

**Minutes**  
**Business & Facilities Planning Council**  
**April 17, 2018**  
**ST 107 (11:15—12:45pm)**

In attendance: Ricardo Aguilera, Andy Aldasoro, Travonne Bell, Mark DeAsis, Sam Lee, Javier Sierra, Dan Lambros (Chair), Jim Reeves (Chair), Jim Thomas, Phu Tran (Chair) Guests: Alice Montemayor, Justin Czerniak, Patty Sanchez, Tricia Hodawanus

**Call to Order 11:21am**

**Approval of Minutes: Electronic Vote**

Approval of Minutes for March 13, 2018

Motion to approve: Andy Aldasoro

Seconded: Travonne Bell

Abstentions: Ashley Etchison, Tenisha James

In favor: Sam Lee, Richard Henry, Mark DeAsis, Tenisha James, Phu Tran, Misty Griffin, Ashley Etchison, Ricardo Aguilera, Kimberly Bell, Travonne Bell, Andy Aldasoro, Jim Thomas, Monica Green.

**I. Action Items Tabled**

A. Institutional Reorganization & Advancement

Discussion: Looking to prioritize all vacancies by what's funded and what we'd like to see sooner than later and what will likely be a lower priority.

**Changes to Student Services:**

- moving cashiering to Business Services
- Financial Services moving to Enrollment Services
- College reception to move from Dean of Instruction office to Enrollment Services.
- EOPS & Care will move to Dr. Ocegüera
- Umoja would move to Dr. James.

**Changes to Business Services:**

Safety has three directions, recommending that this person becomes a direct report to the VP of Business Services.

- With the retirement of Shirley McGraw, there is a management vacancy. Instead of recruiting for that position we need to upgrade the mgmt. presence to a technology and finance manager to cover the adding the cashier office in addition to meeting the needs of IMC and Tech Support.

Recommendation: District has a Business Services Director currently, this position would have less challenges to fill as a Technology and Finance Director.

-Looking at ways to remove the responsibility from Alice (A&R) role to be absorbed exclusively by the A&R department.

-Alice is a Student Specialist located in the cashier office, not a cashier employee.

Recommended: Making the Bookstore a hardline on Org Chart.

-Add administrative assistant II for the new director

### **Changes to Strategic Development:**

Discussion: Strong Workforce may seem like it doesn't belong, the goal is to balance many funding streams, at this time many initiatives are funded through Strong Workforce.

We'd like to grow Apprenticeships through the Strategic Development division.

Questions: Confusion on the org chart draft of this division, what's vacant and what is being moved?

If Kevin is able to accomplish the goals of this area as dean then why would we have a goal of this role permanently being a VP?

Is video support being lost with Ruth's transition to marketing as it appears on this iteration of the org chart?

Correction: VP's admin should be a four not a three.

Observations: The Grants Administration box, not all grants admins are through CTE programs. Some of their duties are specific to their grants.

Similar logic as organizing the Outreach staff. They would stay under their current role and supervision. The goal is to eventually streamline as practically as possible.

Question: Classified Senate is meeting on May 7<sup>th</sup> to vote on this as well will their recommendations be made to this group?

**Recommendation: Move the vote of this re-org to the last meeting of BFPC**

## **II. Information Items**

### **New Business**

*A. District BAM Principles attachment* *(Jim Reeves)*

*considering a new DBAC model, the goal is to be fair equitable and transparent*

Question: What's the percentage of reserves, board requires 5% built into their budget, recommending 3%. This recommendation is from the DBAC Subgroup.

Edit will come from Jim Reeves, general fund reserves for Norco College remain with College.

BFPC will affirm with the amendment(s) by Jim Thomas

Seconded by Phu Tran

Action Item for May/last meeting

### **Standing Items**

A. Facilities attachment

(Javier Sierra)

B. Technology & IMC attachment (Dan Lambros)

CACT 2 complete

C. Safety & Emergency Preparedness attachment (Justin Czerniak)

Training scheduled included

Question: Does JFK have the Lock Bloks?

Evacuation Drill May 17<sup>th</sup>

Working on the safety webpage

Questions: Are staff & faculty aware of the drill?

Blind students do not have any signage with braille, is this going to be addressed? Yes

Can trainings be recorded to spread to adjunct faculty?

D. Projects attachment (Jim Reeves)

**Info item Vets Center Rendering next month**

**III. Good of the Order**

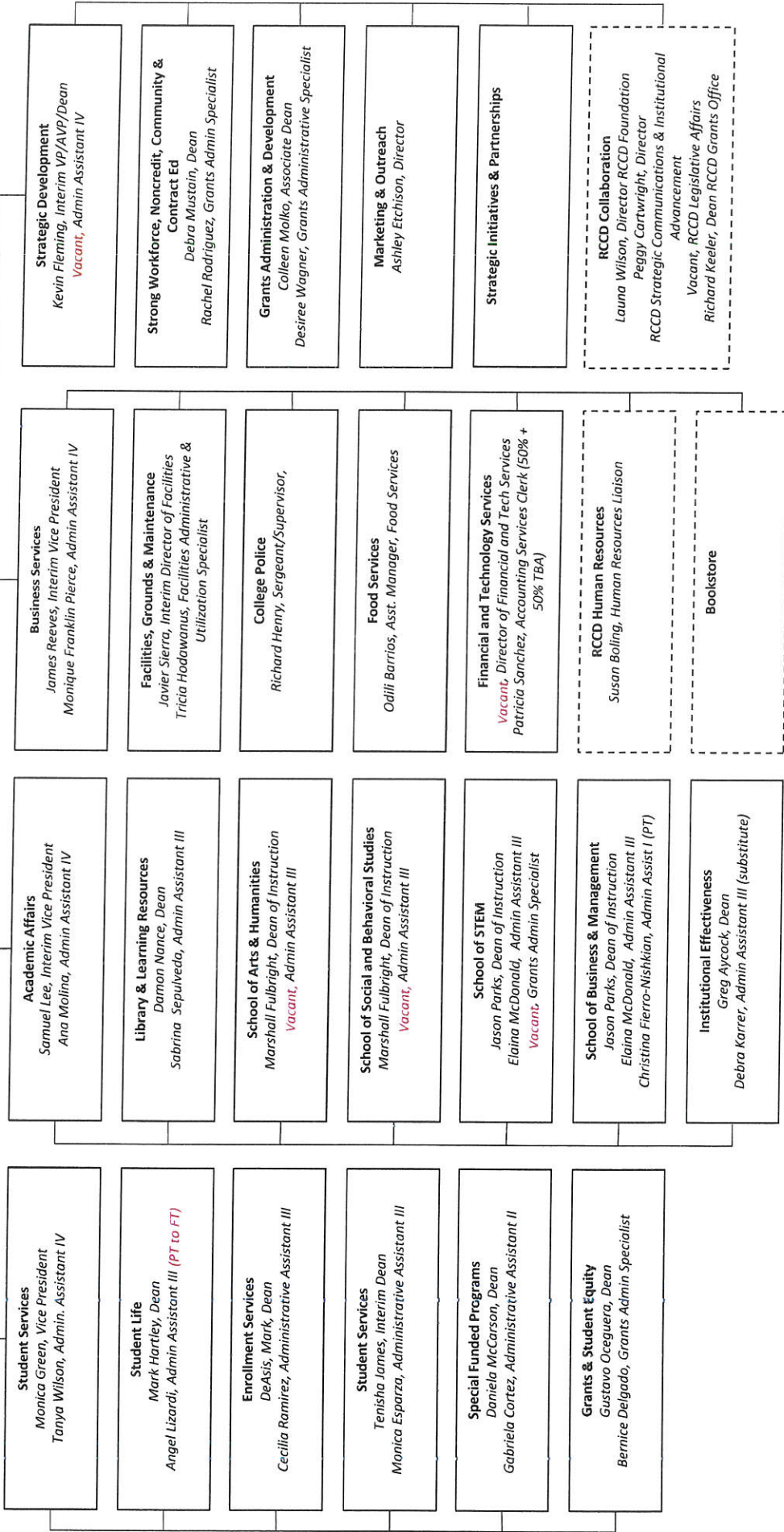
Remaining 2017/18 Meeting dates: Tuesday May 8, 2018

**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**  
 Bryan Reece, President  
 Denise Terrazas, Executive Administrative Assistant



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**VACANCY NOTE:** There are many vacancies identified in these charts. We need to collectively decide which need to be filled immediately (because of the reorg) and which need to be folded into our regular prioritization process as we move forward. This conversation are all contingent on available funding and sources of funding.

**Academic Affairs**

Samuel Lee, Interim Vice President  
Ana Molina, Admin Assistant IV

Nicole Brown, Instructional Programs Support Coordinator  
Including: Catalog, Curriculum, Schedule, Accreditation (ALO)

**Library & Learning Resources**  
Damon Nance, Dean  
Sabrina Sepulveda, Admin Assistant III  
Including: Distance Education, Online Educational Resources, Professional Development Center

**Library**  
Miguel Castro, Library Tech Assistant II  
Christopher Poole, Library Tech Assistant II  
Faculty: Celia Brockenbrough LIB  
Vivian Harris LIB

**Learning Resource Center**  
Alberto Jimenez, Director  
Including: Basic Skills Student Outcomes Transformation (BSST)  
Anezoo Marashi, Supplemental Instruction Coordinator  
Daren Koch, Tutorial Services Technician  
Cristina Rubio, Learning Center Assistant  
Rosario Jimenez, Learning Center Assistant  
Sydney Minter, Learning Center Assistant  
Marianne Stefanous, Tutorial Services Clerk

**School of Social & Behavioral Studies**  
Marshall Fulbright, Dean of Instruction  
Vacant, Admin Assistant III (50%)  
Including: Program Review Committee, Professional Development Committee  
Counselors: Maria Jurado, Lisa Martin

**Department of Social & Behavioral Sciences**  
Early Childhood Education, Economics, History, Sociology  
Peter Boelman, Chair (CTA NC Vice President)  
Wendi Alcazar, Instructional Dept Specialist  
Faculty: Maria Adams EAR  
Sarah Burnett EAR  
Peter Boelman ECO  
Stephany Kyriakos HIS  
Timothy Russell HIS (PDC Co-Chair)  
Janet Hill SOC  
Khalil Andacheh SOC  
Administration of Justice, Anthropology, Political Science, Psychology  
Alexis Gray, Chair (Program Review Co-Chair)  
Wendi Alcazar, Instructional Dept Specialist  
Sigrud Williams ADJ  
Alexis Gray ANT  
Courtney Buchanan ANT  
Sandra Poppiden POL  
Kara Zamiska PSY (PDC Co-Chair)  
Laura Adams PSY (Assessment Chair)

Guidance\* (Instructional)  
\*See Student Services, Counseling, for duplicate list. Counselors report to Dean of Student Services and are also part of the SBS Dept and School  
John Moore, Chair  
Cynthia Acosta, Counseling Clerk III (Differential as Instructional Dept Specialist)  
Erin Spurbeck GUI  
Kimberly Bell GUI DSPS Counselor/LD Specialist  
Amy Kramer GUI  
David Poyan GUI  
Jethro Midgett GUI  
John Moore GUI  
Ladylyn Dominguez GUI  
Lisa Martin GUI  
Maria Jurado GUI  
Marissa Iliscupidez GUI  
Nicholas Franco GUI

**Early Childhood Development Center**  
(Planned Development)

**School of Arts & Humanities**  
Marshall Fulbright, Dean of Instruction  
Vacant, Admin Assistant III (50%)  
Including: Next Phase Initiative (Academic), Honors  
Counselors: John Moore, Jethro Midgett

**Department of Arts, Humanities & World Languages**  
Art, French, Humanities, Japanese, Philosophy, Photography, Spanish  
Quinton Bemiller, Chair (Art Gallery Director & TLC Chair)  
Yolanda Stanley, Instr Dept Specialist  
Faculty: Megan Lindeman ART  
Quinton Bemiller ART  
Michael Bobo HUM  
Jose Santamanat PHI  
Araeeli Covarrubias SPA  
Dominique Hitchcock SPA  
Dance, Music, Music Industry Studies, Theater  
Kim Kameran, Chair  
Yolanda Stanley, Instr Dept Specialist  
Faculty: Kim Kameran MUS  
Brady Kerr MUS (Lead Title V Music Industries)  
Walter (Buck) Stevens THE  
Communication Studies, ESL, Library, Reading  
Ana-Marie Olerets, Asst Chair  
Yolanda Stanley, Instr Dept Specialist  
Faculty: Ana Marie Olerets COM (Honors Coordinator)  
Janice Muto COM  
Mark Lewis COM  
Margarita Shirinian ESL  
Celia Brockenbrough LIB  
Vivian Harris LIB  
Mitzi Slaniger REA

English  
Melissa Bader, Chair (Co-Chair APC, Co-Chair ISPC, Chair of Chairs, Co-Chair Completion Initiative Workgroup)  
Yolanda Stanley, Instr Dept Specialist  
Faculty: Ammanda Moore ENG  
Andres Elizalde, ENG  
Carol Miter ENG  
Daniel Reade, ENG  
David Mills ENG  
Jessica Dobbson, ENG  
Kristine Anderson ENG  
Lisa Nelson, ENG  
Melissa Bader ENG  
Natalie Morford ENG  
Nicole Capps, ENG  
Tami Comstock ENG

**Writing Lab**  
Nicole Capps, Writing Lab Coordinator

**Next Phase (Academic)**  
TBA, Director, Inmate Education  
Vacant, Grants Admin Specialist

**School of STEM**  
Jason Parks, Dean of Instruction  
Elaina McDonald, Admin Asst III (50%)  
Vacant, Instructional Dept Specialist  
Including: STEM Grant Acad Prog & Center, Perkins (Academic)  
Counselors: Erin Spurbeck, Ladylyn Dominguez

**Department of Mathematics**  
Mathematics  
Robert Prior MAT, Co-Chair & Jeffrey Mulari MAT, Co-Chair  
Susan Lafferty, Instructional Dept Specialist  
Faculty: Andy Robles MAT  
Brian Johnson MAT  
Elisa Chung MAT  
Janet Frewing MAT  
Jeffrey Mulari MAT  
Jeffrey Warsinski MAT  
Joseph DeGuzman MAT  
Michael Curtis MAT  
Robert Prior MAT  
Stephen Park MAT

**Math Lab**  
Vacant, Coordinator

**Department of Science & Kinesiology**  
Anatomy & Physiology, Biology, Chemistry, Geography, Health Science, Kinesiology, Microbiology, Physical Science, Physics  
Phu Tran, Chair  
Susan Lafferty, Instructional Dept Specialist  
Faculty: Charles Sternburg AMY  
Peggy Campo AMY (Academic Senate President)  
Barbara Moore BIO  
Monica Gutierrez BIO (CTA FT Representative)  
Teresa Friedrich Finnern BIO  
Jody Tyler CHE  
Stanley Tyler CHE  
Virgil Lee CHE  
Starlene Justice GEG  
Timothy Wallstrom HES  
Beverly Wimer KIN  
Suzanne Witmer KIN  
Phu Tran PHY  
Gary Tsubota, Lab Tech II  
Jeffrey Julius, Lab Tech II  
Raquel Bryant, Lab Tech II  
Polly Johnson, Lab Tech II

**STEM Title III Grant**  
Jason Parks, Director, Title III STEM Grant  
Patricia Gill, STEM Services Developer  
Kasey Boyer, Outreach Specialist  
Vacant, Student Success Coach, STEM

**School of Business & Management**  
Jason Parks, Dean of Instruction  
Elaina McDonald, Admin Asst III (50%)  
Christina Fierro-Nishkian, Admin Asst I (PT)  
Including: Enrollment Management, Strong Workforce Regional Consortium  
Counselors: Marissa Iliscupidez, David Poyan

**Department of Business, Engineering, & Information Technology**  
Accounting, Business Administration, Business Marketing, Management, Real Estate Management, Work Experience  
Patty Worsham BUS, Chair  
Wendi Alcazar, Instructional Department Specialist  
Faculty: Patricia Worsham BUS  
Gail Zwart BUS  
Rex Beck BUS  
Thomas Wagner BUS (DE Committee Chair)

**Department of Business, Engineering, & Information Technology (School of STEM)**  
Architecture, Construction Technology, Electronics & Electrician, Engineering, Manufacturing Technology, Supply Chain Technology  
Wendi Alcazar, Instructional Dept Specialist  
Vacant CTE Lab Tech II  
Computer Applications, Computer Information Systems, Computer Science, Game Development  
Gail Zwart BUS, Chair  
Susan Lafferty, Instructional Department Specialist  
Faculty: Catherine Brotherton CIS  
John Coverdale CIS  
Judy Perry CIS  
James Thomas CON  
Glen Graham ELE  
Jerry Sommerville ENE  
Paul Van Hulle MAN  
James Finley GAM

**Computer Information Systems Lab**  
Gail Zwart, Coordinator

**Institutional Effectiveness, Research & Planning**  
Greg Aycock, Dean  
Debra Karrer, Admin Asst II (Subbing as Admin III)  
Including: Assessment Committee, Strategic Planning, Basic Skills Initiative

**Institutional Effectiveness & Research**  
Cynthia Gunderson, Institutional Research Specialist  
Brandon Owashi, Institutional Research Specialist  
Caitlin Welch, Institutional Research Specialist

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**Student Services**  
**Monica Green, Vice President**  
**Tanya Wilson, Admin Assistant IV**  
 Including: Completion Initiative & Guided Pathways

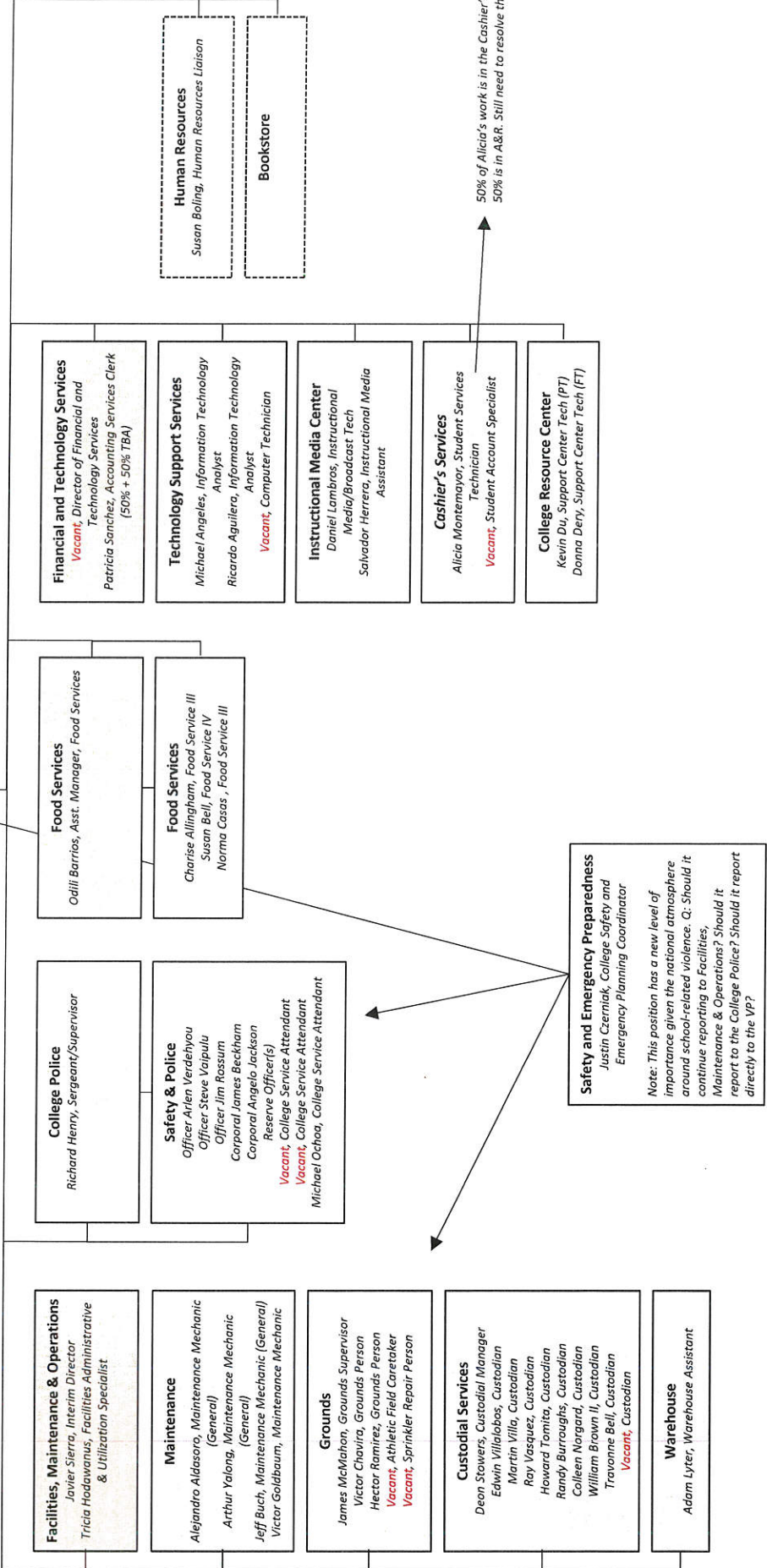
<p><b>Student Life</b>                  Mark Hartley, Dean                  Angel Lizardi, Admin. Assistant III (PT to FT)                  Including: ASNC, Athletic Director, Student Conduct, Student Employment/Ambassadors, CARE Network</p>	<p><b>Student Activities</b>                  Edwin Romero, Coordinator of Student Activities                  Associated Students Norco College</p>	<p><b>Competitive Athletics</b>                  Vacant, Assistant Athletic Director                  Koylyn Contreras, Head Athletic Trainer (Short Term to Fulltime)</p>	<p><b>Career Center</b>                  David Schlanger, Career Center Director</p>	<p><b>Student Employment</b>                  Carmen Parra, Student Employment Personnel Specialist</p>	<p><b>Health Services</b>                  Lisa McAllister Director, Health Services                  Monique Rodriguez, Medical Office Receptionist (PT)                  Vacant, College Nurse (PT)</p>	<p><b>Enrollment Services</b>                  DeAsis, Mark, Dean                  Cecilia Ramirez, Admin Assistant III                  Including: Enrollment Management A&amp;R, Concurrent Enrollment</p>	<p><b>A&amp;R Operations</b>                  Alex Zuniga, Application Support Tech                  Lauren Agamarte, A&amp;R Operations Assistant                  Rachelle Cook, A&amp;R Operations Assistant (PT)                  Shadon Sanders, A&amp;R Operations Assistant                  Cassandra Spinks-Gilbert, Student Services Specialist (PT)                  Shazna Laluman, Student Services Specialist                  Yvnessa Acosta, Student Services Specialist</p>	<p><b>Evaluations</b>                  Janelle Brekke, Academic Evaluations Specialist                  Jeanne Darnell-Wallace, Academic Evaluations Specialist                  Pamela Kollar, Academic Evaluations Specialist</p>	<p><b>Student Financial Services</b>                  Maria Gonzalez, Director                  Sheri Colagoy, Admin Assistant II                  Lorena Valencia, Student Financial Services Officer                  Leticia Martinez, Student Financial Services Analyst                  Anthony Becerra, Student Financial Services Analyst                  Angela Grimsby, Customer Service Clerk (PT)                  Peter Cruz, Customer Service Clerk (PT)</p>	<p><b>High School Programs &amp; CREST</b>                  Including: Dual Enrollment Initiative, JFK Middle College HS, CREST Grant                  Maureen Sinclair, Director                  Roxana Perez, Grants Administrative Specialist                  Crystal Shinger, Outreach &amp; Recruitment Services Specialist                  Daniel Landin, Educational Advisor</p>	<p><b>College Reception</b>                  Angela Aguilar, College Receptionist-Eve                  Vacant, College Receptionist-Day</p>	<p><b>Veteran's Resource Center</b>                  Vacant, Director                  Zachary Emorey, Outreach and Recruitment Services Specialist                  Eric Betancourt, Veterans Services Specialist</p>	<p><b>Student Services</b>                  Tenisha James, Interim Dean                  Monica Esparza, Admin Assistant III                  Including: Counseling/Counseling IOI (PT/PT), Student Success and Support Program</p>	<p><b>Counseling</b>                  School of Arts &amp; Humanities                  John Moore, Counselor (Chair GIU)                  Jethro Midgett, Counselor (Career Center)                  School of Social &amp; Behavioral Studies                  Maria Jurado, Counselor (Pueneto)                  Lisa Martin, Counselor (CCAP)                  School of Business &amp; Management                  Marissa Ilscupidez, Counselor (Honors)                  David Payan, Counselor</p>	<p><b>School of STEM</b>                  Erin Spurbeck, Counselor (JFK)                  Ladylyn Dominguez, Counselor (BSI)                  Nicholas Franco, Counselor (Articulation)                  Amy Kramer, Counselor (EOPS/CARE)                  Cynthia Acosta, Counseling Clerk III (Instructional Development Specialist-Differential)                  Patti Brusca, SSP Assistant                  Monica Huisar, Educational Advisor                  Daniel Grajeda, Counseling Clerk II                  Gilberto Deleon, Counseling Clerk II                  Cassandra Flores, Counseling Clerk II (Career Center)                  Vacant, Counseling Clerk II                  Vacant, Educational Advisors                  Vacant, Educational Advisors</p>	<p><b>Disability Resource Center</b>                  Vacant, Director                  Kimberly Bell, DSPS Counselor/LD Specialist                  Katie Arnhart, Senior Interpreter (PT)                  Leona Crawford, Disability Specialist                  Matthew Allen, Disability Tech Specialist                  Michael Lopez, Support Services Specialist Aide</p>	<p><b>Transfer Center</b>                  Natalie Aceves, Educational Advisor</p>	<p><b>Pueneto</b>                  Maria Jurado, Counselor (Pueneto)</p>	<p><b>Umoja</b>                  Anita Bailey, Student Success Coach                  Vacant, Counselor Coordinator (Umoja)</p>	<p><b>Assessment and Placement</b>                  Lilia Garcia, Placement Coordinator                  Stephanie Olguin, Learning Center Assistant (PT)                  Vacant, Enrollment Services Assistant (PT)</p>	<p><b>Special Funded Programs</b>                  Daniela McCarsen, Dean                  Gabriela Cortez, Admin Assistant II                  Including: CalWORKs, Summer Advantage</p>	<p><b>TRIO Upward Bound</b>                  Eva Amezola, Director, Upward Bound                  Miriam Carrillo, Assistant Director, Upward Bound                  Victoria Orozco, Admin Assistant I (PT)                  Desiree Rivera, Outreach Specialist                  Claudia Garcia, Outreach Specialist                  Gabriela Ramirez, Outreach Specialist</p>	<p><b>CalWORKS</b></p>	<p><b>Outreach/Summer Advantage</b>                  Adriana Catalan, Outreach Specialist</p>	<p><b>TRIO SSS/RISE</b>                  Hortencia Cuevas, Program Director                  Vacant, Student Success Coach                  Vacant, Grants Admin Specialist (PT)</p>	<p><b>Adult Ed Block Grant Advisement (AEBG) (PT)</b>                  Rosalina Hernandez, Education Advisor</p>	<p><b>Grants &amp; Student Equity Initiatives</b>                  Gustavo Ocegueda, Dean                  Bernice Delgado, Grants Admin Specialist                  Including: EOPS/CARE Director, Foster Youth, Integrated Plan (SSSP, BSI, Equity), First Year Experience, Unity Zone</p>	<p><b>EOPS/CARE</b>                  Tabitha Johnson, Admin Assistant II                  Steven Gonzales, Educational Advisor</p>	<p><b>Title V Transfer Pathways</b>                  Patricia Sanchez, Accounting Services Clerk (50% Title V 50% Business Services)</p>	<p><b>Student Equity &amp; Foster Youth</b>                  Justin Mendez, Student Success Coach</p>
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**COUNSELING NOTE:** Counselors listed under Schools and reporting line not necessarily in the area served; Counselors cross listed in Academic Affairs under Guidance.

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 James Reeves, Interim Vice President  
 Monique Franklin Pierce, Admin Assistant IV  
 Misty Cheatham, Financial & Technical Analyst  
 Including: Finance & Administration

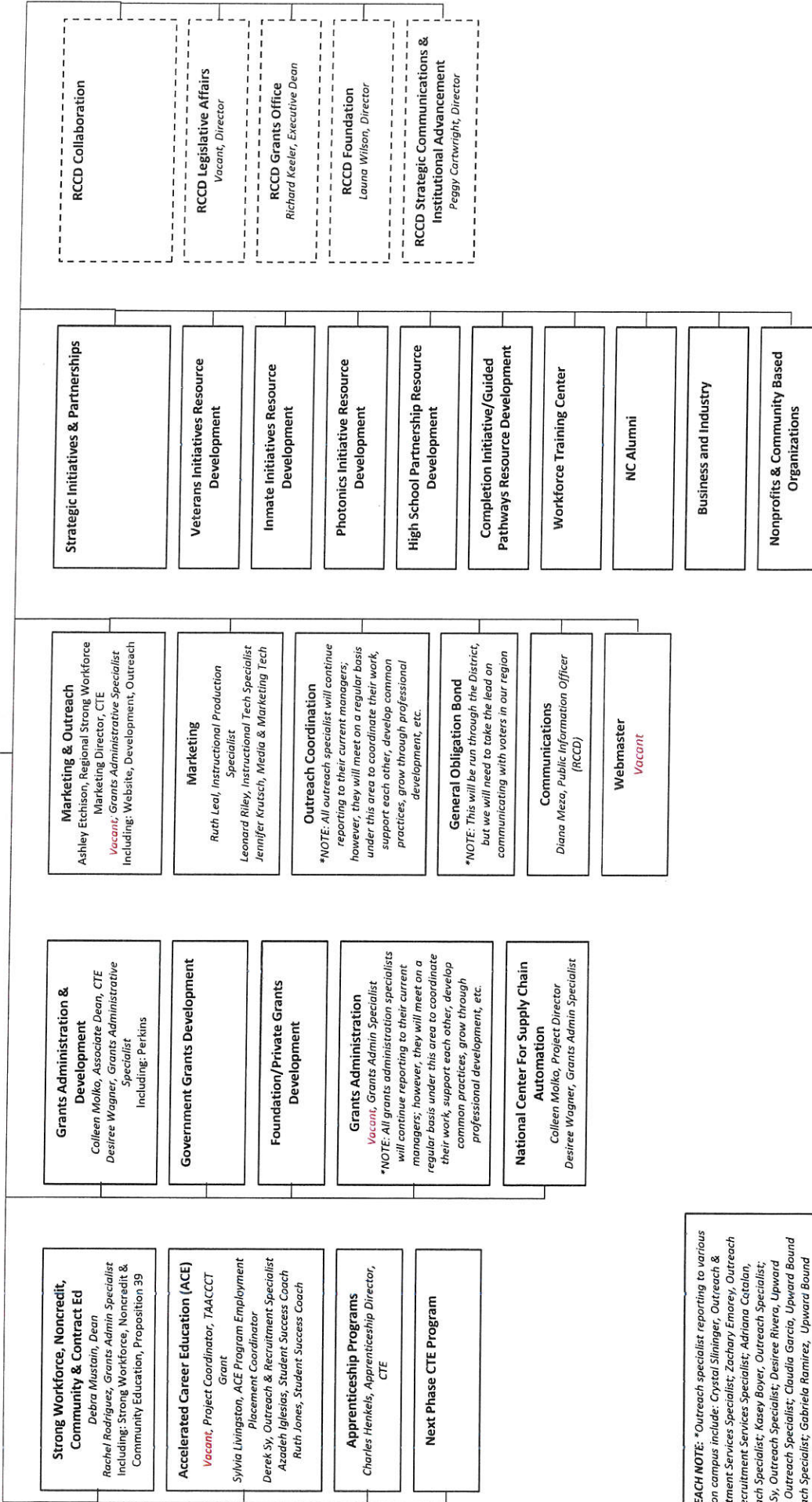


50% of Alicia's work is in the Cashier's office and 50% is in A&R. Still need to resolve this issue.

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**Strategic Development**  
 Kevin Fleming, Dean of Instruction  
 (Vacant, Vice President)  
 Vacant, Admin Assistant III



**OUTREACH NOTE:** \* Outreach specialist reporting to various areas on campus include: Crystal Slininger, Outreach & Recruitment Services Specialist; Zachary Emorey, Outreach and Recruitment Services Specialist; Adriana Catalan, Outreach Specialist; Kasey Boyer, Outreach Specialist; Darek Sy, Outreach Specialist; Desiree Rivera, Upward Bound Outreach Specialist; Claudia Garcia, Upward Bound Outreach Specialist; Gabriela Ramirez, Upward Bound Outreach Specialist

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## Principles

- The Budget Allocation Model will be fair, equitable and transparent.
  - Fair – Resource allocation decisions will be informed by objective, predictable, verifiable, and easily accessible data and will be made in an impartial and consistent manner.
  - Equitable – Resources will be distributed in a manner that adequately supports the programs offered at each college while ensuring compliance with statutory and regulatory requirements.
  - Transparent – Resource allocation decisions will be made in an open and consultative manner with representative stakeholder groups.
- The goals and priorities for student success, equity and access as articulated in the educational masterplans of each college will align with the goals included in the strategic vision plan adopted by the California Community Colleges Board of Governors, including benchmarks and actions for measuring progress, and the Budget Allocation Model will align accordingly.
- The Budget Allocation Model will provide operational cost predictability and stability to support institutional strategic goals and objectives.
- The Budget Allocation Model will recognize and consider unique and common program cost variability at each college.
- Operational structural balance will be maintained by ensuring that ongoing expenditure results do not exceed ongoing revenue results.
- Ongoing expenditures will be funded with ongoing revenues and one-time expenditures will be funded with one-time revenues, to the extent practicable.
- Compliance with State and District reserve requirements will be maintained or exceeded, will be the first item funded in the BAM, and each college will maintain a prudent reserve of their own. Budget savings realized by each entity will be retained by each entity after to the extent that the minimum reserve requirements are met or exceeded.
- Compliance with state regulations such as 50% Law, Full-Time Faculty Obligation number, etc. will be maintained.
- The Budget Allocation Model will be simple, readily communicable, and as easy to administer as possible.
- The Budget Allocation Model will assign/allocate all revenues and expenditures to each entity, as appropriate.
- The Budget Allocation Model should foster and incentivize high performance.
- Each entity will be responsible for ongoing fiscal stability and responsible stewardship of available resources, and will manage and safeguard resources to ensure operational effectiveness.

## Components

- The State's Student-Centered Apportionment Funding Model will form the core component of the Budget Allocation Model and is composed of the elements shown below. A calculation, by college, for each metric will be made to determine apportionment by college.
  - Base Grant (50%) – Access
    - Basic Allocation – Determined by the number of colleges and centers the District maintains
    - FTES – Determined by the amount of credit and non-credit FTES generated for the current year (Base FTES plus Growth FTES)
  - Supplemental Grant (25%) – Equity
    - College Promise Grants – Determined by the number fee waivers awarded and reported to the DataMart in the prior year.
    - Financial Aid Recipients – Determined by the number of Pell Grant recipients from Scorecard Cohort data reported in the prior year. Cohort data includes first time students who earned 6 units and attempted a Math or English course in the first 3 years.
  - Student Success Incentive Grant (25%) – Success
    - Approved Degrees, Certificates and Awards – Determined by the number of all Chancellor's Office approved awards, degrees, and certificates awarded and reported to the DataMart in the prior year.
    - Approved Degrees, Certificates and Awards Completed – Determined by the number of Chancellor's Office approved awards, degrees, and certificates awarded, from Scorecard Cohort data reported in the prior year. Cohort data includes students who completed a degree, certificate, transferred to a four-year institution, or achieved transfer prepared status in 3 years or less.
    - Associate Degree Transfers (ADTs) – Determined by the number of Associate of Science and Associate of Arts Degree transfer ready students as reported to the DataMart in the prior year.

## BAM Structure Issues

1. How do we want it to look?
2. What basis do we want to use?
3. Assumption decisions:
  - a. Modify current model?
  - b. Complete revamp?
    - i. How to treat DO/DSS revenues and expenditures
      1. Allocation to Colleges/what basis?
        - a. Beginning Fund Balance
        - b. DO/DSS Revenue and Expenditure Budget Savings
        - c. DO/DSS Current Year Revenues and Expenditures
  - c. College Budget
    - i. Part-Time Faculty and Overload
    - ii. Utilities



Business Services Projects/ Initiatives Update

5/4/2018

Priority	Project Initiative	Status	Next Steps	Notes:
A	NCAGT2 Computer Replacement (30)	Completed	Completed	Completed Spring 2018
A	LIBRARY Computer Replarmnt (55)	Requisitions have been placed	Waiting for delivery	Tentative replacement Summer 2018 for Fall
A	NAT109 Computer Replacement (30)	Requisitions have been placed	Waiting for delivery	Tentative replacement Summer 2018 for Fall
A	A1EC 114 whiteboards installation	Waiting for delivery	Installation	
B	Classroom Technology A/V Upgrades for 10 classrooms	Waiting for delivery	Installation	
B	Media system streaming upgrade for CSS 217	Waiting for proposals	prepare purchase requisition	
A	Interactive projection systems (LIC)	With TECH Committee	Prepare purchase requisition	
A	HUM 109 projector replacement	Requisitions have been placed	Delivery and installation	
A	STEM 301 new Interactive Projector	Completed	Completed	3 new projectors for new LRC space
A	ITEC 125 and 127 Classroom Technology A/V upgrade	Completed	Completed	New laser optic projector
		Requisitions have been placed	Delivery and installation	
	Priority Ranking:			
	A: Currently in Progress with anticipated completion this fiscal year			
	B: Currently in Progress with completion date and/ or budget under review			
	C: Investigating/ reviewing options - no completion date or budget set			

**Business Services Projects/ Initiatives Update**  
5/4/2018

Priority	Project Initiative	Status	Next Steps	Notes:
A	Marquee Sign	Out of DSA - to District Purchasing	Project Awarded	Anticipate sign construction this spring
B	Amphitheater Shade Structure	Received DRAFT RFP/Q	Engage District in Project Development	
A	Wayfinding	Committee convened	Select Vendor w/ Work Group	
B	Facilities Master Plan	Delayed until Ed. Master Plan Complete	Reviewing scope with Gensler	Anticipate plan in place late spring
A	Traffic Study/ Third St.	Completed	Project Completed	EMP Discussion Underway/ Reviewing
C	Solar Array/ Car Charging Station	No additional information since spring, 2017	Speak w/ Dr. West at RCC	Sent CNUUSD Shared Cost Proposal
A	Phase II Security Installation	Installed at selected buildings	Troubleshooting System	SCE to have new incentive programs for car charging in 12-18 months
C	Keypad System to SSV	on Hold	Seeking Dist. Review of Cloud Based System	Awaiting Server Upgrade
A	Adirondack Chair Placement	Completed	Observe	Placed to encourage student gathering
A	Veterans Center - Phase I	Architect Identified	Design Committee Convened	Design Recommendations - May, 2018
	Priority Ranking:			
	A: Currently in Progress with anticipated completion this fiscal year			
	B: Currently in Progress with completion date and/ or budget under review			
	C: Investigating/ reviewing options - no completion date or budget set			