

BFPC

Business & Facilities Planning Council

Tuesday, March 12, 2019

11:15am-12:45pm

ST 107

MINUTES

Present: Michael Collins, Mark DeAsis, Travonne Bell, Jim Thomas, Courtney Buchanan, Ashley Etchison, Ricardo Aguilera, Misty Cheatham, Tanisha James, Andy Aldasoro, Dan Lambros, Kimberly Bell, Sam Lee, Kaneesha Tarrant, Autumn Parra (Student rep)

Guests: Steve Marshall, Esmeralda Abejar, Jason Caceres, Elaina McDonald, Maureen Sinclair, Justin Czerniak, Dr. Reece

1. Welcome by Jim Thomas at 11:15am
 - Addition to agenda to add the “performance Report P1
 - Motion to amend Agenda by Courtney Buchanan
 - and add the Budget Performance Report P1
2. Public Comments
 - Autumn Parra reported the ASNC “Chill out” event held on March 8 was a huge success.
3. Approval of Meeting Minutes from February 12, 2018 (Handout)
 - Motion to approve made by Ashley Etchison
 - Seconded by Courtney Buchanan
 - Abstentions – 2
 - Motion carried
4. Budget Update – Esmeralda Abejar
 - Budget Allocation Model (BAM) Update
 - DBAC subgroup continues to work with FTES cost model to estimate the revenue for 18/19. Comparing these FTES cost figures with the current draft allocation model, it shows a Norco deficit of 1.4 million, which would be covered by the college’s ending balance from the previous year. This is a concern, as moving forward the college must save enough to cover expenses for the following year. This is still a preliminary draft model, not a final version. According to the district, the 2019/20 college budget will be “held harmless” for any decreases in revenue as the model is implemented. The DBAC subgroup meets again next week to continue the work of developing a budget allocation model that is fair and equitable for all the colleges. (RCC has a deficit of \$536,000 and MVC is not affected)
 - We are currently moving forward with 2019/2020 tentative budget development, using figures from 2018/2019 to estimate actual expenses for this fiscal year.
 - End of year projections will help estimate ending balance projection, which are due to the district by April 1.

BFPC Statement of Purpose

(Approved by BFPC on May 14, 2013)

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- Norco College Budget Development Calendar Draft Review (Handout)
 - It has been discussed in ISPC that ISPC will develop college budget priorities as strategic plans change from year to year.
 - BFPC will continue to work with ISPC on the financial planning and specifically the one-year plan.
 - November is listed as the month perform annual evaluation of effectiveness of the resource request procedures and BFPC goals.
 - It is important to evaluate and analyze the resource request process to look for ways to improve efficiency effectiveness. (An ad-hoc group or task force may be assigned to do this task).
 - March is identified as the month that all resource requests are due.

- Budget Performance Report – P1 (Handout)
 - A draft report as of February 28, 2019 was reviewed by the committee.
 - 64.41% savings will cover deficits.
 - Deficits on short term substitutes and non-classified instructional
 - We are at 55.55% overall total budget expended. 67% is normal, so we are looking under budget at this time.
 - At the next BFPC meeting we will review the quarterly budget report for the 3rd quarter.

- 5. Norco Facilities Master Plan (FMP) Update – DLR Architects
 - The committee viewed an electronic presentation update on the FMP
 - Everyone is encouraged to visit the FMP micro-site (The link is on the Norco website on the Business Services webpage).
 - Everyone is also encouraged to attend all open houses, meetings, workshops, etc. as their schedules allow.
 - There was a brief review of space needs now, and estimated growth to meet our future needs while aligning with our educational master goals.
 - Planning Principles were reviewed: Student success, strategic partnerships sustainability, critical facilities, open space, circulation and safety.
 - We will create objectives for each planning principle to make each successful, distinct, and unique to our college.
 - The main focus will remain on student needs now, and planning for their needs in the future.
 - Look to change the open environment into a more useable space.
 - Circulation and safety: look at other transportation opportunities, improve movement for all means of transportation, and increase overall safety of the campus.

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6. Educational Master Plan and Big Us Update - Dr. Reece
 - Committee viewed an updated presentation by the President.
 - Encourage everyone to attend meetings to provide their valued input.
 - Second draft is scheduled to be out on Wednesday. BFPC will review/discuss at April 2nd meeting.
 - The draft will be sent through the current strategic planning process, and then the District approval process. The goal is to have it formally approved by the Board of Trustees at their June meeting.
 - The President also discussed the importance of the anticipated spring 2020 G.O. Bond.

7. Standing Items:
 - Facilities Project/M&O Update – Steve Marshall
 - LED lighting project has started college-wide and should be completed by the end of April.
 - Parking Lot B will be resurfaced and restriped in early April.
 - West End Drive repairs will be completed in the next few months.
 - Currently bidding HVAC replacement project for building K (CACT) – Prop 39 project.
 - Library roofing project is ongoing and project a summer installation.
 - Veterans Resource Center Project is in the design phase, then off to DSA for approval. Our goal remains to break ground in fall 2019.
 - Facilities continues to support smaller moves and remodels throughout the college.
 - Early Childcare Development Center RFQ update: Dr. Collins is working with Dr. Sarah Burnett on drafting P3 request for qualifications (public/private partnership).

 - Safety & Emergency Preparedness Update – Justin Czerniak
 - Emergency Drill held on March 5 – It took under 11 minutes total to evacuate entire campus.
 - Safety meeting tomorrow (3/13) 9am-11am in CSS217
 - First Aid/CPR class on Friday (3/15)
 - The next Building & Floor Captain Meeting is scheduled for March 26
 - “Tack” boxes installed around campus (7 total). Each includes various tools to help with extractions/open doors/shut off valves.

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- Technology & IMC Update – Dan Lambros (Handout)

Priority	Project Initiative	Status	Next Steps
A	Esports Project for CSS 217	In process of A/V quotes Computer equipment have been received	Room remodel and installation
A	Classroom A/V Upgrade for CACT1 and ATEC 205		Installation
B	6 new Interactive projectors and boards for LRC		Budget/PO
B	7 new interactive projectors and boards for Library		Budget/PO
A	Classroom A/V Upgrade for ATEC 210 and ATEC 211		Installation
A	Theater Stage Lighting Upgrade	Bonds and Board Approval	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		

8. Good of the Order - None

9. Next Meeting: Tuesday, April 2, 2019 11:15am-12:45pm ST107
(Please note: date moved up 1 week due to Spring Break)

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