special Projects (Jim Reeves)

Attachment included.

III. Good of the Order

Discussions have begun around the idea of starting a portable village on Wendy Way near the bookstore to house all the student groups close to faculty offices for those closely involved to these groups. First get together meeting taking place tomorrow for faculty.

Remaining 2017/18 Meeting dates:

Tuesday February 20

Tuesday March 13

Tuesday April 3 *(Note: This meeting moved up 1 week due to Spring Break)*

Tuesday May 8

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Update



To: Committee of the Whole
Date: December 7, 2017
From: ISPC Co-Chairs
Subject: Personnel and Equipment Prioritization

1.0 Decision-Making Process

- Program Review
- BFPC, SSPC, AAPC, Academic Senate
- ISPC
- Budget Clarifications from District/State
- VPs, President and Chancellor*

2.0 Funding Sources for 2018-19 Hires

- \$161,700 for new staff or management from GF
- 3 new faculty positions according to FON from GF
- ~\$600,000 one-time from distribution of reserves
- \$874,300 Guided Pathways over 5 years. This may be used for hiring
- ~\$490,000 Strong Workforce funding over 3 years
- ~\$100,000 for 1 year CCPT/CREST grant
- Creative use of other GF budget lines

3.0 New Classified Hires for 2018-19

- FT Grounds Person (GF)
- PT Music Lab Tech* (GF budget augmentation from another source)
- Lab Tech for Engineering (CCPT)
- Vets Outreach (Reserve One Time)
- Ed Advisor (Reserve One Time)
- Ed Advisor (Guided Pathways)
- PT Employment Placement Coordinator* (Strong Workforce)
- Computer Tech (GF)
- Financial Services Clerk Increased Hours (GF)

4.0 New Tenure Track Faculty Hires for 2018-19

- Drafting—failed search in 2017-18 (GF)
- Engineering—failed search in 2017-18 (GF)

- Accounting (GF)
- Electrician (GF)
- Biology/A&P (GF)

5.0 New Managers for 2018-19

- New Director of Career Center (Strong Workforce)
- Assistant Dean to Dean Differential (Holding Account GF)
- New Director Next Phase (Reserve One Time)
- New Director Vets (Reserve One Time)

6.0 Interim to Permanent Hires for 2018-19

- VPAA (GF)
- VPBS (GF)
- Instructional Dean (GF)
- Dean of Student Services (GF)

7.0 Equipment (All 15 from Prioritization List)

- Hazardous Waste Disposal (\$6,000)
- Surveillance Cameras in A&A (\$50,000)
- Library 108 Classroom Updates (\$8,000)
- Microphone and Recording Equipment (\$4,500)
- Acoustic Treatment in the Theater (\$7,500)
- Hot Grab & Go Fixture in Corral (\$5,000)
- Golf Cart for Recycling (\$9,000)
- Mini Dump Truck (\$30,000)
- Walk-Behind Mowers (\$3,000)
- Vacuum Cleaners (\$5,000)
- I-Stat Analyzer (\$9,940)
- Instruments, etc. (\$7,500)
- Digital GIS for Anthropology (\$9,940)
- Office Chairs for Admissions (\$2,250)
- Office Chairs for Student Life (\$3,000)

8.0 Moving Forward

- Strong Workforce may provide additional funding for next year
- Grants are pending and in development
- Fundraising is pending and in development
- May revise and other budget alterations may add or subtract funding
- Retirements may be announced later in the year
- Move fast! It is important that we get our announcements out early.

*Corrected 12/7/17 4:38PM

From: nor-all On Behalf Of Reeves, James

Sent: Monday, December 4, 2017 2:25 PM

To: nor-all <nor-all@lists.rcc.edu>

Subject: [NOR-ALL] Norco College Technology Quick Fix Program

Hello Norco College Community,

Your Technology Support Services (TSS) Team is pleased to announce a new trial program in response to faculty and staff technology needs.

Beginning on January 4, 2018 and every first Thursday of the Month during the spring semester, the TSS Team will be available at

The College Resource Center (CRC) during the College Hour (12:50 p.m. to 1:50 p.m.) to provide on-site quick fix support for your College provided Laptops, Tablets, Surface Pro's and iPads.

We anticipate that this Quick Fix program will help expedite the routine technology questions we often face without the wait for a Help Desk response. If we can't help you during these times we'll gladly assist you to submit a Help-Desk request.

For more information about the Quick Fix program please see the flyer below. See you in January!

Jim Reeves
Interim Vice President
Business Services

Norco College Technology Quick Fix
Every 1st Thursday of the month @ CRC

If you need help with your laptop, tablet, Surface Pro or just a technology related questions, stop by @ the CRC during College Hour (12:50-1:50pm) Every 1st Thursday of the month, TSS Team will be available to provide on-site support for all your technology related needs.

Starting: January 4 2018

Staff & Faculty
Laptop
Tablet
Surface Pro
iPad
Technology Q's

On-site Tech

*Fix in 10 mins

*If issue cannot be fixed on-site, user will be advised to submit a Work Order to Helpdesk
*Only for District or Norco College issued equipment. RCCD Asset tag required.