

BFPC

Business & Facilities Planning Council
Tuesday, February 12, 2019
11:15am-12:45pm
ST 107

MINUTES

Present: Michael Collins, Courtney Buchanan, Ashley Etchison, Dan Lambros, Ricardo Aguilera, Jim Thomas, Sam Lee, Travonne Bell, Misty Griffin, Kimberly Bell, Andy Aldasoro, Kaneesha Tarrant, Peggy Campo

Absent: Mark DeAsis, Richard Henry, Tenisha James

Guests: Monica Esparza, Greg Ferrer, Esmeralda Abejar, Justin Czerniak, Jim McMahon

1. Veterans Resource Center Project Update – RuhnuClarke Architects

- Presentation to committee (Handout)
- Future additions could include housing, other resource buildings, etc. as funding becomes available.
- Current building has limited funding, but includes offices, resource center, additional workstations, break-out areas, outside spaces, patio, etc.
- Currently waiting on site information such as topography, grading information, etc.
- Site “Geo-Technical” report is due in a few weeks, which will lead to a more accurate construction cost estimate.
- Electrical, mechanical, structural information, and data rooms have all been identified.
- The design will have a “modern” feel to it.
- There is a large slider that will allow indoor/outdoor events and functions connecting to the patio area.
- The committee viewed some examples of stone/tile/flooring that could potentially be used.
- Former veterans have been interviewed as to what types of design/functionality would make a comfortable setting (specifically for military folks who may suffer from various medical/emotional conditions).
 1. Question – 1st quote was 27,000 sq. ft. with kitchen included, but the budget identified could not accommodate that in the current estimated cost. Dr. Collins noted that the project is currently over budget, but is working with the District to identify what funds can be used if needed. The full-size kitchen was downsized to a “kitchenette” to fit into the appropriated budget.
- Committee reviewed the current schedule of the project. They are moving quickly through the design development phase, which will be ending in February. Once completed, they will have a better idea of what the actual cost of the project will be.
- On the current timeline, they approximate February 26 through April (8 weeks) they will be working to finish structural documents.

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(Approved by BFPC on May 14, 2013)

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- August 2019 is estimated for DSA approval.
- Estimated construction to begin in Fall 2019
- Estimated competition date: July 2020
 1. Question: Will a single restroom will be adequate for the building? It was noted that up to 10 permanent staff and/or student workers are scheduled to occupy the building daily. A committee member stated a single restroom may be “awkward” during larger events.
 2. Question: Will the large hill that hides the college be taken down during this build? The answer is no, not for this project.
 3. Note: Because of the winds, the orientation of the building was changed and various screens, landscaping, door placement, types of doors, etc. will be addressed.
 4. Question: Will the additional funding needed delay the project? Dr. Collins reported that they are already working with the District to identify potential funding sources if need be. Once the “geo-tech” reports come back, we will have a better idea of how much the project will actually cost, specifically the site work.
 5. Suggestion: When purchasing furniture, please remember to order furniture/décor that are geared towards student comfort and functionality. Dr. Collins reported that they are planning on engaging our veterans/students to meet their needs and confirm what their ideas are for the use of the space will be and planning accordingly within the budget constraints.
 6. Suggestion: When designing, noise levels may play a factor and we need to keep that in mind to be sure and meet the needs of our service men and women.
- RuhnauClarke will present updates at future BFPC meetings as the project develops.

2. Facilities Master Plan Update – DLR Architects (via video conference)

- Continually meeting with Executive Cabinet, Norco 9+, and various daily users such as: students/staff/community/committees/etc.
- More workshops planned for March and April.
- FMP website link is located on the Business Services webpage.
- Please encourage all employees, students, community to participate in future workshops and provide feedback.
- The facilities master plan information and updates are listed on the Business Services webpage.
- BFPC will continue to receive updates and provide feedback.

3. Educational Master Plan and Big Us Update

- Dr. Lee encourages everyone to view the draft EMP plan and provide comments, suggestions, etc. (Dr. Reece sent out an email with the link to Nor-All on Feb 7)
- Open in Word, not Word Online (this format provides tracking of engagement)
- Upon reading, you will see there are 10 goals to achieve by 2030. The 5 year goals will be outlined in another document called: Strategic Plan-Year 1, Year 2, etc.

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4. Approval of Meeting Minutes from December 11, 2018

- Motion to approve: Jim Thomas
- 2nd By: Kimberly Bell
- Motion carried
- Abstentions: 1
- Change: Formally move Peggy Campo to member.

5. Budget Update – Esmeralda Abejar

- Budget Allocation Model (BAM) Update
 - The District Budget Advisory Council (DBAC) continues to work on a draft budget allocation model.
 - Using the current draft model, the Business Services and Student Services costs proposed revenue did not meet the budgeted expenditures in the example. Testing of that particular draft model did not cover the expenses, so a suggestion was made to identify the problem areas and take out one-time funds, which could reduce the required expenditures.
 - The process of testing revenue flow will continue until they find a successful model.
 - We can now track and identify the district average cost of producing FTES at all the colleges.
 - Opportunities exist to simplify the model and potentially reward efficiencies.
 - The intent is to identify varying costs of instruction and ongoing fixed costs and use the information in budget development.
 - The 2019/2020 will have no change in revenue allocation at this point, other than what increases the state would provide to us.
- 2nd Quarter Budget Report – Esmeralda Abejar
 - Committee reviewed a budget performance report for Fund 11, dated December 31, 2018 (Handout)
 - As of December 31st salaries and benefits are at approximately 42.22% (Includes all holding accounts balances listed on additional handout)
 - As of December 31st approximately 38.25% total budget has been spent (The average is approximately 48%)
 - Holding accounts as of Jan 1, 2019: Fund 11 at approximately 2.7 million, and Fund 12 at approximately 7.3 million.
 - These reports will be presented at each BFPC meeting moving forward, to allow departments to calculate actuals in their budget planning.
 - Note: Adjunct Faculty payroll posts can fluctuate during the year, so some quarters/months may be larger than others.
 - Note: In regards to the Veterans Resource Center funding, the military articulation platform invoices will be backed out of the original amount, so funding for the project should increase to the original 1.8 million.

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6. Standing Items

- Facilities Projects Update/M&O – Jim McMahon
 - DRC and CSS furniture delivery due next week (scheduled after finals as not to disrupt service to students) - Work Completed
 - 211 & 219 – EOPS changes/remodel, carpet and furniture delivery- scheduled for the end of January-Work Completed
 - Business Park: Tenant improvement “punch list” has been completed and additional storage will be arriving soon. IT install is pending.
 - Director of VRC Door- assigned as an internal work order, not a bid project. Work Completed
 - Chancellor’s office space – New location being identified
 - Concrete repair at Soccer Field Patio - Continuing
 - Asphalt repairs at West End Drive - TBD
 - LED Project – Project materials have been delivered and are in NOC warehouse. In the contracting phase with Contractor for installation. Start date: March 4, 2019. (Work to be completed during nights and weekends)
 - Parking Lot B – Phase 1 of the project has been completed with the asphalt repairs. Seal coat and restriping is schedule to take place in early March.
 - HVAC replacement project for Building K – Bid documents are being prepared for release of advertisement for Bidding.
 - ADA path of travel in parking lots A&B circles: Plans are in the development phase and being submitted to DSA for 1st review on. Work is targeted to start on June 5, 2019, with a 4-5 week duration.
 - Two grounds positions should be approved and filled by the March board.
 - Grounds will start working on removing “grassy-weeds” across campus as weather permits.
- Safety & Emergency Preparedness Update – Justin Czerniak
 - Next Safety Committee Meeting is tomorrow (2/13) 9am-11am CSS217
 - Active shooter training on 2/8/19 report (approximately 55 attendees)
 - Next Evacuation Drill originally scheduled for Feb 22, will be rescheduled to a future date
 - Building and Floor Captains will be updated and posted (all are encouraged to participate)
 - Emergency Tack Boxes will be installed around campus
 - Additional Signs for the HAWK System being installed next week
 - CERT Training on campus soon (Possibly a Friday/Saturday)
 - Spring training schedule (Handout)

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District Offices	Moreno Valley College	Norco College	Riverside City College
1-31-19 & 2-7-19 CERT Training at Ben Clark 8-5pm	1-15-19 Stop the Bleed training 12:50-1:50	1-31-19 & 2-7-19 CERT Training at Ben Clark 8-5pm	1-31-19 & 2-7-19 CERT Training at Ben Clark 8-5pm
2-20-19 Basic Utility Shut Off 2-3pm CAADO 334A	1-31-19 & 2-7-19 CERT Training at Ben Clark 8-5pm	2-8-19 Active Shooter training/simulation 8-12pm Theater 101	2-13-19 What does it mean to be a disaster service worker? 12:50-1:50
3-8-19 CPR/First Aid/AED training 8-2:30pm 334A	2-6-19 Stryker Evacuation Chair Training	3-15-19 CPR/First Aid/AED training 8-2:30pm CSS 217	2-21-19 Stryker Evacuation Chair Training 12:50-1:50pm QD 107
3-21-19 Mass Notification and Rave training 2:30-3:30	2-28-19 What does it mean to be a disaster service worker? 12:50-1:50 HM 108	4-10-19-Stop the Bleed training 12:50-1:50pm	2-26-19 How to Build an emergency Kit 12:50-1:50pm QD 107
4-11-19 What does it mean to be a disaster service worker? 2:30-3:30pm 334A	3-13-19 Stop the Bleed Training 12:50-1:50 HM 323	5-2019-Stryker Evacuation Chair Training	3-1-19 CPR/First Aid/AED training 8-2:30pm
4-17-19 Forklift Operations-train the trainer (San Bernardino JPA office) 9-11:30am	3-22-19 CPR/First Aid/AED training 8-2:30pm ST 101		3-7-19 Stress Management 12:50-1:50pm QD 107
4-25-19-Stop the Bleed training 2:30-3:00pm 334A			3-13-19 Basic Utility Shut Off
Monica Esqueda, ARM-P, CSRM Manager, District Safety & Emergency Preparedness Risk Management, Safety & Police Department (951) 222-8566 Monica.esqueda@rccd.edu	Monica Esqueda, ARM-P, CSRM Manager, District Safety & Emergency Preparedness Risk Management, Safety & Police Department (951) 222-8566 Monica.esqueda@rccd.edu	Justin Czerniak College Safety & Emergency Planning Coordinator Norco College 951-738-7798 Justin.czerniak@norcolleged.edu	Sean DiSalvio College Safety & Emergency Planning Coordinator Riverside City College 951-222-4231 Sean.disalvio@rccd.edu

- Technology & IMC Update – Dan Lambros
 - E-sports project is currently purchasing technology items for CSS217
 - Feb 9 Emergency siren testing was successful.
 - Library 108 has new audio/visual equipment installed.
 - ATEC 205 upgrade completed.
 - IT124 equipment arrived, scheduling installation soon.

8. Next Meeting: Tuesday, March 12, 2019 11:15am-12:45pm ST107

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