

PCAB

12/16/2025

Safety

BEEP (Building Emergency Evacuation Plan) Review and Development

Conducted two Facilities and Safety Committee meetings (11/13 & 12/11) to review the BEEP plan.

12/11/2025 Committee Meeting Outcomes: Gained feedback specifically on individual building sections and recommendations for changes to the campus emergency map. Boilerplate emergency plan language was agreed upon, but no specific changes were provided to the existing content of the base BEEP.

Next Steps: Administrative Services will work with each building manager to build their individual building sections, using the LRC as the model (following the informative LRAS leadership meeting).

Safety

Safety Website Mockup Review

Feedback Received: The initial draft was met with positive feedback from the attendees of the last Facilities and Safety Committee meeting (12/11/2025).

Website Goal: To create a single, easily accessible location for all emergency resources.

Next Milestone: The website is scheduled to be fully populated before the next Facilities and Safety Committee meeting in February.

WORK ORDERS

Maintenance Request Form

- Alt Contact = Dean/Manager
- Receive Notifications = Jacqueline Collins



New Maintenance Request

Request

* Request type

* Request

* Building

* Location

* Contact Name

* Phone Number

Phone Number Must Only Be Numbers

* E-Mail Address

Alt Contact Name

Alt Phone Number

Alt E-Mail Address

* Repeat Call?

* Is This Equipment?

* Description

[A Formatting guide](#) [Show preview](#)

Attachments

Facilities

New Hydration Station

New Installation: A new hydration station has been successfully installed in the Architecture student area.



2026 Payroll Calendar

For hourly NANCE employees, adjuncts, and overload positions paid on the 10th of the month, the employee time entry deadline has changed. Employees must now enter time **two (2) days prior to the last day of the month.**

All hourly employees must enter **all December hours by Wednesday, December 17,** and managers and supervisors must approve all time by **Friday, December 19 at 2:00 p.m.**

Hourly & Adjunct Employee Payroll Schedule

Employee Deadline to enter time	Manager Deadline to approve time @ 2:00pm	Paydate	Pay Period #
Wednesday, December 17, 2025	Friday, December 19, 2025	Friday, January 9, 2026	1
Wednesday, January 28, 2026	Friday, January 30, 2026	Tuesday, February 10, 2026	2
Wednesday, February 25, 2026	Friday, February 27, 2026	Tuesday, March 10, 2026	3
Friday, March 27, 2026	Tuesday, March 31, 2026	Friday, April 10, 2026	4
Tuesday, April 28, 2026	Thursday, April 30, 2026	Friday, May 8, 2026	5
Wednesday, May 27, 2026	Friday, May 29, 2026	Wednesday, June 10, 2026	6
Friday, June 26, 2026	Tuesday, June 30, 2026	Friday, July 10, 2026	7
Wednesday, July 29, 2026	Friday, July 31, 2026	Monday, August 10, 2026	8
Thursday, August 27, 2026	Monday, August 31, 2026	Thursday, September 10, 2026	9
Monday, September 28, 2026	Wednesday, September 30, 2026	Friday, October 9, 2026	10
Wednesday, October 28, 2026	Friday, October 30, 2026	Tuesday, November 10, 2026	11
Friday, November 20, 2026	Monday, November 30, 2026	Thursday, December 10, 2026	12
Thursday, December 17, 2026	Monday, December 21, 2026	Friday, January 8, 2027	13

Contract Employee Payroll Schedule

Employee Deadline to Enter Time	Manager Deadline to Approve Time	Paydate	Pay Period #
Tuesday, January 20, 2026	Wednesday, January 21, 2026	Friday, January 30, 2026	1
Tuesday, February 17, 2026	Wednesday, February 18, 2026	Friday, February 27, 2026	2
Wednesday, March 18, 2026	Thursday, March 19, 2026	Monday, March 30, 2026	3
Monday, April 20, 2026	Tuesday, April 21, 2026	Thursday, April 30, 2026	4
Tuesday, May 19, 2026	Wednesday, May 20, 2026	Friday, May 29, 2026	5
Wednesday, June 17, 2026	Thursday, June 18, 2026	Tuesday, June 30, 2026	6
Tuesday, July 21, 2026	Wednesday, July 22, 2026	Friday, July 31, 2026	7
Wednesday, August 19, 2026	Thursday, August 20, 2026	Monday, August 31, 2026	8
Friday, September 18, 2026	Monday, September 21, 2026	Wednesday, September 30, 2026	9
Tuesday, October 20, 2026	Wednesday, October 21, 2026	Friday, October 30, 2026	10
Friday, November 13, 2026	Monday, November 16, 2026	Monday, November 30, 2026	11
Friday, December 4, 2026	Monday, December 7, 2026	Wednesday, December 16, 2026	12

Year-End Planning

Year-end- the district routed a draft to the campuses for review, expect final dates in January pending some feedback from campuses and expected adjustments.