

**Minutes**  
**Business & Facilities Planning Council**  
**October 10, 2017**  
**ST 107 (11:15—12:45pm)**

**Members Present:**

Phu Tran (\*BFPC Tri- Chair\*, Faculty)  
Dan Lambros (\*BFPC Tri- Chair\*, Staff)  
Jim Reeves (\*BFPC Tri- Chair\*, Administrator)  
Ricardo Aguilera (Staff)  
Andy Aldasoro (Staff)  
Kimberly Bell (Faculty)  
Travonne Bell (Staff)  
Mark DeAsis (Administrator)  
Ashley Etchison (Administrator)  
Monique Franklin Pierce (Staff)  
Jim McMahon (Administrator)  
Sam Lee (Administrator)  
Patty Sanchez (Staff)  
Richard Henry (Staff)  
Monica Green (Administrator)  
Jan Muto (Faculty)  
Eduardo Medina-Romero (ASNC Representative)

**Absent:**

Shirley McGraw  
Damon Nance

**Guest:**

Cyndi Gundersen  
Justin Czerniak  
Arlene Alvarez

**Approval of Minutes: Call to order 11:15am**

September 12, 2017 meeting minutes  
Motion to approve minutes: Jim Thomas  
Seconded by: Ashley Etchison  
Abstentions: None

**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.

## I. Action Items

A. Silver Scholarship (Monica Green)

The Silver Scholarship has not been designated. The deadline is in December so this month an agreement needs to be made in order to distribute this year. Currently, there is little over 23k in this endowment account; the interest that it draws which is eligible to use for students but criteria needs to be established. The recommendation from this group: Two \$500.00 scholarships to Norco College part-time returning students with a financial need & 2.5 GPA

Motion to move forward by Jan Muto, Seconded by: Jim Thomas

## II. Information Items

### New Business

A. Bookstore RFP (Jim Reeves)

Meeting to review the bookstore proposals took place last week. General concerns included book availability, pricing, and how we assist students who don't have their books.

B. Technology Update (Dan Lambros)

Working on new podiums being put in all classrooms, imaging is complete, the project currently ahead of schedule. Waiting on adapters and cabling for the rest of the classrooms. Installations will be taking place on Fridays over the next month updates will continue to come to this group. In addition, we have approval for new white boards in ATEC 114 (sliding boards both vertically & horizontally). Specifications have been made, awaiting approval regarding funding. Library 108 is getting a new lectern and AV system.

Thomas

### Standing Items

A. Facilities Update (Jim McMahon)

Veterans Unveiling: flagpoles erected, currently completing weed abatement, then mulch to beautify the area. October 25th is the Unveiling Ceremony.

January 2019 is the targeted project date. We need to revisit having more offices added to the current Veterans space. Let's put that back in the space utilization que.

PDC: currently being worked through, painting down, projectors complete, currently laying electrical & flooring. Tables to be set up tomorrow. Target is end of October.

Library lighting completion project: new lights were added two years ago, the soft lighting with an outside contractor, second part is lighting up the stairwell due

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to safety concerns. Lobby lights are being assessed to see how we can access them to replace

Road Repair & Parking: Parking lot B is the priority, working through a slow reseal there. Collecting bids to remedy road repair, due to the traffic and size of the RTA buses. Looking to get this done during the holiday season. The Chief of Staff at Corona-Norco USD is open to shared funding for a parking study and remedying the road.

Has any faculty & staff parking increased at all? Two years ago, parking was substantially increased. (Request for November information item) Let's survey the sights to see how many there currently are. A request to review reserved parking currently being utilized is taking place in the District Parking Committee.

STEM 300- AC unit has been installed, it's a standalone unit next project in the space is the window.

Looking mostly at Norco College Business Park space for potential classes.

Shade Structure- working with the District, this will have to go to DSA, then it will go out to bid. Still hoping for a spring '18 start date.

Marquee Sign- engineering is complete, being sent to DSA & awaiting a revised budget  
B. Facilities Master Plan, Prop 39, & Prioritization (Jim Reeves)

*Attachment included Business Services Projects & Prop 39 updates*

Way-finding bids are currently taking place, if you would like to volunteer to be a part of a taskforce to work towards this please let Jim Reeves know.

C. Space Utilization (Justin Czerniak)

Attachment included

D. Prop 39 Update (Jim Reeves)

E. Prioritization Update (Jim Reeves)

Resource Allocation Proposal: Faculty members include Jim Thomas & Phu Tran,  
Staff: Andy Aldasoro, Ricardo Aguilera, Travonne Bell, & Monique Franklin Pierce.  
Business Services Administrators are Jim Reeves (chair) & Odili Barrios  
Deadline to complete is late October. Recommendation will return to this group in November.

- III. Good of the Order: IIPP: Illness & Injury Plan is intended to address communications (how we communicate with everyone on campus, hazard assessment, emergencies, and an attachment to be sent to the group by Justin. \*Action item for November

- IV. Adjournment 12:19pm

**Remaining 2017/18 Meeting dates:**

Tuesday November 14 Tuesday March 13

Tuesday December 12 Tuesday April 3 (Note: This meeting moved up 1 week due to Spring Break)

Tuesday February 13 Tuesday May 8

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## Facilities

### Project/ Initiative Update

12/6/2017

Priority	Project Initiative	Status	Next Steps	Notes:
1	Veterans flags poles/groundbreaking	Flag poles are in place	Cleaning surrounding area	On target for 10/25 ceremony
1	PDC	Demo completed. Painted and lines dropped.	Flooring, desks and IT	Filing cabinets in warehouse awaiting pick up
2	Library lighting completion	Assessment in progress 3 projects in one area	equipment cost/labor cost est.	22 units, diming system already in place. Added component stairway lighting as well. Also, lobby lighting.
2	Roadway/parking lot improvements	Bid process in progress	scheduling a date of low impact	slurry seal/restripe parking lot B&C Roadway right side coming in repave/overlay.
3	Palm tree removal	Scheduling a date on a Friday	replacement palm	
3	Weed abatement	Scheduled	completed	tumble weeds and fence line on third before winds
4	STEM 100	Door project in hallway	scheduled	Grant funded
5	STEM 300	A/C Window	A/C completed Window scheduled	Grant funded

**Business Services Projects/ Initiatives Update**

12/6/2017

Priority	Project Initiative	Status	Next Steps	Notes:
	Prop 39 Projects (Year 4)			
A	Lighting Retrofit - Bookstore, Theatre Offices, IT Bldg.	Awaiting Engineering detail for SCE	Bid projects	HVAC awaiting SCE Funding Approval
A	HVAC - CACT Bldg.			
A	Marquee Sign	Completing Engineering	Send to DSA	Developing Revise Budget
B	Amphitheater Shade Structure	Awaiting Preliminary Bid	Budget Review/ Send to DSA	
A	Wayfinding	Identifying Vendors	Select Vendor w/ Work Group	
B	Facilities Master Plan	Received proposal from District	Review Scope w/ Pres. And District	Awaiting GO Bond proposal study
A	Traffic Study/ Third St.	Identified Traffic Engineer	Retain Engineer/ Define Scope	Seeking Financial Assistance w/ CNUUSD
C	Solar Array/ Car Charging Station	No additional information since spring, 2017	Speak w/ Dr. West at RCC	Inquiries from some faculty about car charging
	<u>Priority Ranking:</u>			
	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			

## One-Time Reserve Spending

This year the District decided to spend down their reserves by providing a one-time allocation to each college. The allocation for Norco College is \$1,674,750. ISPC has been discussing how we should spend the funding. We are recommending that we spend it on a few strategic growth initiatives and a few big priority items identified through program review. Below is our recommended spending for the one-time allocation.

Strategic Initiatives	In PR	Notes	Offsets	Projected Costs
<b>Staffing</b>		Year one costs		\$ 641,000
Next Phase/Prison Program		Vetted through planning process		\$ -
Dual Enrollment	X			\$ -
Veterans	X			\$ -
<b>Business Services</b>				\$ -
Emergency Preparedness Budget	X			\$ 50,000
<b>Facilities</b>				\$ -
Parking Lot Paving/Slurry	X	DTSC lot & some of 3 <sup>rd</sup> St.		\$ 350,000
Campus Signage				\$ 50,000
Space Utilization	X	Accommodate additional faculty/staff		\$ 75,000
Key Card Access/Student Services	X			\$ -
Marquee Sign Gap Funding	X		\$ 150,000	\$ 100,000
<b>Support Services</b>				\$ -
Theatre Lighting	X	Carryover from 16/17		\$ 15,000
Library Lighting	X	Completes Initial Retrofit Program		\$ 20,000
Amphitheatre Shade	X	Anticipates ASNC contribution	\$ 150,000	\$ 300,000
Traffic Study				\$ 25,000
Traffic Control Lights				\$ 50,000
			<b>Total</b>	<b>\$ 1,676,000</b>

Space Project Tracking Sheet

Project Name	PRF/BID	Approval	Capital	Grant	DSA	Architect/ General/ Vendor	Project Manager	Project Budget	Status	Major Highlights, Timelines or Updates	Anticipated Completion Date
SSV 107 - Veterans Area Reconfiguration						TBD	Justin C	\$0	0 - On Hold	Reconfiguration of space. Will be adding two offices. Received diagram and send revisions. Received Revised layout.	TBD
STEM 200 - 201	X					IOS	Justin C	\$0	0 - On Hold	Split into two spaces and move podium from PDC to STEM 200	TBD
IT 124						TBD	Justin C	\$0	1 - Request	Looking to change room configuration, desks, and provide cable management	TBD
LRC - Carrol and Lab Walls			X			TBD	Justin C	\$0	1 - Request	Add doors 3/4 height walls to existing study Carrols, Sliding Doors new tables. Add wall in lab space - Grant Funded	TBD
SSV - Install Admissions Double Doors	X					TBD	Justin C	\$0	1 - Request	Double doors will be installed in the hallway by SSV 127	TBD
CSS 205A - 2nd floor/Student Life New Office				X		TBD	Justin C	\$0	2 - Proposal	Add office, project design under review	TBD
IT 208							Ana M	\$0	2 - Proposal	To get two proposals: One for sled desks, another for smart desk to use the same computers. Requested By Dr. Fleming	TBD
LRC - Cubical, remove row of computers	X			X		Tangram	Justin C	\$8,437	2 - Proposal	Add Cubical to LRC, remove row of computers	TBD
STEM Hallway enclosed	X			X			Ana M	\$0	2 - Proposal		TBD
Veterans Resource Center Phase I	X		X		X	TBD	Justin C	\$1,750,000	2 - Proposal	New building proposed near STEM, District & DSA involvement	TBD
OC 110 - Grants Office Reconfiguration					X	TBD	Justin C	\$75,000	3 - Under Review	Three offices will be installed at IMC storage room behind the grant office. Emailed IOS for a site visit. Received layout for only two offices. Looking into adding a third office.	TBD
OC 116 - Upward Bound Reconfiguration					X	TBD	Justin C	inclusive	3 - Under Review	Project design under review	TBD
OC Business area reconfiguration	X					Tangram	Justin C	inclusive	3 - Under Review	Reconfiguration and of open area and addition of new cubicle	TBD
SSV 206	X			X		ISO	Justin C	\$25,084	3 - Under Review	Reconfigured office make two offices for counselors.	TBD
LRC G101 - Library File Room	X					IOS	Ana M	\$0	4 - PO in Progress	Empty High Density storage and reconfigure	TBD
Presidents office - Student stations	X					Tangram	Ana M	\$11,697	4 - PO in Progress	Add 2 student work stations to the presidents office area	TBD
President's Office - Wall	X					IOS	Ana M	\$28,000	4 - PO in Progress	Project design under review	TBD
STEM Center/Reception Area	X				X		Ana M	\$21,352	4 - PO in Progress	Grant Funded needs PO by 9-30-2017	TBD
SSV - Admissions Cubical						N/A	Justin C	\$0	5 - WIP/Install	Setup of portable cubical for new staff - temporary install, will have to move depending on President's Office Wall project status changes	TBD
CSS - Student Employment						Olpin Group	Ana M	\$5,451	6 - Closed	Reconfigure area - project canceled	Cancelled
CSS - Student Life Reception						Tangram	Justin C	\$0	6 - Closed	Reconfigure	Cancelled
CSS 212 / EOPS	X						Ana M	\$3,301	6 - Closed	Furniture for admin assistant.	6/28/2017
IT 209	X					G/M	Ana M	\$2,989	6 - Closed	Chairs for IT 209 - 2 POS	
OC 110 A	X					Tangram	Ana M	\$9,657	6 - Closed	Two new work stations will be added	6/22/2017
Portable A	X						Ana M	\$0	6 - Closed	Move faculty and staff offices	7/30/2017
President's Office reconfigure	X					Tangram	Ana M	\$3,811	6 - Closed	Reconfiguration of admin asst.	6/30/2017
President's Office/Cubicle for Diana M.	X					IOS	Ana M	\$8,000	6 - Closed	Add a cubicle	TBD
SSV 107 - Pony wall / Door install	X					IOS	Justin C	\$5,595	6 - Closed	Door has been ordered and is awaiting install. Need to remove existing pony wall and relocate t-stat. ADA door button - Project Canceled - Fire code issues	Cancelled
SSV 127	X					Tangram & ISO	Ana M	\$9,060	6 - Closed	Add Workstation	TBD
STEM 302	X					Smart Desks	Ana M	\$54,239	6 - Closed	Install new Smart Desks	6/30/2017
STEM 304	X					Tangram	Ana M	\$23,622	6 - Closed	Install new desks	

Space Project Tracking Sheet

Project Name	PRF/BID	Approval	Capital	Grant	DSA	Architect/ General/ Vendor	Project Manager	Project Budget	Status	Major Highlights, Timelines or Updates	Anticipated Completion Date
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**Status key**

0 - On Hold	Project is currently on hold
1 - Request	Project evaluation request
2 - Proposal	Project is getting quotes and budget information
3 - Under Review	Project has come back from bid and under review
4 - PO in Progress	Project has been approved and getting a PO/ Purchase process
5 - WIP/Install	Project is getting installed/work in progress
6 - Closed	Project is closed/completed or canceled