



FACILITIES PLANNING and DEVELOPMENT COUNCIL

October 30, 2025 Zoom Conference Call

10:00a.m. – 11:30a.m.

MEETING MINUTES

VOTING MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Hussain Agah	District - Associate Vice Chancellor, Facilities Planning and Development – Co-chair	YES
Mehran Mohtasham	District - Director, Capital Planning	YES
Bart Doering	District - Facilities Development Director	YES
Misty Griffin	District - Director, Business Services	NO
Beiwei Tu	District - Director, Risk Management	YES
Susanne Ma	District – Director, Information Technology Infrastructure and Systems	NO
Majd Askar	Moreno Valley College – Vice President, Business Services	YES
Michael Collins	Norco College – Vice President, Business Services	YES
Kristine DiMemmo	Riverside City College - Vice President, Business Services	YES
Ron Kirkpatrick	Moreno Valley College – Director, Facilities Maintenance & Operations	YES
Travonne Bell	Norco College – Director, Facilities Maintenance & Operations	YES
Robert Beebe	Riverside City College - Director, Facilities Maintenance & Operations	YES
Esteban Navas	Moreno Valley College – Academic Senate President	YES
Kimberly Bell	Norco College – Academic Senate President	NO
Jo Scott-Coe	Riverside City College - Academic Senate President	YES
Terry Janecek	Moreno Valley College - Classified Professional Representative	YES
TBD	Norco College - Classified Professional Representative	NO
Nate Swift	Riverside City College - Classified Professional Representative	YES
Ron Kluth	Riverside City College – Classified Professional Representative	YES
Myra Nava	District - Classified Professional Representative	YES
TBD	Student Representative	NO

NON-VOTING MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Don Wilcoxson	Riverside City College – Academic Senate Representative	NO
Robert Fontaine	Moreno Valley College – Academic Senate Representative	NO
Ray Vasquez	Norco College – Interim Manager of Facilities, Grounds & Utilization	YES
Krystin Mendez	Riverside City College – Assistant Director of Facilities Maintenance and Operations	YES
Mireya Vargas	District – Interim Facilities Planning Specialist, Accounting, FPD	YES
Mejgan Ahmadi	District – FPD (Recorder)	YES

Riverside Community College District Facilities Planning and Development (FPD) supports the educational mission of the District and its three Colleges—Moreno Valley, Norco and Riverside City through advanced planning and development of facilities, standards, infrastructure and resources that promotes a learning environment by providing safe, sustainable and high-quality campuses. The FPD administers the facilities improvements to ensure compliance with the District Strategic Plan and Colleges Facilities Master Plans, and manages the planning, development and implementation of the District Five (5) Year Capital Outlay plan and Long-term Capital Facilities program. The department is also responsible for formulating, promoting, guiding, and administration of district policies and procedures associated with planning, design, construction and development functions.

I. CALLED TO ORDER

- A. By Hussain Agah

II. APPROVAL OF MINUTES

- A. Motion to Approve October 30, 2025 Meeting Minutes by Askar. Second by Beebe.

ACTION: *Approved*

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **FMP Update:** Agah stated there has been no new updates.
2. **IETTC Comprehensive Vision Plan:** The CVP (educational/facilities master plans) BOT approved in June 2025.

ACTION:

- *Continue to work with the colleges on the FMP updates including projects priority list, secondary impacts and infrastructure needs, cost/budgets, state /non-state supportable, schedules, etc.*

B. CCCC'O Facilities Planning Update:

1. Five-Year Capital Construction Plans (5YCCP) & Capital Outlay Program:

- i. **2025 Five-Year CCP:** The finalized 5YCCP was board approved in June 24, 2025. The plan includes one FPP, which is MVC STEM (Biological and Physical Science).
- ii. **2026-27 Spending Plan:** Agah stated the RCC Applied Technology project has been considered for the 26/27 spending plan, it has been approved by the State Chancellor's office.

ACTION:

- *None*

1. Physical Plant & Instructional Support - (5) Year Scheduled Maintenance Plan & Instructional Support

- i. Agah stated that the state requires California Community Colleges (CCC) to provide their scheduled maintenance/deferred maintenance backlog, regardless if a project has a funding stream attached to it or not. We receive 0 funding from the State. We have residual funding from prior years we'll continue to utilize.

ACTION: *None*

2. Space Inventory (SI)

- i. **2025 SI Submittal:** Myra stated that they were submitted to the State by the due date and approved by VC Brown, ALMA provided their assistance and updated them in FUSION. Agah stated that updates should be provided by the Colleges a little earlier just to ensure everything is completed and submitted in a timely manner. DiMemmo stated that RCC updated all information and integrated all initiatives in a timely manner.

ACTION:

- *Any changes to the college SI need to be reported to FPD to be reflected in FUSION in timely manner.*

3. Space Utilization Study (SUS) & Space Optimization Study (SOS)

- 2025 SUS College's Report:** Agah stated that the MVC and NC SUS were conducted by ALMA Strategies in 2025 using fall 2024 data, as directed by the Chancellor. He mentioned that the MVC and NC SUS reports were shared and highlighted areas for improvement in laboratory and classroom efficiencies. These improvements are attributed to two main factors: increased enrollment and more effective space utilization and scheduling. Agah has emphasized the importance to incorporate the SUS into the enrollment management system (EMS).
- 2025 SOS Initiative:** Agah stated the District is conducting a Space Optimization Studies for the three colleges. These studies will focus on identifying opportunities to reconfigure, repurpose, or better align underused or inefficiently utilized spaces.

ACTION:

- *Colleges to use the SUS data and make necessary changes throughout their shared governance structure to improve efficiencies and resources and incorporate the SUS in enrollment management strategies.*

4. Energy Usage Calculator/California Energy Benchmarking

- Skipped, no updates provided.*

ACTION:

- *No update*

5. Facilities Conditions Assessment (FCA)

- Skipped, no updates provided.*

ACTION:

- *Review FCA and develop strategies to incorporate deficiencies into 5YSMP.*
- *Complete the floor plan updates was discussed for all the colleges. FPD will update all of the floorplans in FUSION with the help from the colleges.*

C. Policies and Procedures:

- Public Bid/Procurement:** FPD completed its review and updates to the board policies to incorporate legally permissible vendor selection preferences, contracts, bids, and other related facilities and procurement policies in collaboration with Purchasing.
- Land Use Development:** Establish board policy for land acquisition and use development.
- Sustainability & Climate Action Policies:** Update BP 5775 in alignment with the BOT approved S-CAP.
- Milestone Signoff Documents:** Incorporate Capital Construction Project Design Milestone Certificate of Substantial Completion Milestone forms.
- Prequalification Process:** Update board policy to include construction prequalification process.
- EV Charging:** Agah reported that progress is being made on the parking policy to incorporate the EVCS parking policy and fee structure. The committee discussed the implementation of EV charging stations. The colleges agreed to operate

all EVCS units (48 at MVC, 48 at NC, and 60 at RCC, including those installed outside of the Solar Project) for the first year and then assess utilization for the following year. Agah and Mohtasham presented the EVCS administrative policy in detail:

- i. Mehran explained that EV charging costs include several components. The electricity rate (SCE + RPU) averages 15 cents per kWh, plus a 3–5 cent high-voltage charge, totaling about 18 cents per kWh. Additional costs include a \$180 annual subscription fee per charger, an administration fee, a 6–10% operator fee per transaction, and potential maintenance expenses. This brings the proposed total to approximately 32 cents per kWh, or about \$2.44 per hour for Level 2 charging.
- ii. DiMemmo asked whether revenue from the chargers will return to the Colleges as previously discussed, noting this must be clearly defined. Colleges should not be responsible for maintenance costs unless they also receive the revenue. Askar stated that each College will need to complete an SPP outlining charger-related revenue and expenses if they are responsible for the maintenance and operation.
- iii. Agah stated that this has not yet been finalized. The District is still determining whether the Colleges or the District will administer and maintain the chargers.
- iv. Scott-Co asked whether vouchers could be offered to help students cover charging costs. DiMemmo noted that available programs could be explored.
- v. Agah confirmed that a parking permit will still be required for EV charger use by campus visitors. Visitors will purchase a one-day permit linked to their license plate.
- vi. Mehran emphasized that EV charging spaces are not permanent parking spots. If someone plugs in but does not activate charging, they will incur an idle fee of \$5–\$10 per hour after a grace period.
- vii. Anyone parked in a charging space without active charging will receive a citation. These rules will be incorporated into the RCCD Parking Policy to ensure chargers remain available for active users.

ACTION: Agah proposed moving the EV Charging Program to a committee vote for next-level approval. Askar made the first motion, and DiMemmo seconded, with the condition that language be added to clarify revenue, accountability, and reconciliation. Askar will submit a proposal to the committee. Next steps: VC Brown will advance the proposal through resource committee. The goal is to have it approved and moved forward by early 2026.

7. **Car-Sharing Program:** Establish a board policy to administer the planning/operational aspects of the program.

D. Long-Term Capital Facilities Program

1. The Long-Term Capital Facilities Plan (LTCFP), approved by the Board of Trustees on March 17, 2020, established 12 planning initiatives aimed at enhancing operational efficiency and institutional effectiveness through the strategic implementation of economies of scale. Working with Gafcon on this initiative.
 - i. These initiatives will be addressed and funded under Measure CC bond on priority basis.
 - ii. The ProjectTeam (PMIS) system was approved by the Board, and implementation will begin soon. DiMemmo asked whether training will be provided to support the District. Online training and video tutorials will be available. The workflow and implementation process is expected to continue through March/April 2026.

ACTION:

- N/A

E. Sustainability and Climate Action Plan (SCAP)

1. **Districtwide Sustainability & Environmental Responsibility Planning Update:**

- i. The Decarbonization/Integrated Energy Master Plan (IEMP) and the Total Cost of Ownership (TCO) dashboards will be made available to the District and the public when the transition is complete between DLR and District's IT.

ACTION:

- *Provide the Decarbonization/IEMP dashboard and the TCO dashboard to the District and the public.*

2. District Solar Project:

- Construction Progress: BCTC:** Permit to Operate by SCE has been received. **MVC:** work is in progress with 90% being complete. The District is waiting for SCE own work behind the grid to be complete before the project can be complete. **RCC:** work is on progress with 90% being complete. **Centennial Plaza:** Permit to Operate by SCE has been received. **NC:** work is on progress with 90% being complete. The District is waiting for SCE own work behind the grid to be complete before the project can be complete.
- At NC:** Some issues with the storm water management occurred. The Navy will work on diverting water away from the campus property and will update FPD.
- Shutdown Schedule:** For MVC, NC, and RCC - TBD

ACTION:

- *MVC, NC and RCC permit to operate is scheduled by August 2025.*

3. Clean Mobility Options – Carsharing Program:

- The State awarded the District \$1.8 million for the CMO Car-sharing program. A portion of it will be used for the infrastructure for 15 EV charging stations and acquisition of 17 EVs across 5 sites, and the program operation that includes a third party to manage the servicing/maintenance/operation of the vehicles.

ACTION:

- *Once the program is more formalized and further assessed, work will begin on an administrative policy that structures the operating, maintenance, management, and financial aspects of it.*

F. Students Housing**1. SB 169 Affordable Student Housing Grant Program:**

- RCCD-RCC & UCR Intersegmental:** RCCD/RCC and UCR Intersegmental Student Housing was approved in the total amount of \$126 million (\$75 million for RCCD and \$50 million for UCR). RCCD students moved into the housing facility on August 23, 2025.
- DiMemmo reported that RCC is working to finalize the Operational agreement with UCR. The agreement included the self-sustaining idea that only covers the rent, RCC is responsible to cover the costs for other obligations outside of the rent for any unfilled beds. RCC released 70 beds to UCR.

G. Legislative and Regulatory Updates:

- AB 359:** The bill exempts student housing from being a DSA project for California Community Colleges District, however, DSA issued AB 359 to clarify the aspects of the bill regarding Structural Safety, Fire and Life Safety and Accessibility if the project falls under DSA review.
- AB 416:** The bill requires any major renovation project exceeding 10,000 GSF to be LEED Gold or higher. FPD will monitor the projects to meet this requirement.
- AB 1121:** The bill requires awarding authorities to annually submit to the Department of Industrial Relations' electronic project registration database a list of ineligible contractors, as specified, pursuant to local debarment

or suspension processes. This bill would require the department to make the list available to the public through the electronic database.

4. **AB 48:** This is a Higher Education Bond bill on the 2026 primary ballot. The bill indicates that CCFC has a **support position** on the bill, as it provides recognition of the need for additional state funding for community college capital outlay projects. The bill is scheduled to be heard in Assembly Higher Education Committee on April 22.
5. **AB 90:** This bill is regarding Overnight Student Parking Program and CCFC **is opposed** to this bill due to impacts on facilities and because it mandates on specific approach to address housing insecurity. The bill was passed by Assembly Higher Education Committee and is pending in Assembly Appropriations Committee.

H. Land Acquisition Entitlement Updates

1. **IETTC:** Agah stated the BOT approved the acquisition of the 24.0-acre site in Jurupa Valley, in the amount of \$26 million. FPD is working with Gafcon PM-CM on site entitlement.
2. **Corona Education Center (CEC):** The NC 2019–20 Educational Facilities Master Plan identified limited access to the college. The acquisition of a 9.4-acre site for the NC campus extension, at a cost of \$22 million, addresses this issue. FPD is working with Norco College to engage a planning architect to begin planning and programming for the STEM and Allied Health project, as well as site entitlement work

ACTION:

- *Form a planning committee for the design-build RFQP for IETTC and planning committee for the CEC.*

IV. PROJECT UPDATES

A. Master Projects List/Calendar

1. All projects regardless of funding source need to follow the process. Colleges to submit Capital Project Summary Form (CPSF) as the project is being initiated. Also, part of the CPSF process is for FPD to be aware and assist with the process for any projects that require DSA approval.

B. Capital Project Summary Form

1. Nava provided an update on the Master Capital Project List and the need for the Capital Project Summary Form (CPSF), a live document that the colleges will have access to for the purpose of providing regular updates. This will be for all projects no matter the size or cost.

ACTION:

- *NA*

C. Division of the State Architects (DSA)

1. **Point of Contract:** FPD is the **POC** with DSA's Office and should be involved in any new project under DSA purview at the college regardless of funding sources.
2. **DSA Concurrence on Exempt Projects, DSA Form 7 (Procedure PR 14-02):** Mohtasham reported on the DSA process using Form 7 which confirms whether or not a project is exempt from DSA review. FPD is making sure the process is included in all projects at all of the colleges to ensure proper documentation is submitted moving forward.

ACTION:

- *Update the DSA campus specific map that shows all DSA applications.*

D. Capital Projects Status Report

1. Riverside City College:

- Digital Library Building STEM Engagement Center:** Received DSA approval. DiMemmo discussed the relocation of some functions of the building (video production) and the work with the President's leadership to complete that process, including funding source. The project is currently on hold due to funding.

ACTION:

- *Schedule a meeting with FPD, DiMemmo and Gensler to discuss scope change.*
- TSS Staff Relocation:** The project is complete.
 - New Cosmetology:** *No updates provided.*

2. Moreno Valley College

- College Park's Soccer Field Lighting & Accessibility Parking Project:** This is a joint project with the City of Moreno Valley. Agah stated the City of Moreno Valley notified RCCD that a portion of the project will be paid by the City. The project is on hold until the Joint Use Development Agreement (JUDA) items with the City are being resolved.
- Organic Chemistry Laboratory Project:** MVC does not have an organic chemistry laboratory. The project includes relocating anatomy lab from SC 207 to Humanities 323 and convert SC 207 into the organic chemistry laboratory. Doering stated the anatomy lab is complete. Completion of the Organic Chemistry Lab is underway. Askar praised the District for getting this project completed as quickly as they have. There has been a lot of collaboration and communication.
- Library Learning Resource Center:** *No updates provided.*
- BCTC 2-A School of Public Safety:** *No updates provided.*

3. Norco College

- Center for Human Performance & Kinesiology Project:** This is a state-funded project with a budget of \$54.2 million. It involves the demolition of the CACT building, relocation of CACT programs, and upgrades to the campus central plant F2 chillers (two secondary effects). Doering provided an update on construction progress, noting that all uncovered underground issues are being addressed using the allowances in the construction contractor's budget.
- CACT Relocation to STEM 100 Project:** This is a secondary effect to the NC CHP+K project. The footprint of CHP+K is located on the existing CACT building location, therefore, programs in the CACT building need to be relocated to STEM 100 before the start of the CHP+K project. Bart provided updates regarding the site concrete work, containers, MEP overhead is on-going, and they're working on the drywall. Furniture should be delivered in February 2026.
- F-2 Chiller Replacement:** *No updates provided.*
- Library Learning Resource Center + Student Services:** *No updates provided.*

E. Scheduled Maintenance Projects Updates

1. **SM Project Log:** Review and report DSA projects

V. OTHERS

A. IT Infrastructure Projects - Conduit & Fiber at Colleges

1. **Demand for Fast Internet Connections and Low Voltage Cabling Requirements:** Ma shared a presentation that discussed the state of the data cabling infrastructure and clarified when the scope of work should be done in-house or by contractors. IT is available to assess scope for a project to ensure it is completed timely and without surprises, Ma has a Scope of Work ready and will send it to Agah and Mohtasham. Ma requested the colleges use the IT Checklist which includes IT being a part of the final walkthrough to sign off on the work. Agah stated an RFP for a full assessment of the IT infrastructure and underground infrastructure to understand the capacity, age and condition of the infrastructure will be drafted and completed by July 2025, FPD will seek feedback from IT and the colleges' facilities departments regarding the scope of work.

B. Campus Storm Water Management Plan

1. Agah stated some issues arose regarding Storm Water Management while work was being done on the MVC Solar ground mount array due to heavy rain erosion that occurred on the campus. Agah asked about the college's storm water management plan, who performs the maintenance and if they need assistance from FPD. Beebe stated the college manages it, there has never been a formal process or record keeping. Kirkpatrick stated MVC inspects and cleans the areas every fall, no outside vendor is engaged. T. Bell stated NC has the same practice as MVC. Agah discussed the possibility of an annual inspection by a specialized vendor to mitigate potential issues. Mohtasham inquired if there is a campus wide plan at the colleges that could be shared for storm water management, is there routine preparation when a storm is coming? Beebe and Kirkpatrick offered to put a document together showing preparations for storm management.

C. Campus-wide Traffic Study/Parking Utilization Assessment

1. **Parking Utilization Study (PUS):** Mohtasham presented the PUS completed for the MVC, NC, and RCC. The study will assist in determining future parking needs and if alternate parking might be needed during construction projects. The results show that PUS for each college at 75% for MVC, 45% for NC, and 75% for RCC.

- D. **New Procurement Platform:** Griffin stated that the contract with Planet Bids is being processed at this time and implementation is underway.

E. Prequalification List:

Mohtasham provided an update on the process of updating the district procurement lists that includes 14 services. There will be a gap between each RFP for each type of services so as not to overwhelm the committee.

VI. NEW ITEM(S)

- A. Hussain proposed that the Gafcon team be invited to future FPDC meetings, not as voting members, but to sit in, and provide updates on projects. Askar agreed that it would be a good idea for Gafcon to be a part of the meetings moving forward.

Meeting adjourned at 11:25am.

End of Meeting Minutes-