

**Minutes**  
**Business & Facilities Planning Council**  
**February 20, 2018**  
**ST 107 (11:15—12:45pm)**

**In attendance:** Ricardo Aguilera, Andy Aldasoro, Javier Sierra, Dan Lambros, Damon Nance, Jim Thomas, Phu Tran, Jan Muto, Ashley Etchison, Sam Lee, Monique Pierce **Guests:** Mark Hartley, Kaytlyn Contreras, Justin Czerniak, Tricia Hodawanus,

**Called to Order by chair Dan Lambros: 11:19am**

**Approval of Minutes:**

December 12, 2017 meeting minutes  
Motion to approve: Jim Thomas  
Seconded: Andy Aldasoro  
Abstentions: None

**I. Action Items**

None

**II. Information Items**

A. Governors Proposed Budget Memo (Jim Reeves)  
Attachment included

B. Wayfinding Workgroup (Tricia Hodawanus)  
“Wayfinding” Design and Implementation  
Estimated Completion Date/Goal: Late Summer  
Ad-Hoc Committee: (VPBS)  
Kevin Fleming  
Mark Hartley  
Ruth Leal  
Javier Sierra  
Denise Terrazas  
Tanya Wilson  
Student Representatives: Tino Saputo & Jake Espinoza  
Meeting dates: January 31, February 21  
Phase 1:  
Hamner entrance to parking lot(s), parking lot(s) to building(s), building(s) to classrooms or other spaces on campus, building and other space identification uniformity.  
Status: RFI Development (Request for Information)—company preliminary review  
-Experience (Community Colleges/Universities/Hospitals/etc.)

**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.

- Pricing philosophy
- Inception to completion standards
- Next Steps:
  - Review returned RFI documents
  - Determine which companies to send forward to VP for recommendation
  - Continue to inform/update Strategic Planning Committees as project progresses

### **New Business**

#### A. Athletic Needs

(Mark Hartley)

The Department of Student Life in cooperation with The President's Office would like to see Norco College Athletics grow. If we have athletics, we need to be in compliance which we're currently not (Title IX). To fix this we are looking at growing athletics through other sports with the first being a Women's Cross Country team (club sport) which would roll out Fall 2018 with the only associated cost being uniforms and travel. Right now we have 12 women who signed an interest list for this sport. Also looking into Women's Beach Volleyball, a spring (club) sport that would have a 12-woman team. Beach Volleyball would cost an estimated twenty—thirty thousand dollars to make to bring to Norco College.

Currently beach volleyball is the fastest growing sport in California.

Over the next 12—18 month's we'd like to focus on growing the Athletics Department through these two sports. Beach Volleyball is a spring sport that would have a 12-woman team.

#### Questions:

Cross Country Budget: cross country we need uniforms, that's it, Student Life would cover those.

Beach Volleyball Budget: Currently looking at salary savings & one-time funds in meetings with VP of Student Services & VP of Business Services.

What is the current long term funding solution? Right now, ASNC pays 95% of athletics which needs to be institutionalized. President Reece and VP Green are working on long term solutions.

Was a survey done to find out what sports our students are most interested in? Students would like to see football most, then the traditional sports i.e. basketball, what we're proposing is what we can afford.

Is there a transfer pathway to scholarships at UC and Cal State with Athletics?

Jethro Midget is currently doing athletic counseling and is proposing a Guidance Class where part of the focus will be on educating student-athletes about the pathways to the UC and CSU schools via athletics.

Is this a part of strategic planning? Absolutely, the Kinesiology Building is the current Strategic Plan and Master Plan. We currently have beach volleyball courts, but they need upgrading. There is also a softball field on campus, which needs upgrading as well.

Another survey will be conducted to see if there's interest for women students to participate in other sports, including beach volleyball.

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## Standing Items

- A. Facilities Update (Javier Sierra)  
Attachment included
- C. Technology Report, IMC Update (Dan Lambros)  
Attachment included.
- D. Special Projects (Jim Reeves)  
Attachment included.
- E. Emergency Preparedness (Justin Czerniak)  
Attachment included, get from Justin.

III. Good of the Order

IV. Adjournment

### Remaining 2017/18 Meeting dates:

Tuesday March 13

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

Tuesday May 8

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STATE OF CALIFORNIA

ELOY ORTIZ OAKLEY, CHANCELLOR

CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

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(916) 322-4005  
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## Memorandum

January 10, 2018

TO: Chief Executive Officers  
Chief Business Officers

FR: Frances Parmelee, Assistant Vice Chancellor, College Finance and Facilities Planning  
Laura Metune, Vice Chancellor, Governmental Relations

RE: Governor's January Budget Proposal

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This morning Governor Brown released his budget proposal for the 2018-19 fiscal year<sup>1</sup>. According to the Department of Finance, the outlook for K-14 education is positive. While we will receive additional details in the coming days and weeks, below are the key highlights.

### Proposition 98

The budget proposal provides \$780 million in new Proposition 98 general fund spending for the California Community Colleges (CCCs). The state general fund is estimated to increase by approximately \$5.8 billion, or approximately 4% in 2018-19. Proposition 98 is estimated to increase by approximately \$3.1 billion, or approximately 4% in 2018-19. Traditionally the CCCs have received 10.93% of the Proposition 98 Guarantee. The 2016-17 and 2017-18 share were 10.99% and 10.93%, respectively. In 2018-19, the share is 10.93%.

### Community College Budget Proposal

The Higher Education section of the Executive Summary focuses attention on some key priorities of the Governor, specifically continuing the commitment to keep student costs low, promote new technology and innovation, and improve graduation rates so that students achieve their educational goals. As you will see below, these priorities are reflected in many of the funding proposals, and align with the *Vision for Success* goals<sup>2</sup>.

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<sup>1</sup> The Governor's January budget proposal is available in full on the Department of Finance website at <http://www.ebudget.ca.gov/>.

<sup>2</sup> A comparison of the Governor's budget proposal to the BOG-approved 2018-19 Budget and Legislative Request is attached for illustrative purposes. The 2018-19 Budget and Legislative Request is available at: [http://extranet.cccco.edu/Portals/1/ExecutiveOffice/Board/2017\\_agendas/September/2.4-System-Budget-Legislative-Request-Attachment.pdf](http://extranet.cccco.edu/Portals/1/ExecutiveOffice/Board/2017_agendas/September/2.4-System-Budget-Legislative-Request-Attachment.pdf)

### Apportionments

- \$175 million to support each districts' transition to a student-centered funding formula. The proposed formula would allocate base funds for enrollment, and provide additional funding in support for low-income students, as well as reward colleges' progress on increasing the number of certificates and degrees awarded. The proposed formula includes hold-harmless provisions.
- \$161.2 million for a 2.51% COLA to apportionments.
- \$60 million for 1% growth in access.

### Educational Services

- \$46 million to support the implementation of the California College Promise (AB 19). The Executive Summary specifically calls attention to the statutory structure of AB 19, which authorizes colleges to spend Promise funds on an array of activities in support of student access and completion goals. Additionally, the Administration establishes an expectation that CCC encourage students to take 15 units per semester or 30 units per year, including summer, to qualify for a Promise grant once guided pathways have been implemented.
- \$32.9 million to support the consolidation of the Full-Time Student Success Grant and the Completion Grant programs, shift to a per-unit grant, and augment grant amounts. The proposed unit range would be between 12 and 15 units per semester or 24 and 30 units per year. Grant levels would increase based on the number of credits taken.
- \$7.3 million for a 2.51% COLA for the EOPS, DSPS, CalWORKs and the Child Care Tax Bailout programs.

### Online and Innovation

- \$100 million (one-time) and \$20 million (ongoing) to establish a fully online community college to provide critical educational and economic opportunities to specified adult working learners.
- \$20 million for an Innovations Awards program to support innovations that close equity gaps. (one-time)

### Workforce

- \$30.6 million to fund shortfalls in related and supplemental instruction (RSI) reimbursements provided to K-12 and CCC-sponsored apprenticeship programs between 2013-14 and 2017-18. (one-time)
- \$20.5 million for a COLA to the Adult Education Block Grant (AEBG) program.
- \$17.8 million to reimburse K-12 and community college-sponsored apprenticeship programs for estimated instructional hours provided at a new RSI rate.
- \$5 million to develop a unified dataset for adult learners served through K-12 and CCC AEBG consortia participants.
- \$2 million to increase the number of certified nurse assistants being trained through the Strong Workforce program. (one-time)

### Facilities and Equipment

- \$275.2 million for the Physical Plant and Instructional Equipment programs. (one-time)



# Student-Focused Funding Formula

New Student-Focused Formula Apportionments:

50% based on full-time equivalent student enrollment

25% based on students receiving California College Promise Grants and Pell Grants

25% based on short and long-term student success metrics (degrees, certificates, awards, and ADTs)

Hold Harmless Provisions

The Governor's budget proposal includes five new Proposition 51 bond funded projects and 15 continuing projects. The Governor proposed to focus on projects that address critical health and safety needs as well as improving existing instructional infrastructure. The new projects include:

- Redwood's Arts Building Replacement
- Mt. San Antonio's New Physical Education Complex
- Laney's Learning Resource Center
- Merritt's Child Development Center
- Golden West's Language Arts Complex Replacement

#### Chancellor's Office Staffing

- \$2 million of general fund to fill 15 vacant positions at the Chancellor's Office to support initiatives and investment made in the CCCs. This additional support will allow the Chancellor's Office to provide greater leadership and technical assistance to colleges.

#### **Budget and Policy Considerations**

With \$780 million in new Proposition 98 funding for the CCCs, the Governor's budget proposal represents a strong start to the budget season for our system. The Governor and his team continue to show tremendous support for the CCCs and our efforts to close equity gaps and improve student outcomes. As we begin the budget discussions with the Governor and the Legislature, here are a few thoughts to keep in mind:

- The Governor has made it clear he wants to see a more equitable and student centered funding formula than currently exists in our funding allocation model. While the Governor's budget proposal represents significant change for our CCCs, the underlying framework provides additional resources to support overarching system goals aligned with the *Vision for Success* and recognizes the need for funding stability for our colleges. We look forward to more discussion on this proposal, and we will continue to keep you informed as we learn details.
- According to the Legislative Analyst's Office's estimates, between 2014-15 and 2020-21, pension costs for the CCCs will increase by over \$670 million as the state reduces the gap between the assets and liabilities in PERS and STRS. While the Governor and the Legislature have not directed specific funding to support these shortfalls, the CCCs received \$525 million over the prior three fiscal years to increase our apportionments base with the expectation that these funds cover pension costs. The Governor's 2018-19 proposal continues this theme of flexible funding to colleges with the expectation that pension liabilities will be addressed locally.
- A significant proposal in the Governor's budget is \$100 million (one-time) and \$20 million (ongoing) to establish a fully online community college to provide skills and credentials working Californians need to improve their social and economic mobility and move our state forward. This new, competency-based online college will be unlike any other public online education platform and will focus predominately on sub-associate degree credentials of value tailored to the needs of these working learners. This is an exciting opportunity to serve the millions of Californians who currently find themselves economically and educationally "stranded." Detailed information regarding the proposal is available at [www.cconlinecollege.org](http://www.cconlinecollege.org).

- In 2017, Governor Brown signed AB 19 (Santiago), to create the California College Promise to increase the number of students enrolling in a community college directly from high school and completing a high-value degree or credential. For colleges that meet specified criteria, the bill authorizes colleges to provide up to one-year tuition waiver for full-time, first-time students. We are pleased that the Governor's budget proposes to fully fund this important program. More information regarding the requirements and allowances of the California College Promise can be found on the Chancellor's Office website, [here](#).
- Improving transfer continues to be a priority for the Administration. Last year, the Department of Finance suggested that the University of California (UC) Office of the President work with the Chancellor's Office to improve transfer pathways consistent with the Associate Degree for Transfer program. The Governor's budget further proposes changes to support transfer pathways for our students, and establishes expectations in the Cal Grant Program that private, non-profit institutions to make commitments to increase transfers and align with the Associate Degree for Transfer program.
- The Governor's budget proposal includes a number of transitions in K-12, including full implementation of the Local Control Funding Formula and a focus on career education in the K-12 system. The Governor's budget proposes more alignment in career education across schools and community colleges, providing a role for the established infrastructure in the Strong Workforce Program.

### **Next Steps**

The next steps in the budget process will be collecting input from system stakeholders, a review by the Legislative Analyst's Office, and an initial round of budget subcommittee hearings prior to the release of the May Revision. We will continue to provide updates along the way, but feel free to reach out to us with any questions, comments, or concerns related to the Governor's budget proposal.





	PROJ. DESCR.	FUNDING SOURCE	STATUS/ NEXT STEPS	SCHEDULING	PRIMARY RESPONSIBILITY
	<b>GROUNDS</b>				
1	Detail High profile spaces Assist with cleaning of primary entryways of buildingsw/ Custodial	N/A	Key Spaces to be identified by JS and JM	4/7-4/15	JM
2	Identify & Map Emergency Shut-off valves	N/A	Scrape gun/ power wash etc.	4/7-4/15	JM
3	Cleaning/ Sweeping of Walkways, Curb & Gutter	N/A	Identify and map all emergency shut-off valves	4/7-4/15	JM
4	Develop a grounds schedule for grounds staff	N/A	Identify priority areas for cleaning/ Sweeping	4/7-4/15	JM
5					

Priority	Project Initiative	Status	Next Steps	Notes:
	Technology Quick Fix Initiative (mobile)	Will begin January 4, 2018	Completed	
	NIT121 Computer Replacement (50)	Complete	None	Replaced Winter 2018
A	NOC121 Computer Replacement (30)	(Pending for requisitions to be placed)	Waiting for delivery	Due for replacement Spring 2017
A	LIBRARY Computer Replacement (51)	Requisitions have been placed	Waiting for delivery	Due for replacement Summer 2015
A	NAT109 Computer Replacement (80)	(Pending for requisitions to be placed)	Waiting for delivery	Due for replacement Winter 2018
A	ATEC 114 Whiteboard Installation	Waiting for delivery	Installation	
C	Library 208 replacement lectern and new A/V system	Pending design documentation on lectern. The new A/V system is designed already	Documentation of lectern design will be sent to faculty for suggestions	IMC staff will provide design options
A	Card Access/Building Access control system upgrade	Requisitions have been placed	Schedule upgrade during Spring Break	
B	Media system streaming upgrade for CSS 217	With TECH Committee	Prepare purchase requisition	
A	New interactive projection systems (STEM Center)	Completed	None	
A	Media system options at JFC for evening faculty	Completed	Prepare purchase requisition	New LED automated lighting
A	Theatrical stage lighting for performances	Proposal was submitted for funding	Prepare purchase requisition	3 new projectors for new JFC space
B	New interactive projection systems (JFC)	Proposal was provided	Prepare purchase requisition	New laser optic projector
A	HJLM 103 projector replacement	Proposal was provided	Prepare purchase requisition	
	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 - Special Projects/ Initiatives Update**  
3/9/2018


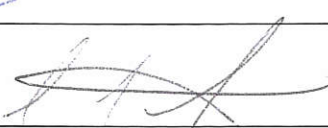




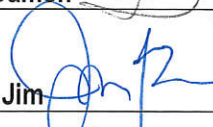
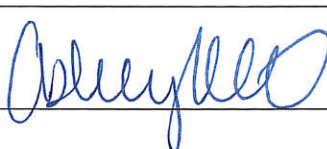
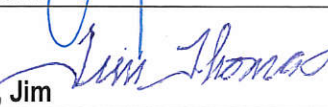
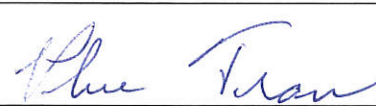


Priority	Project Initiative	Status	Next Steps	Notes:
A	Marquee Sign	Out of DSA - to District Purchasing	Awaiting release to bid	Anticipate sign construction this spring
B	Amphitheater Shade Structure	Awaiting RFP/Q Document	Engage District in Project Development	
A	Wayfinding	Committee convened	Select Vendor w/ Work Group	Anticipate plan in place late spring
B	Facilities Master Plan	Delayed until Ed. Master Plan Complete	Reviewing scope with Gensler	
A	Traffic Study/ Third St.	Awaiting Hawk Delivery		CNUSD agreed to share costs
C	Solar Array/ Car Charging Station	No additional information since spring, 2017	Speak w/ Dr. West at RCC	SCE to have new incentive programs for car charging in 12-18 months
A	Phase II Security Installation	Installed at selected buildings	Troubleshooting System	Anticipate Training in early spring, 2018
C	Keycard System to SSV	on Hold	Seeking Dist. Review of Cloud Based System	
A	Adrondock Chair Placement	Completed	Observe	Placed to encourage student gathering
A	Veterans Center - Phase I	Architect Identified	Design Committee Convened	
Priority Rankings:				
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				



# Norco College

Business & Facilities Planning Council Meeting  
 Tuesday February 20<sup>th</sup> in ST-107 11:15-12:45pm

## ATTENDEES

Aguilera, Ricardo 	Green, Monica
Aldasoro, Andy 	Henry, Richard
Bell, Kimberly	Lambros, Dan 
Bell, Travonne	McGraw, Shirley
Sanchez, Patty	Muto, Jan 
DeAsis, Mark	Nance, Damon 
Lee, Sam 	Reeves, Jim 
Etchison, Ashley 	Thomas, Jim 
McMahon, Jim	Tran, Phu 
James, Tenisha	ASNC Student Representative
 Guest (Please print name)	ASNC Student Representative
Guest (Please print name)	ASNC Student Representative
Guest (Please print name)	Guest (Please print name)
Guest (Please print name)	TRICIA Hodawanski  Guest (Please print name)