

Business & Facilities Planning Council

Tuesday, March 10, 2020

11:15am-12:45pm

OC116

MINUTES

Present: Michael Collins, Ana Hernandez (Student Rep), Geraldina Abejar, Misty Griffin, Dan Lambros, Ashley Etchison, Patty Sanchez, Mike Angeles, Sam Lee, Kimberly Bell, Steve Marshall, Jim Thomas, Kesha Tarrant

Guests: Gregory Ferrer, Denise Terrazas, Kevin Fleming, Suzanne Searles, Alex Zadeh, Justin Czerniak

1. Welcome

2. Public Comments

- Dr. Collins noted what a great job BFPC did for the accreditation visit by providing detailed evidence that was fair as well as transparent by sharing the information regularly to the college constituency. The tri-chairs and committee were thanked and applauded for their diligent work.

3. Approval of Meeting Minutes from February 11, 2019 (Handout)

- Motion to approve made by Sam Lee
- Seconded by Kimberly Bell
- Abstentions- 1
- Motion passed

4. NC Building Namesake Displays and President's Wall Project Update (Handout)

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- o The use of surface disinfectant or similar product that contains 60% or more ethyl alcohol and/or isopropyl alcohol
 - o There are ways you can help prevent the spread of illness and protect yourself:
 - Washing hands frequently with soap and water for at least 20 seconds.
 - Cleaning your hands often with an alcohol based hand sanitizer that contains at least 60 percent alcohol.
 - Avoid touching eyes, nose or mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing. Then wash your hands.
 - Social distancing – stay isolated from others -6ft.
 - All employees are encouraged to disinfect their work area desk/keyboard/phone/ needed.
 - o If you are sick please do not come to work.
 - o If you have medical related questions, contact your health care provider or the Riverside County Health department at (951) 35897 during business hours or the emergency line at (951) 7822974. For general questions regarding coronavirus, call 2 You can also call the CDC hotline at 1-800-CDC-INFO.
 - o Everyone is invited to attend our Safety Committee meeting tomorrow (Wed, March 11) 9:00am-11:00 AM in CSS 217 for more information.
 - o There is also a Safety Town Hall meeting scheduled for April 12:50pm-1:50pm in HUM111.
- Instructional Media Services (IMS) Update – Dan Lambro (Handout)
 - o IT101 A/V Upgrade – Proposal Approved:
 - Next Steps – Equipment purchases: PO issued.
 - Installation bid is next due by March 18)
 - Estimated project completion: Spring Break 2020.
 - o Interactive Screens for CSS217 and Business Park
 - Equipment has arrived and Business Park been completed
 - CSS217 is currently scheduled for installation next
 - o STEM115: New A/V System
 - Estimated completion: Winter 2020
 - o Projection screen replacement: WEQ7 and IT110.
 - Equipment has arrived and installation is currently pending
 - o Projection screen replacement: LIB121, IT124

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 through approval before being forwarded to the President of the college.

- o Standing work orders:
 - Move old IT125 computers to IT124 in progress (Master image creation)
 - IT121 PC cascade to student computers SSV/ASNC (Imaging/prep in progress)
 - SSV200 Laptop cart in progress
- o Projects:
 - 68 Admin/Faculty/Staff refresh computers have been ordered (ETA: Midl)
 - Estimated completion: Summer 2020
 - A question was raised as to where the 7 new faculty will be located. An overall review of spaces are ongoing as well as discussions with Academic Affairs.
- o STEM302 (60) – Quote submitted

8. Good of the Order

- Purchasing is asking everyone to begin year-end processing and planning early.
- Travel has been suspended through March 31, check with your immediate supervisors for more details as the restrictions may change from day to day during the health crisis.

9. Next Meeting: Tuesday, April 2020 11:15am-12:45pm OC116

- Important note: This meeting date was moved to new week due to Spring Break.

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